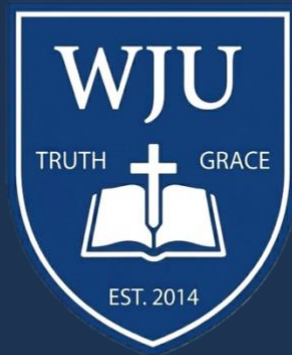


ACADEMIC CATALOG

2026 — 2028



WASHINGTON JABEZ UNIVERSITY
4421 DALE BLVD, WOODBRIDGE, VA 22193
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WWW.WJUNIV.ORG

Legal Authorization and Religious Exemption

Washington Jabez University is a religious institution whose primary purpose is to provide religious training and theological education. The University offers educational programs and awards credentials that are consistent with this religious purpose.

Pursuant to 8 VAC 40-31-50 of the Virginia Administrative Code, Washington Jabez University is exempt from the regulations of the State Council of Higher Education for Virginia applicable to postsecondary institutions. This religious exemption remains contingent upon the University continuing to maintain religious training or theological education as its primary purpose.

Religious exemption by the Commonwealth of Virginia does not constitute institutional accreditation or an endorsement of the University's academic programs.

ACCREDITATION STATUS

Washington Jabez University does not currently hold institutional accreditation from an accrediting agency recognized by the United States Department of Education or the Council for Higher Education Accreditation.

WJU will represent any future accreditation or preaccreditation status only after official action by the applicable accrediting agency and in accordance with the wording authorized by that agency.

Table of Contents

LEGAL AUTHORIZATION AND RELIGIOUS EXEMPTION	2
ACCREDITATION STATUS.....	2
TABLE OF CONTENTS.....	3
A MESSAGE FROM THE BOARD CHAIR.....	5
ACADEMIC CALENDAR 2026–2027.....	6
2026 Fall Semester 2027 spring Semester.....	6
ACADEMIC CALENDAR 2027–2028.....	7
2027 Fall Semester 2028 spring Semester.....	7
INSTITUTIONAL IDENTITY	8
Institutional History and Overview	8
Statement of Faith.....	8
Mission Statement	10
Institutional Objectives.....	10
Institutional Learning Outcomes	10
Philosophy of Education.....	11
Campus and Instructional Locations	11
ADMISSIONS.....	12
General Admission Policy	12
Admissions Requirements by Program	12
ADMISSION REQUIREMENT DESCRIPTIONS	14
Application Procedure and Deadlines	16
Admissions Review and Decision	16
Conditional Admission	17
Transfer Applicants	17
Readmission.....	17
Nondiscrimination and Disability Accommodation in Admissions	19
ACADEMIC POLICIES AND PROCEDURES	20
Definition of a Credit Hour.....	20
Instructional Delivery	20
Registration and Course Load	21
Enrollment Changes, Leave of Absence, and Withdrawal.....	22
Attendance and Academic Participation.....	23
Grading and Grade Changes.....	23
Academic Standing, Probation, Suspension, and Dismissal.....	26
Transfer Credit and Other Sources of Credit.....	28
Academic Integrity and Academic Due Process	32
Student Records, Transcripts, and FERPA.....	37
Program Completion and Graduation.....	40
ACADEMIC PROGRAMS	42
Academic Program Overview.....	42
Undergraduate Degree Programs.....	42
BACHELOR OF THEOLOGY (TH.B.)	42
BACHELOR OF CHURCH MUSIC (B.C.M.).....	46

Graduate Degree Programs	52
MASTER OF DIVINITY (M.DIV.).....	52
MASTER OF CHURCH MUSIC (M.C.M)	56
GRADUATE DIPLOMA IