



CLEARWATER  
CHRISTIAN COLLEGE

**2010-2011**  
**GRADUATE CATALOG**  
**AND HANDBOOK**

**This is an online catalog  
printed for this purpose only.**

## COLLEGE AT A GLANCE

### **President**

Richard A. Stratton, Ph.D.

### **President Emeritus**

George D. Youstra, Ph.D.

### **Chancellor and Founder**

Arthur E. Steele, D.D.

### **Affiliation**

Independent

### **Accreditation**

Clearwater Christian College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate (A.A. and A.S.), baccalaureate (B.S. and B.A.), and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4079 or call 404-679-4500 for questions about the accreditation of Clearwater Christian College.

### **Memberships**

American Association of Christian Colleges and Seminaries (AACCS)  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
Association of Christian Libraries (ACL)  
Association of College and University Auditors (ACUA)  
College and University Professional Association for Human Resources (CUPA-HR)  
Council for Higher Education Accreditation  
Council of Independent Colleges (CIC)  
Florida Association of Colleges and Universities (FACU)  
Florida Association of Collegiate Registrars and Admissions Officers (FACRAO)  
Florida Association for Colleges of Teacher Education (FACTE)  
Florida Independent College Fund (FICF)  
Greater Clearwater Chamber of Commerce (GCCC)  
Independent Colleges and Universities of Florida (ICUF)  
National Association of College and University Business Officers (NACUBO)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Christian College Athletic Association (NCCAA)  
Southern Association of Colleges and Schools (SACS)  
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)  
Tampa Bay Library Consortium (TBLC)

### **Recognitions and Approvals**

Florida Department of Education—*Teacher Education Program Approval*  
Florida Office of Student Financial Aid—*select state financial aid*  
Immigration and Naturalization Service for Foreign Students  
State Approving Agency for Veterans Benefits  
State Board of Independent Colleges and Universities  
United States Department of Education—*select federal financial aid*

### **Contact Information**

Address: 3400 Gulf-to-Bay Boulevard, Clearwater, Florida 33759  
Telephone: (727) 726-1153 or admissions only (800) 348-4463  
E-Mail: [graduatestudies@clearwater.edu](mailto:graduatestudies@clearwater.edu)

### **Non-Discriminatory Statement**

Clearwater Christian College provides to all students, regardless of age, sex, disability, race, color, and national/ethnic origin, all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, disability, race, color, or national/ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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# 2010-2011

## ACADEMIC CALENDAR

All calendar dates are for graduate school only. Undergraduate students must refer to the information on the website and the undergraduate catalog.

### 2010 SUMMER TERM

*May 17 – August 13*

**May 10** - Matriculation

**May 17** - Term begins

**June 24** – Last day to withdraw without penalty

**August 13** –Term ends

### 2010 FALL TERM

*August 30 – December 17*

**August 23** - Matriculation

**August 30** - Term begins

**October 22** – Last day to withdraw without penalty

**December 17** –Term ends

### 2011 SPRING TERM

*January 17 – May 5*

**January 10** - Matriculation

**January 17** - Term begins

**March 10** – Last day to withdraw without penalty

**May 5** –Term ends

### 2011 SUMMER TERM

*May 16 – August 12*

**May 9** - Matriculation

**May 16** - Term begins

**August 12** –Term ends

# GENERAL INFORMATION

## FOUNDED

Clearwater Christian College was founded in 1966. The Graduate School began in the summer of 2008.

## TYPE OF COLLEGE

The College is non-denominational, private, co-educational, and comprehensive with a liberal arts foundation.

## DEGREE OFFERED

Masters of Education in Educational Leadership: M.Ed.

## ACCREDITATION

Clearwater Christian College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate (A.A. and A.S.), baccalaureate (B.S. and B.A.), and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4079 or call 404-679-4500 for questions about the accreditation of Clearwater Christian College.

## CERTIFICATION

This program is not approved by the State of Florida Department of Education, though it could lead to state certification; coursework in this program has also been designed to successfully prepare students to pass the Florida Educational Leadership Exam. The courses in this program have been aligned with the competencies and skills required for certification in Educational Leadership in Florida.

## HISTORY OF THE COLLEGE

Clearwater Christian College began with a burden in the heart of Dr. Arthur Steele, the founder, concerning the trends in evangelical colleges away from biblical standards of morality and from the historic biblical fundamentals. The founders perceived a growing casual attitude toward doctrine and lack of emphasis on personal soul-winning. They were burdened about the tendency of Christian colleges to drift toward the ecumenical movement, new evangelicalism, and ecumenical evangelism.

The possibility of establishing a Christian college on the west coast of Florida became a reality in January 1966 when Clearwater Christian College was officially incorporated in Pinellas County, Florida. The College acquired 50 waterfront acres at the eastern entrance to the city of Clearwater and began construction on campus buildings in early April.

On September 17, 1966, fifteen students enrolled as the first class of Clearwater Christian College. The Lord providentially supplied funds, friends, faculty, facilities, and a promising student body. The great enthusiasm and sense of expectancy during that first year has continued.

The College board, administration, and faculty were persuaded to align with the possibility of regional accreditation. After much prayer and preparation, Clearwater Christian College received full accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC) in December 1984 and in 1999 gained reaffirmation for SACS-COC accreditation. This recognition by a secular, non-governmental agency signified the College's commitment to basic educational standards as compared with other accredited colleges and universities without compromising its historic position on doctrinal issues or its high standards of personal conduct. In 1994, the College received approval for its teacher education programs thereby making education graduates eligible for state certification. In 2008, the Florida Department of Education granted full approval for Elementary Education graduates to be certified with a reading endorsement. The College has been listed in US News & World Report's *America's Best Colleges* for over a decade.

In January, 1987, the Board of Directors named Dr. George D. Youstra to succeed Dr. Steele as president. Dr. Youstra brought an extensive record of accomplishments in Christian education and government to this leadership role at the College. Since 1987, the College enrollment has more than tripled, new buildings have been added, 88 additional acres have been acquired, and new programs offered.

In May 2002, Dr. Richard A. Stratton assumed the presidency. In addition to his heart's desire to preach, Dr. Stratton brings to his position a wealth of experience in education and business. One of the major accomplishments

during Dr. Stratton's presidency has been the establishment of the CCC Graduate Studies program. In December 2007, CCC received approval from the Florida Department of Education and the Commission on Colleges of the Southern Association of Colleges and Schools to grant the M.Ed. in Educational Leadership.

Through the years, the College "family" has seen the Lord provide miraculously for the continuance of the ministry. This provision is due to the position the College has taken against doctrinal extremes, apostasy, and error, and its commitment to the fundamentals of the historic Christian faith. Clearwater Christian College began in the will of the Lord through much prayer and will continue to operate seeking His guidance, protection, and provision.

## **DOCTRINAL STATEMENT OF THE COLLEGE**

Clearwater Christian College is founded upon the following doctrinal statement. All students are affirming that, to the best of their current knowledge, these are also their doctrinal beliefs.

We believe and maintain the following:

- The plenary, divine inspiration of the Scriptures in the original languages; their consequent inerrancy and infallibility; and as the Word of God, their supreme and final authority in faith and life
- The triune God: Father, Son, and Holy Spirit
- The essential, absolute, eternal Deity; and the real and proper, but sinless, humanity of our Lord Jesus Christ
- His birth of the virgin Mary
- His substitutionary, expiatory death, in that He gave His life "a ransom for many"
- His resurrection from among the dead in the same body in which He was crucified, and the imminent, premillennial bodily return of Jesus Christ in glory to this earth
- The total depravity of man through the Fall
- Salvation, the effect of regeneration by the Spirit and the Word, not by works but by grace through faith
- The everlasting bliss of the saved and the everlasting suffering of the lost
- The real spiritual unity in Christ of all redeemed by His precious blood
- The necessity of maintaining, according to the Word of God, the purity of the Church in doctrine and life

Clearwater Christian College does not endorse nor support the National or World Council of Churches or the modern charismatic movement.

## **MISSION OF THE COLLEGE**

Clearwater Christian College exists to provide an excellent liberal arts education centered on God's Word, with a focus on challenging students to love God wholly, to know Him intimately, and to serve Him fervently; educating men and women to minister faithfully and humbly with evangelistic zeal as they impact eternity for Jesus Christ in every avenue of life.

## **PURPOSE OF THE COLLEGE**

Clearwater Christian College is a fundamental, Christian, liberal arts, co-educational college which is denominationally unaffiliated and dedicated to sound academic instruction while propagating the historic Christian faith. The College is committed to a program of instruction which will cause its scholars to maintain personal allegiance to the whole counsel of God. Through its educational programs and the administrative and educational support services, the College attempts to provide the kind of atmosphere which will promote the intellectual, spiritual, social, and character development of students. Clearwater Christian College is committed to provide programs which develop in the student godly character and a desire to achieve academic integrity and excellence. As a liberal arts institution, the College prepares students for many avenues of service, including the church, business, education, and the arts. Areas of study may be developed which are within the liberal arts tradition and consistent with the College's founding purpose.

## **GOALS OF THE COLLEGE**

In the fulfillment of its mission, CCC endeavors to accomplish the following goals that reflect the College's core values. These goals are accomplished through curricular and cocurricular programs.

**GOAL 1** – As an academic institution committed to scholarship, intellectual development, and the idea that all truth has its source in God, the College purposes to impart to its students a knowledge of God, themselves, and the world in which they live.

### **OBJECTIVES:**

- 1) Students will develop personal standards for evaluating the arts (music, drama, visual art, and literature).
- 2) Students will analyze modern religious movements and delineate those which have deviated from orthodox Christian theological positions.
- 3) Students will answer non-Biblical theories of origins based on their understanding of the Biblical account of special creation.
- 4) The College will provide a liberal arts education that will involve students in learning experiences imbued with a Christian interpretation of truth which foster their intellectual, physical, vocational, social, and spiritual development.
- 5) The College will attract and retain a growing number of students capable of pursuing and benefitting from the academic offerings of the College.
- 6) The College will attract, retain, and develop faculty who are Christians of character, credentials, competence, and commitment to the highest professional standards, dedicated to the College's mission and the ministry of teaching while expecting high standards of student performance.

**GOAL 2** – As an academic institution committed to discipleship, the College purposes to develop the character of its students according to the example and teaching of Jesus Christ, as set forth in the Scriptures.

### **OBJECTIVES:**

- 1) Students will develop godly character and a desire to know God and His Word so that they become more and more conformed to the image of Christ.
- 2) Students will recognize and fulfill their responsibility to serve Christ and to witness to others.
- 3) The College will attract and retain personnel who will recognize and fulfill their responsibility to serve Christ, witness to others, and disciple students.

**GOAL 3** – As an academic institution committed to impacting the world through Christian ministry, the College purposes to prepare graduates who will advance knowledge and understanding, and will shape and change the world through exemplary leadership in the local church and throughout society.

### **OBJECTIVES:**

- 1) Students will prepare for their chosen ministry or profession, or pursue graduate or professional studies.
- 2) Students will develop communicative and quantitative skills to prepare them to function effectively in society.
- 3) Students will conduct themselves as responsible citizens.

**GOAL 4** – As an academic institution committed to Christian stewardship, the College purposes to administer its resources – human, financial, and physical – with quality and the clearest expression of integrity, accountability, efficiency, and effectiveness.

### **OBJECTIVES:**

- 1) The College will attract and retain personnel who have appropriate skills, interests, and experience in support of the College's mission.
- 2) The College will maintain fiscal stability and financial solvency within a balanced operating budget.
- 3) The College will broaden its base of financial support and advance its reputation through fund raising, alumni, and community relations.
- 4) The College will provide services, facilities, and equipment adequate to support the educational program.
- 5) The College will provide a healthy, safe, and secure environment.

## LOCATION

Clearwater Christian College is situated on the west end of the Courtney Campbell Causeway, a Florida Scenic Highway, where Damascus Road provides the entrance to the College campus. On the Gulf of Mexico, the campus is considered part of the greater Tampa Bay Area, which includes Tampa, St. Petersburg, Clearwater, and a number of neighboring towns and communities.

Conveniently located near Tampa International Airport and the Clearwater/St. Petersburg Airport, Clearwater Christian College is easily accessible. The campus is located within minutes of local malls, grocery stores, restaurants, and hotels, and some of the most beautiful, family-oriented beaches in the country.

## INSTITUTIONAL ORGANIZATION

Clearwater Christian College's graduate program is housed in the Academic Affairs Office. The program is administered by the Chair of Graduate Education, who is directly accountable to the Vice President for Academic Affairs. The chairman is advised by the Graduate Studies Committee in matters related to policies and program implementation.

## ADMISSION REQUIREMENTS

The Graduate Admissions Committee reviews all applicants in regards to admissions requirements. Admission will be granted to the applicant who receives at least 80% affirmative votes.

For the Master of Education in Educational Leadership degree program, students who have an undergraduate degree in education will meet all of the academic requirements.

Students with undergraduate degrees from unaccredited colleges should check carefully through the acceptance procedures.

The Florida Department of Education requires all institutions to describe a plan for those candidates who have not met their ESOL/ELL requirement of sixty (60) hours of ESOL district in-service points or three (3) credit hours in a survey type ESOL course to demonstrate the mastery of the ESOL standards required of school administrators. All previous in-service training may be used to satisfy this requirement. Therefore, all candidates in the program who were are NOT Education Majors in their undergraduate degree or did not take EDU 210 in their education program, MUST take EDU 210 Culture, Linguistics, and Curriculum in ESOL from Clearwater Christian College or its equivalent at another institution to fulfill this requirement, if the candidate intends to apply for state certification.

## Application Process

1. Complete the online application at <https://www.clearwater.edu/admissions/graduate/application/signup.asp> . For extra help or to answer questions, contact:  
Clearwater Christian College  
Mrs. Debbie Edson  
3400 Gulf to Bay Blvd  
Clearwater, FL 33759  
Phone number: 727-726-1153 X 232  
Email: [graduatestudies@clearwater.edu](mailto:graduatestudies@clearwater.edu)  
Website: [www.clearwater.edu/graduatestudies](http://www.clearwater.edu/graduatestudies)
2. Complete the online application steps, secure references, and pay online a nonrefundable application fee of \$50.00.
  - a. *Online Registration*
  - b. *Recommendations*: Encourage each reference (3) to return the completed forms to the College within a week. These references should be obtained from two individuals best qualified to answer questions concerning your professional, technical, and personal qualifications for graduate studies. The third should be from your pastor.
  - c. *GRE Report*: Applicants who have taken the GRE within the past five years should contact the College Testing Service and request that an official score report be sent to the Graduate Studies Office. Applicants who have not taken the GRE should contact the Educational Testing Service to make arrangements to take the exam. The website address for the GRE is [www.gre.org](http://www.gre.org) and the toll-free number is 1-800-257-5123. The totally online format may be scheduled by individual appointment. Scores will be displayed on the

screen at the conclusion of the test session and may be printed as a temporary score report. Please use the Clearwater Christian College code (5142).

- d. *Essay*: Complete the 500-word essay on your salvation experience, current walk with Jesus Christ, vocational calling and experience in the area of education.
  - e. *Academic Records*: Applicants must submit an official transcript from each institution attended, including the one indicating successful completion of a baccalaureate degree program. Transcripts should be sent directly to the Graduate Studies Office. If you are a CCC graduate, request a transcript from the Registrar.
  - f. *Letters from employing school(s) documenting educational experience*: Each letter must include your position at the school and a job description that specifies your exact responsibilities in the educational setting.
  - g. *Test of English as a Foreign Language (TOEFL)*: Clearwater Christian College is authorized under federal regulations to enroll non-immigrant alien students. Any person who is not a citizen or permanent resident of the United States and desires to be admitted to the College must contact the Office of Admissions. Applicants must take the Test of English as a Foreign Language (TOEFL) if English is not their primary language. An official score report must be forwarded to the Graduate Studies Office before an admissions decision can be made. The minimum acceptable score for admission is 600 (250 on the computer based exam or 100 on the Internet based exam).
3. Computer access and literacy in word processing, Internet, and e-mail are required. A technology questionnaire is available online.
  4. Upon receipt of these materials, the graduate school office will process your application and notify you of your admission status. In order to be considered for admission to a specific academic term, all admissions documentation must be received no later than one week prior to the start of classes.

The Graduate Admissions Committee will place accepted applicants into one of the following classifications:

### **Accepted Student Status**

This status includes college graduates who have submitted all required admissions materials and have been accepted by the Graduate Admissions Committee. Applicants who have completed the following are eligible for accepted status:

1. Applicant holds a baccalaureate degree from a regionally accredited college.
2. Applicant presents an acceptable 500-word typed essay regarding the student's personal faith and testimony as judged by the Graduate Admissions Committee.
3. Applicant presents acceptable pastoral and professional references as determined by the Graduate Committee.
4. Applicant submits his or her GRE score report to Clearwater Christian College.
5. The applicant must have an undergraduate GPA of at least a 3.000.
6. Applicant submits a completed technology questionnaire.
7. Applicant has at least three years of successful teaching or administration in a school setting, documented by letter of reference.

### **Provisional Acceptance**

Applicants who have graduated from colleges that are not regionally accredited, have not completed three years experience, or who fail to meet the minimum GPA and GRE standards described in Accepted Student Status above may be accepted provisionally. Students accepted on a provisional basis will be required to complete 6 graduate semester hours of course work at Clearwater Christian College with a GPA of at least 3.00 in order to continue in the program. If the provisional acceptance is based on not meeting the three year experience requirement, the candidate must complete that requirement before provisional status is removed.

### **Non-degree Student Acceptance**

Non-degree seeking students may take no more than two classes by audit or for credit for personal enrichment purposes. An individual may be admitted as non-degree seeking after he or she has completed the following:

1. Applicant follows admission requirements for degree-seeking student.
2. Applicant receives permission from the Graduate Admissions Committee and the Academic Affairs Office.

Non-degree students who desire to enroll on a degree-seeking basis will be required to file written documentation prescribed by the Graduate Admissions Committee

## **Readmission Eligibility**

Individuals may apply for readmission under the following conditions:

1. Accepted applicants who fail to matriculate within one year of the intended initial term of enrollment
2. Students whose enrollment was interrupted for a period of at least one year
3. Students who do not complete their program of study within the intended period of completion or within six (6) years
4. Students released from the program by the College

## **Readmission Process**

Individuals applying for readmission must obtain permission from the Chairman of Graduate Education and must submit the required documentation to the Graduate Admissions Committee for consideration. Exceptions to the above, including additional documentation, will be carefully considered by the Graduate Admissions Committee.

## **International Student Admission**

Those who are not citizens or legal permanent residents of the United States are eligible to apply for admission. Due to the distinct nature of our program instruction through distance learning and current INS regulations, the College cannot issue the typical I-20 Application for F-1 Visa to accepted international students. International students residing in the United States or who come into the United States to fulfill the residency requirements of the program must obtain an appropriate visa that will allow them to enter and stay legally for the duration that is required. Graduate applicants must be sure that they will be able to fulfill the residency requirement. This program requires at least six (6) graduate semester hours being taken in residency, on campus. Each of these courses includes distance work before and after.

Students living abroad and foreign nationals residing in the United States are eligible to enroll in web-based online courses provided they have the necessary Internet access and email service. Enrollment as a “distance student” does not enable students to automatically fulfill their residency requirement.

Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and earn a score of 600 (250 on the computer based exam or 100 on the Internet based exam) for graduate program admission. An official TOEFL score report must be submitted to the College before an admission decision can be made. Information regarding the TOEFL may be obtained from TOEFL Services, the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541 or online at [www.toefl.org](http://www.toefl.org).

## **Dual Enrollment**

Undergraduates currently enrolled at CCC may enroll in master’s level courses in a semester in which they have nine (9) or fewer semester hours remaining to complete their bachelor’s degrees. Students must meet the classroom/administration experience requirement and the cumulative GPA requirement for entry into the graduate program to be eligible to register under Dual Enrollment for that program. Students may be dually enrolled for one semester and take a maximum of 3 graduate semester hours.

Students who want to pursue dual enrollment must first receive approval from the Registrar’s Office and then from the Graduate Admissions Committee.

## **Admission Notification**

When all required documents have been received, applicants will be notified of an admission decision from the Office of Graduate Studies. Information included with that notification will include contact information regarding course registration, as well as pertinent information about matriculation (financial information) and orientation for courses.

# FINANCIAL INFORMATION

## TUITION AND FEES

Tuition (per credit hour)	\$390
Technology Fee (per course)	\$ 50
Application Fee	\$ 50
Transcript Fee	\$ 5
Graduation Fee	\$125

Fees are subject to change. Any changes will be published through the College's website.

## Payment Requirements

A student is not officially registered or entitled to enroll in any class until satisfactory financial arrangements have been completed with the Business Office. Balances must be paid in full at least five business days prior to the beginning of the term. Students using financial aid as a method of payment, must have financial aid *completed* within this time frame as well.

No official transcript is issued and no degree is granted for any student with an outstanding financial obligation to the College. The student's financial account must be in good standing with the College in order to register for subsequent semesters.

## Refund Policy

Students may drop a course for a full refund prior to classes beginning. Beginning the first day of the term, students may withdraw with a *W*, but no refund will be granted. Failure to submit any or all coursework does not constitute a withdrawal from the course.

## Federal Refund Policy

Federal regulations require that refund calculations be made for all students receiving Title IV Federal Student Aid who fail to complete more than 60% of a semester for which they enroll.

When a recipient of a Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine both the date of withdrawal and the amount of Title IV grant or loan assistance the student earned as of that date in accordance with the calculations prescribed by the regulations.

If the total amount of Title IV grant or loan assistance, or both, that the student earned is less than the amount of Title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, the following applies:

- The difference between these amounts must be returned to the Title IV programs in the order specified in the regulations.
- No additional disbursements may be made to the student for the payment period or period of enrollment.

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount of Title IV grant or loan assistance, or both that was disbursed to the student or on behalf of the student in the case of a PLUS loan, the following applies:

- The difference between these amounts must be treated as a post-withdrawal disbursement.
- If outstanding charges exist on the student's account, the institution may credit that account in accordance with all or a portion of the post-withdrawal disbursement up to the amount of the outstanding charges.

## General

The federal refund policy is intended to give an overview of the policies that govern adjustments to student accounts in the event of withdrawal. Federal and state regulations are complex, and specific circumstances should be considered when calculating adjustments for individual students. Examples of common refund calculations are available in the Office of Financial Aid or in the Business Office.

## Refunds from Student Account

Students are encouraged to leave credit balances on their student accounts to cover future charges. However, in the event a refund is needed, the College will provide it in accordance to the following policies:

1. Request for refund must be made by the student.
2. The Business Office requires three business days to process a request.
3. Refunds will be issued no earlier than the first day after the drop/add period of each term (after first full week of classes).

## TYPES OF ASSISTANCE FOR GRADUATE STUDENTS

### Financial Aid

Students must register and pay their tuition at least five business days prior to the beginning of the term. Those using financial aid as a method of payment must complete the FAFSA and Stafford Loan applications a minimum of one month prior to the beginning of the term. Refer to the current graduate course calendar for beginning dates.

Students may drop a course for a full refund prior to classes beginning. Beginning the first day of the term, students may withdraw with a W and no refund will be granted. Failure to submit any or all coursework does not constitute a withdrawal from the course.

### Student Loans

Student loans are available to students enrolled in the M.Ed. program of study. The student must be enrolled for at least half-time study and making progress toward a degree. Federal Subsidized Student Loans (Stafford) are loans based on need. Students make no payments while they are enrolled in school, and they have up to 10 years to repay the loan after they leave school. The loan limit for graduate students is \$8,500 per year. The interest rate is fixed at 6%. Federal Unsubsidized Student Loans are available to students at a fixed rate of 6.8%. The loan limit for graduate students is \$12,000 per year, for a maximum of \$20,500, the total combination of all funds.

### Veteran's Benefits

Veterans and children of deceased or disabled veterans may be eligible for educational benefits from the Veterans Administration. Contact the local VA Office for more information regarding eligibility. The VA benefits on-campus representative, Mrs. Cheryl Schlosser, is located in the Financial Aid Office, 727-726-1153, ext 214.

### Application Process

To apply for financial assistance, the student must:

1. Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To complete the FAFSA on-line, you must have a PIN. To obtain your PIN, go to [www.pin.ed.gov](http://www.pin.ed.gov). **The federal code for Clearwater Christian College is 015025.**
2. Complete the Master Promissory Note (MPN) if you wish to apply for a federal student loan. The MPN is available in the Financial Aid Office or on-line at [www.clearwater.edu/financialaid](http://www.clearwater.edu/financialaid).
3. Complete the Loan Request Form on line and indicate the type of loans and amount you wish to borrow.
4. Complete the Entrance Loan Counseling on the web at [www.clearwater.edu/financialaid](http://www.clearwater.edu/financialaid).
5. You may complete the financial aid forms before you are accepted for enrollment at Clearwater Christian College; however, no financial aid may be approved until you have been officially accepted for admission to the graduate school.
6. Some applicants may be selected for verification, which is the required federal process of checking the accuracy of information students provide on the FAFSA.

7. Selected students must complete a verification form and will be requested to submit additional documentation such as copies of income tax returns and W-2's. Financial aid funds will not be disbursed until the verification process has been completed.

### **Outstanding Accounts**

It is college policy to not release transcripts or diplomas for students with outstanding balances on their accounts. For further information contact the Bursar at the College address.

# STUDENT SUPPORT SERVICES

## STUDENT LIFE AND STANDARDS

### Chapel

During the summer intensives, chapel services will not be available on campus. During the regular school terms, graduate students are invited to listen to daily chapel messages whenever possible. These are posted on the CCC Web site at <http://www.clearwater.edu/news/chapelschedule.asp>.

### Church Attendance and Christian Service

Bible-believing Christians should desire to be active members of a local body of Christian believers (Hebrews 10:25). Graduate students are expected to be affiliated with a local church and be under the authority of a pastor. Graduate students are expected to attend all regularly scheduled weekly services.

### Career Services and Placement

Clearwater Christian College provides an annual recruitment conference during the spring semester in the month of February. All students are welcome to attend. Over forty Christian schools are on campus recruiting for the following year. The career services department at the College posts current and upcoming openings for administrators and teachers online. See [www.clearwater.edu](http://www.clearwater.edu) for the current postings.

## SOCIAL STANDARDS

The Honor Code at CCC is designed to reflect standards we believe to be effective in developing Christ-likeness. The Honor System requires that students live a life consistent with the Honor Code.

### Honor Code

#### 1. To be honest and truthful, to possess integrity

CCC expects graduate students to abstain from actions and attitudes that demonstrate a lack of integrity, including lying, stealing, and plagiarism.

#### 2. To be physically and mentally pure

CCC expects abstinence from immoral behavior including fornication, adultery, pornography, or homosexuality (I Corinthians 6:20, Philippians 4:8).

#### 3. To be obedient and respectful

CCC expects scriptural mandates, rules of the College as well as local, state and federal laws to be obeyed. A respectful and honorable attitude is also expected.

Graduate students are expected to maintain a Christian testimony consistent with the expectations of the Honor Code. Any violations in the areas of morality, stealing, or involvement with alcohol or illegal drugs would be handled by the Graduate Honor Court. **However, any violation of plagiarism is an automatic dismissal from the program and will not go before the Graduate Honor Court.**

The Graduate Honor Court is made up of the Vice President for Student Affairs, Dean of Students, a graduate faculty member, and at least one graduate student. The Graduate Honor Court would consider the case of the graduate student in question and render a decision concerning his or her future as a graduate student at CCC.

The graduate student in question is required to appear before the Graduate Honor Court in person or be involved by a conference call or webcam. If the graduate student in question chooses not to appear before the Graduate Honor Court, then the meeting will be held in his or her absence.

## **PROFESSIONAL STANDARDS**

Professional standards of the graduate program at Clearwater Christian College shall include respecting the responsibilities of counselors to clients, proper management and reporting data in business, the treatment of students in classrooms, the integrity of faculty and students with respect to teaching assignments, and the respect for confidentiality. It is the policy of CCC to uphold these standards throughout the teaching and assessment of each program. Graduate students are held to the same standards.

An individual displaying disruptive or inappropriate conduct toward any faculty member, administrator or organization that is working directly or indirectly with CCC is considered to be in violation of professional standards. Violations of professional standards will result in invoking penalty options from any or all of the following: professors, Chairman of Graduate Education, or the College. Punitive action could result in procedures for dismissal from the program or college. The College reserves the right to decide if re-enrollment would be possible. An appeal process will be available to the student.

## **STUDENT SERVICES**

### **Textbooks**

Graduate students may order textbooks by phone (727-726-1153 ext. 603), by email (campusstore@clearwater.edu), or in person from the Campus Store; if they wish to purchase textbooks online, we recommend *www.StudySource.com* (available after May 5, 2009).

### **Technology Support**

IT will establish an intranet and email account for each graduate student as he or she registers. The totally online instruction is fully supported with a 24/7 helpline and helpdesk from *Blackboard*, our learning management system. In the upper-left corner of your Cougarweb page, it will say *Blackboard Courses* and *Blackboard Support* with a phone number. You may contact *Blackboard* by chat, phone, or IM.

Computer labs are available on campus.

## **TECHNOLOGY REQUIREMENTS**

Clearwater Christian College does not recommend any particular brand of computer for online course work.

### **Blackboard LMS**

The Blackboard Academic Suite™ is a standards-based product suite that provides student-centered learning with anytime, anywhere access that fits into students' busy schedules. This portal provides a wealth of tools enabling quick and convenient communication between professor and student, access to high-quality content and 24/7 technical support.

### **Computer Requirements**

Students must have a computer that can access the Internet and [Java](#) must be installed.

### **Internet Connection**

Dial-up, DSL, or cable Internet connection is required. Some course features, such as video segments, may load slowly or incompletely when a dial-up connection is used. A broadband Internet connection (DSL or cable) is highly recommended.

## **ONLINE COURSES**

Online courses are semester-long courses and are highly interactive. Students and instructors interact online via e-mail, bulletin boards, and chat rooms. Course syllabi, assignments, and most tests will be available online, and students will submit their completed work electronically. Students may use the Easter Library's eLibrary books, the ProQuest scholarly journals, and other resources for research activities. Follow the Proctor guidelines for online and paper-and-pencil exams.

# ACADEMIC SERVICES

## ACADEMIC INTEGRITY AND STANDARDS/PLAGIARISM

Plagiarism is commonly defined as using the words or ideas of another person, intentionally or unintentionally, without proper acknowledgment of the person or the source.

All coursework completed by a student must be his/her own work. Misrepresentation of one's own work, fabrication of data, misreporting of data, or submitting another person's work as your own will have severe consequences. **Plagiarism of any kind, intentional or unintentional, results in automatic dismissal from the program**

## CONFIDENTIALITY OF STUDENT RECORDS

Clearwater Christian College collects and analyzes information about students in order to assess the effectiveness of the academic experience. The College respects the privacy rights of students regarding the amount and types of information that may be disclosed while also balancing students' rights with the College's need to examine pertinent data to fulfill its mission.

Students at CCC are protected under the Family Educational Rights and Privacy Act of 1978 (FERPA), which means that the College must inform students of the existence and location of records, allow students access to these records, and to maintain a secure place and process for storing and purging records. The College does not release information about students without the permission of the student except in compliance with judicial orders or lawfully issued subpoenas, or to educational or governmental officials as allowed by FERPA. Information may be shared within the institution only to those college officials who have a "legitimate educational interest."

The College may release public "directory information" (name, contact information, honors and awards, and duration of enrollment) without the student's consent, however the student may request that such directory information be withheld by submitting a written request.

Further information about FERPA may be found by visiting <http://www.ed.gov/policy/gen/guid/fpco/ferpa>.

## RETENTION OF RECORDS

Clearwater Christian College retains records and registration documents according to the guidelines established by the American Association of Collegiate Registrar and Admissions Officers (AACRAO). Academic records, change of grade forms, original grade sheets, and graduation lists are considered permanent and are not discarded. Some records are kept up to five years after graduation or date of last attendance. Questions about specific documents should be addressed to the Registrar's Office.

## SEMESTER CREDIT SYSTEM

The College operates on the semester system. The unit for counting credits is the graduate semester hour. Online classes meet for 15 weeks, with an assumption of a minimum of 9 hours of work, both collaboratively and singularly, for each class per week.

## GRADING AND QUALITY POINTS

Grades in the Master's of Education program have the following meaning:

<b>Grade</b>	<b>Meaning</b>	<b>Quality Points</b>
A	Given for work of distinctively superior quality and quantity accompanied by evidence of rigorous, thoroughness, and originality	4
B	Given for work showing the above qualities to a lesser extent	3
C	Given for work that minimally fulfills the essential requirements	2
D	Given for work that is unacceptable.	1
F	Indicates failure	0
P	Indicates passing work in EDU 680 Practicum or EDU 690 Thesis. This grade is not computed in the GPA	
I	May be given to a student whose work is of passing quality but has a valid reason as deemed by the professor for not completing some requirement of the course. Requests to obtain an incomplete must be filed in the Graduate Studies Office with the permission of the professor.	
W	Removal of an incomplete grade must be submitted by the professor by the end of the succeeding fall or spring term or the incomplete grade becomes a W. In this case, the student must repeat the course.	

To determine grade point average (GPA), the quality points earned are divided by the semester hours attempted (quality hours). Only courses taken at Clearwater Christian College are used in computing the GPA. Only grades of A, B, C, D, and F are used in calculating the GPA.

## FULL-TIME STATUS

Full-time status for the graduate student is considered 6 semester hours. No student may enroll in more than 6 hours per semester. Exceptions would need to be approved through the Office of the Vice President for Academic Affairs.

## CONTROLLING CATALOG

The Graduate Catalog in use when a student first enrolls governs his or her graduation requirements for a period of six (6) years. A student may select a subsequent catalog for this purpose but is advised that all requirements stated by the new catalog must be completed for eligibility for graduation.

## COURSE REGISTRATION, ACTIVATION, AND COMPLETION DATES

Students will register for courses by phone at this time. The student's academic advisor must approve the student's course selection. A student's enrollment period (course activation) begins the day the student registers, and continues through the term provided that the student is in good academic standing and has paid the tuition or secured financial aid approval.

Students are encouraged to allow sufficient time to review their course materials before the beginning of the term. Students must complete all work by the last day of the term and receive final grades before re-enrollment for

the next semester. All tests, papers, and projects must be received by the professor by the due dates.

A course for which no work is received will be assigned a grade of *F*. Students may drop a course for a full refund through the day prior to the first day of the term. Beginning the first day of the term, students may withdraw with a *W* and no refund will be granted. Failure to submit any or all coursework does not constitute a withdrawal from the course.

## **INTENT TO GRADUATE**

Students are responsible to file an *Intent to Graduate* form and must pay the graduation fee by the midpoint of the term prior to which they plan to complete their coursework. The current calendar will have the exact date. Upon notification, the Office of Academic Affairs will complete a graduation audit and will notify the student of any outstanding coursework, testing requirements, or other impediments to graduation. Students may not graduate who have any coursework left at the end of the chosen graduation term: December, May, or August.

Students should refer to the appropriate degree program description for details regarding graduation requirements.

## **GRADUATION WITH DISTINCTION**

Students completing the Master of Education with a cumulative grade point average of 3.84 or above will graduate “With Honors.”

## **COMMENCEMENT**

Commencement is held yearly in May in conjunction with the undergraduate commencement. All December, May, and August graduates are invited to attend and participate in the graduation ceremony. Families are invited to attend, and special events are designated to honor graduates and their families.

Whether the graduating student wishes to march in commencement or not, he or she must apply for graduation before degree completion can be posted on the transcript.

## **LIBRARY RESOURCES**

The Easter Library provides a variety of resources for the Clearwater Christian College family. The library building houses books, periodicals, reference sources, and other print materials that are selected specifically to meet the educational needs of the students, faculty, and staff. The online resources are available both on and off campus. The library’s website ([www.clearwater.edu/library](http://www.clearwater.edu/library)) and the CougarWeb are the access points for links to the catalog, periodical databases, e-books, and other helpful websites. Students, faculty, and staff can also request materials from other libraries using the online catalog, iBorrow, and OCLC WorldCat. These items will be sent to the Easter Library, and a library staff member will contact the borrower via email regarding the availability of the requested materials.

### **Personnel and Hours**

The Easter Library personnel are available to assist library patrons. The degreed librarians include a director, an associate director, and a reference and cataloging assistant. Other staff include a circulation manager and technical assistants. During the two weeks of on-campus coursework, the library hours are extended and are listed in the registration packet, included under Graduate Student Policies and Procedures on the CougarWeb, and posted on the library’s front door. The hours of operation for the rest of the year can be found under Hours and Information on the library’s website ([www.clearwater.edu/library](http://www.clearwater.edu/library)). Online resources are available anytime.

### **Reference Assistance**

Library staff members are available for assistance during operating hours. Tutorials for the online catalog and periodical databases are available under Graduate Student Policies and Procedures on the CougarWeb. Online reference assistance is available; please contact the library for more information.

### **Rules, Procedures, and More Information**

Each student may have ten (10) print materials checked out at a time. The circulation period for each item is three weeks. Late items incur an overdue fine of ten cents (\$0.10) per item per day.

Reserve book circulation is established by the professor; late reserve items incur an overdue fine of fifty cents (\$0.50) per item per day.

Periodicals, reference books, videotapes, CDs, DVDs, microforms, and archives may be checked out for no more than one class period and only for use for in-class work.

For more information, please contact the library staff or see the library's website ([www.clearwater.edu/library](http://www.clearwater.edu/library)).

## **ACADEMIC ADVISING**

The Advising Office and the Secretary of the Graduate Studies are designated to advise students for scheduling and completing the registration process. Students who do not attend full time and need additional advising will be assigned to an academic advisor who will help them map out their course of study for completion. The academic advisor will guide the student regarding course scheduling.

# MASTER'S IN EDUCATIONAL LEADERSHIP

## MISSION

The Master of Education in Educational Leadership is designed to prepare and equip teachers and administrators with requisite knowledge and skills for service as effective educational administrators who practice their profession with a philosophical focus on God's Word. Our focus is the challenging of graduate students to love God wholly as they strive to impact lives for the Lord Jesus Christ in diverse educational settings. Graduates of the program will have developed the knowledge, skills, and dispositions equipping them to be school administrators who will model lifelong learning and who will serve God faithfully as change agents in society.

## GOALS

Students who complete the M. Ed. in Educational Leadership Program at Clearwater Christian College will have developed critical understandings and demonstrated competence in the application of effective organizational leadership principles and concepts.

### A Shared Vision

1. Framework - views all aspects of educational leadership through a biblical worldview lens
2. Professional Growth - builds on strengths and knowledge to become an ethical, reflective practitioner who makes decisions and continuously evaluates the ramifications of those decisions on others and who actively pursues opportunities to grow professionally
3. Community - understands, responds to, and influences with a biblical viewpoint the larger political, social, economic, legal, and cultural context of the school; collaborates with families, community, and community leaders; responds to the needs of a diverse constituency and mobilizes community resources; demonstrates school leadership by (a) collaborating with families, community, and community leaders; (b) responding to the needs of a diverse constituency; and (c) mobilizing community resources

### Student Learning and Staff Development

4. Learning Environment - facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community; is an advocate for, nurtures, and sustains a culture of learning and instructional programs conducive to student learning and staff's professional growth
5. Diversity - adapts to the needs of diverse learners including learning differences related to culture, language, and ability by advocating, enabling, and sustaining this environment

### Content and Professional Knowledge

6. Content - demonstrates an understanding of best theory and practice in school administration including supervision of instruction, effective staff/faculty development, and school finance
7. Technology - uses appropriate technology and enables teachers and staff to develop competence in the use of technology

### Administrative Competence

8. Planning - plans and manages school operations and resources to provide a safe, efficient, and effective learning environment
9. Management - manages and maintains school resources and operations for a safe, effective, and efficient learning environment
10. Leadership - provides effective, Christian, biblically based leadership within the school setting and in the community at large
11. Assessment - uses formal and informal assessment strategies to provide diagnostic, summative, and formative evaluation of programs, teachers, and staff

## **Communication Skills**

12. Communication - uses effective communication with parents, teachers, and staff to encourage and support them and to foster better communication and interaction within the school

## **EVALUATING STUDENT ACHIEVEMENT/FELE REQUIREMENT**

The evaluation of student achievement is an integral part of the institutional and personal educational goals of students. These procedures include student evaluations of instruction, student surveys, retention studies, and professional certifications. In addition, core competencies are taught and measured during courses. The major course competencies are derived from the program's mission and goals/outcome statements and reflect current knowledge in the discipline. Each graduate will complete the capstone exam, the Florida Educational Leadership Exam (the FELE), during the candidate's final semester in the program.

## **INSTITUTIONAL EFFECTIVENESS**

Program evaluation will occur every year in a systematic process of evaluation of goals for individual courses and the program overall. Student opinion of instruction will be given every semester, and faculty evaluations will contribute to this process.

At the end of the first year, the midpoint of the program, the Graduate Studies Committee will complete an evaluation of the program based on the goals of the program outlined to have been met thus far.

At the end of the second year, the Graduate Studies Committee will again meet to evaluate the total program and make recommendations and adjustments as are necessary. The data used will include the student opinion of instruction and the rubrics used to measure the goals for the program, as well as the analysis of the Chairman of Graduate Education.

The master's degree program is an integral part of the institution's Institutional Effectiveness Plan and a part of the strategic program plan that spans five (5) years. In a five-year cycle, the master of education program will be reviewed by a committee made up of Clearwater Christian College graduate program faculty and staff and at least two persons from other regionally accredited colleges and universities who have successful master of education degrees in educational leadership. The mission, goals, content, procedures, and processes of the program will be considered in the review. A written document will outline findings and recommendations.

## **PROGRAM REQUIREMENTS**

The program is designed to be completed in two (2) years. Students must complete all of the requirements within six (6) years. This particular program is set up to be taken at six credit hours per semester. Tuition charges are generated by the credit hour, not by a full-time or part-time status.

Students are required to complete 11 three-semester-hour courses. Students may complete either EDL 680 Practicum or EDL 690 Thesis. EDL 690 Thesis may be repeated during thesis development. Students desiring state certification will be required to complete EDL 680 Practicum. Students who are not intending to be practicing administrators should take EDL 690 Thesis.

## **PROGRAM CONTINUANCE**

To remain in the Masters of Education in Educational Leadership Program at Clearwater Christian College, students must maintain at least a 3.0. Students whose semester or cumulative GPA drops below a 3.0 will be placed on probation for one semester. If the GPA remains below a 3.0 for a second consecutive term, the student will be dropped from the program. Students cannot graduate with less than a 3.0 cumulative GPA.

## **STUDENT RIGHTS TO APPEAL**

Students may use the following procedures:

1. For **academic decisions involving a grade**, students should appeal within one week to the professor teaching the course. Should the appeal not be granted, the student has the right to appeal to the Chairman of Graduate Education within thirty days after the registrar posts the grades.
2. Appeals regarding **academic dismissal** may be submitted to the Vice President of Financial Affairs, who chairs the Appeals Committee. A written appeal should be submitted within seven days of receiving written notification of the dismissal.

3. Decisions made concerning a graduate student's dismissal or future enrollment due to **discipline problems** may be appealed to the Vice President for Student Life. Appeals should be made in writing within seven business days. The Appeals Committee will hear the appeal and render a decision.
4. The criteria upon which the Appeals Committee will make its decision will be whether or not the processes were followed, whether or not the Honor Court acted consistently with College policy, and/or whether or not all evidence was presented and heard.
5. All appeals will be considered and responded to in writing within fourteen business days.
6. Students removed from the program will be able to request reinstatement to the program after sitting out two semesters.

## **ASSISTANCE FOR STUDENTS WITH DISABILITIES**

Clearwater Christian College encourages students with disabilities to participate fully in all academic programs and student activities. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA), the College seeks to provide students with disabilities "reasonable accommodations" needed to ensure equal access to those programs and activities. While the College provides several services to support the academic work of all its students, including tutoring, and study skills programs, additional accommodations can be made specifically for students with a disability.

The federal definition of a disability includes a person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. It is the responsibility of students requesting an accommodation due to a qualifying disability to self-identify by registering with the Student 504/ADA Coordinator, to apply for supportive services, and to furnish documentation about the nature and extent of their disability. Informing other staff or faculty does not constitute registering with the Student 504/ADA Coordinator.

Current documentation is necessary to establish a disability. There are specific documentation requirements that must be met before accommodations can be provided.

Information and support services for students with a disability are coordinated through the Student 504/ADA Coordinator. The office is located in Dambach Hall, Room 112. The phone number is (727) 726-1153 ext. 262

### **Section 504/ADA Coordinator and Title IX Coordinator**

The designated 504/ADA coordinator in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 is the Director of Career Services and Guidance, located in Dambach 112. The phone number is (727) 726-1153 ext. 262. The Title IX coordinator is the Vice President for Student Life, located in Cathcart 217. The phone number is (727)-726-1153 ext. 240.

### **Grievance Policy for Students with Disabilities**

The College provides reasonable and appropriate accommodations to students with documented disabilities. Students who believe they are not receiving the appropriate services and accommodations have the right to file a grievance. Students should adhere to the following guidelines when filing a grievance:

1. Resolve the situation informally by meeting with the Student 504/ADA Coordinator in Dambach Hall to discuss the concerns.
2. If the issue cannot be resolved, or the student is not satisfied with the outcome, the student can submit a formal written grievance to the Academic Affairs Appeals Committee through the office of the V.P. for Academic Affairs in Cathcart Hall.
3. Written grievance must be submitted within 10 business days after the informal meeting with the Student 504/ADA Coordinator.
4. Written grievances complaints must be in writing and formatted as follows:
  - a. Give the date of alleged act or decision you are disputing
  - b. Briefly describe the alleged act or decision
  - c. Explain the basis for your grievance
  - d. State the College policy, individual right, etc. which you believe has been overlooked
  - e. Explain why you believe the act or decision being disputed is contrary to the policy, right, etc. you have stated

- f. Give the chronology in narrative form of all pertinent events leading up to the act or decision being disputed.
  - g. Describe informal attempts and discussions to resolve the conflict
  - h. State exactly what outcome, action or resolution you are seeking through this grievance petition.
  - i. Provide any additional information or documents you believe are relevant to your grievance.
5. Within 20 working days of the receipt of the written grievance, the V.P. for Academic Affairs will notify the student of the Academic Affairs Appeals Committee's findings and recommendations.

### **Grievance Resolution for Harassment, Discrimination, or Other Grievances:**

Clearwater Christian College provides reasonable, prompt, and appropriate measures to students concerning harassment, discrimination, and other grievances. Students who believe that they have been harassed or discriminated against have the right to file a grievance with the Title IX Coordinator. CCC will make every effort to resolve complaints of harassment and discrimination, with due regard for fairness and the rights of both the complainant and alleged offender, and to conduct all proceedings in the most confidential manner possible. In accordance with Federal regulations to receive financial assistance, CCC designates the Vice President for Student Life as the Title IX Coordinator. The Title IX Coordinator is responsible for:

1. Monitoring the overall implementation of Title IX for the College.
2. Coordinating compliance with Title IX in all areas covered by the implementing regulations.
3. Overseeing compliance efforts and investigating any complaint of sexual harassment and discrimination.

### **Grievance Resolution Procedures for Sexual Harassment and Discriminations**

If a student believes he or she has been harassed or discriminated against, or has other grievances, he or she must report the grievance to the Vice President of Student Life, the Title IX Coordinator. Students should adhere to the following guidelines when filing a grievance:

1. Written grievance must be submitted within 10 business days after the initial meeting with the Title IX Coordinator. Written grievances must be in writing and formatted as follows:
  - a. Give the date of alleged act or decision you are disputing.
  - b. Briefly describe the alleged act or decision.
  - c. Explain the basis for your grievance.
  - d. State the College policy, individual right, etc. which you believe has been overlooked.
  - e. Explain why you believe the act or decision being disputed is contrary to the policy, right, etc. you have stated.
  - f. Give the chronology in narrative form of all pertinent events leading up to and including the act or decision being disputed.
  - g. Describe informal attempts and discussions to resolve the conflict.
  - h. State exactly what outcome, action, or resolution you are seeking through this grievance petition.
  - i. Provide any additional information or documents you believe are relevant to your grievance.
2. Within 5 business days after receiving the written grievance, the complainant will be notified by the Title IX Coordinator of the day and time of the meeting with the Student Life Grievance Committee. Persons filing a complaint will be given the opportunity to present witnesses and other evidence. Additionally the alleged offender(s) will be given the opportunity to present their own witnesses and evidence.
3. Within 20 business days of the receipt of the written grievance, the Vice President for Student Life will notify the student of the Student Life Grievance Committee findings and recommendations.
4. If the complainant is not satisfied with the decision of the Grievance Committee, the complainant may give written notification of dissatisfaction to the Appeals Committee within 5 business days following notification of the finds and recommendations of the Student Life Grievance Committee. That notification should include:
  - a. Reason for dissatisfaction.
  - b. Any further evidence that you feel is relevant.
  - c. Any policy, right, etc. that you feel is still being overlooked.
  - d. State the outcome, action, or resolution you are seeking.

The College will take necessary steps to prevent recurrence of any harassment or discrimination and correct the discriminatory effects on the complainant and others, if appropriate.

## REQUIRED COURSES

Course Number	Course Name	Semester Credit Hours
EDL 550	Educational Research	3
EDL 510	School Leadership	3
EDL 520	Instruction & Curriculum	3
EDL 530	Organizational Management	3
EDL 540	Communication	3
EDL 600	Personnel Supervision and Administration	3
EDL 610	School Finance	3
EDL 620	School Law	3
EDL 630	Electronic Tools for Educational Leaders	3
EDL 640	Applied Ed Prog Develop, Assess, & Eval	3
EDL 680	Practicum	3
or		
EDL 690	Thesis	3
		33 total

## DEGREE CANDIDACY

Admission to the graduate program does not imply approval to candidacy for a master's degree. Eligibility for candidacy occurs upon completion of twelve hours of graduate work with minimum 3.0 cumulative GPA.

Students should file an application for admission for candidacy to the Office of Graduate Studies.

## TRANSFER OF CREDIT

All transfer graduate credits are subject to approval by the Registrar. Students may transfer up to 6 graduate credit hours. Transferred courses must have at least a grade of B and be comparable in content to a Clearwater Christian College graduate course(s).

## GRADUATION REQUIREMENTS

Candidates must apply for graduation by the end of drop-add during the semester prior to the anticipated graduation. To apply, they must have met the following requirements:

1. Candidates must have completed 33 graduate hours of required course work of the degree program by the end of the spring term to be considered for graduation in May with an overall cumulative grade point average (GPA) for all work attempted at Clearwater Christian College of 3.000. No student who has any unfulfilled credits will be eligible for graduation.
2. Candidates must have completed a Practicum or Thesis.
3. Candidates must have completed all degree requirements within 6 years of the application date.
4. Candidates must complete an Intent to Graduate form.
5. Candidates must have EDU 210 if the candidate intends to apply for state certification.
6. Candidate must complete the FELE during the candidate's final semester.

## THESIS RESEARCH

A complete process for the thesis option is available to graduate students online and will include such information as the student's timeline of events, student responsibilities, forming an advisory committee, publication style, format requirements, tips on common manuscript errors, templates and sample pages, and final submission checklist. See the Graduate Studies folder on the Cougarweb.

## PRACTICUM

The requirements for EDL 680 Practicum are available to graduate students and include process, requirements, and forms and are available on the course website. Candidates who intend to be a practicing administrator and/or apply for state certification MUST take EDL 680 Practicum. See the Graduate Studies Website at [www.clearwater.edu/graduatestudies](http://www.clearwater.edu/graduatestudies).

# COURSE DESCRIPTIONS

## **EDL 510 School Leadership**

Students explore and demonstrate knowledge of basic theories of leadership, the change process, group dynamics, and motivation as applicable to the school administrator. This course addresses the changing demographics in our society and their implications for the classroom. The student is required to develop a philosophy of education and demonstrate principal competencies related to this course. **3 credits.**

## **EDL 520 Curriculum and Instruction**

Foundations, design, theory, basic concepts, and trends in curriculum from preschool through grade twelve. This course includes concepts such as scope and sequence and vertical and horizontal design of a school. Consideration is given to ways of evaluating effectiveness and appropriateness of the school's curriculum for the ongoing process of curriculum improvement. **3 credits.**

## **EDL 530 Organizational Management**

Students internalize the implications of the authority and total responsibility placed on school administrators. This course emphasizes approaches to effective school management including value setting, information gathering, school-image control, delegation, forcefulness, and systematic planning. Internal and external factors influencing the success of various school governance models are addressed and strategies for forming a governing body and management structures are identified. **3 credits.**

## **EDL 540 Communication**

Using various research-based activities, students develop and apply their own interpersonal communication and supervisory skills. Since effective educational leaders work with and through others, the effects of interaction with their communications behaviors and the ability to diagnose others are important elements of this course. This course develops skills for school leaders to navigate controversy, negotiate special interest groups, and address the media. **3 credits.**

## **EDL 550 Educational Research**

*Prerequisite:* B.A. or B.S. in Education or undergraduate courses in Educational Psychology and in Tests and Measurements or equivalents. An introduction to the research process in education. Course content covers literature review, basic research designs, and tests of hypotheses. Course emphasis includes interpretation of statistics, advantages and disadvantages of qualitative and quantitative research techniques, and completion of a research prospectus. **3 credits.**

## **EDL 600 Personnel Administration and Supervision**

This course is an introduction to the process of recruiting and hiring faculty and staff, supervising instruction, and evaluating and terminating faculty and staff. It includes inquiry into the law and best practice for promotion, retention, and compensation with an emphasis on staff building and in-service training. Supervision of instruction includes developing and applying one's interpersonal communication and supervisory skills to assist in understanding and facilitating the needs of faculty and staff members, students, and the school at large. Direct application to a Christian school setting. **3 credits.**

## **EDL 610 School Finance**

This course addresses the basic business, financial, and biblical principles for the management of school business affairs including the use of time, space, and physical resources. Financial management includes budgets, balancing a budget, accounting practices, inventory accounting, and financial reporting. **3 credits.**

## **EDL 620 School Law**

This course covers the basics of school law and the legalities involved in school administration. It contains important legal cases in school law and particular reference to the state of Florida. **3 credits.**

**EDL 630 Electronic Tools for Educational Leaders**

This course constitutes an overview of the technology competencies appropriate for educational leaders. Educational leadership applications of technology are addressed with an emphasis on new and emerging hardware and software tools related to instruction and the management of a school. The major topics of the course are covered in a variety of learning activities: lecture, discussion, cooperative activities, hands-on computer activities, research, writing, scenarios, reflective thinking, analysis of technology plans, administrative policies and practices related to technology. Students are expected to have a basic level of computer literacy prior to beginning this course. **3 credits.**

**EDL 640 Applied Education Program Development, Assessment, and Evaluation**

This course examines the design, development, implementation, interpretation, and communication of both summative and formative educational program evaluations. **3 credits.**

**EDL 680 Practicum**

Candidates who intend to be a practicing administrator and/or be state certified **MUST** take EDL 680. This course provides an opportunity to observe, interview, work with, and perform the duties of administrators in an actual work setting. Course requirements include a minimum of 300 contact hours, completion of a leadership portfolio, and structured activities related to the role and responsibilities of the educational leader. **3 credits.**

**EDL 690 Thesis**

The course is designed for students who choose to complete an applied research project. EDL 690 may be repeated if not completed in one semester. Students must register for three credit hours each semester during thesis development. If it is repeated, no further credit hours are granted. **3 credits.**

# FACULTY

*The date given in bold at the conclusion of the educational background indicates the year the individual joined our faculty.*

**Melissa Cancel**, Associate Professor of Speech Communication

B.A. Clearwater Christian College, 1993, Psychology; M.A. Purdue University, 1997, Communication; Ph.D. University of South Florida, 2001, Communication. **1997**

**Vickie Denny**, Professor of Exercise and Sport Science and Teacher Education; Chair, Department of Exercise and Sport Science

B.S. Bob Jones University, 1978, Health and Physical Education; M.S. University of Illinois, 1982, Physical Education; Ph.D. Florida State University, 1992, Physical Education/Teacher Education. **1989**

**Mary Draper**, Professor of Education; Vice President for Academic Affairs

B.S. Tennessee Temple University, 1971, Elementary Education; M.S. Tennessee Temple University, 1991, Administration and Supervision; Ph.D. University of South Florida, 1998, Instruction and Curriculum. **2003**

**Ruth Freeburg**, Professor of School Law

B.S. Pillsbury Baptist Bible College, 1974, Bible; B.S. Niagara University, 2001, Biotechnology; J.D. State University of New York at Buffalo Law School, 2005. **2010**

**Philip Larsen**, Professor of Education; Chair, Division of Education

B.S. Bob Jones University, 1976, Physical Education; M.A. Bob Jones University, 1978, Education Administration; Ed.S. Bob Jones University, 1984, Education Administration; Ph.D. The Ohio State University, 1996, Education Theory and Practice. **1991**

**Eric Lovik**, Assistant Professor of Education; Director of Institutional Research

B.A. Bob Jones University, 1991, Humanities; M.Div. Calvary Baptist Theological Seminary, 1995; Ed.M. Temple University, 1998, Educational Administration; Ph.D. (candidate) The Pennsylvania State University, 2009 anticipated graduation year. **2006**

**Gary Smith**, Professor of Education; Chair, Graduate Education

B.A. Clearwater Christian College, 1975, Bible; 1976, Secondary Education; M.Ed. University of North Florida, 1979, Secondary Education; Ed.D. Nova University, 1993 Educational Leadership. **1992**

**Richard Stratton**, Professor of Business; President

B.S. Bob Jones University, 1981, Accounting; Ph.D. University of Georgia, 1994, Business Administration. **2002**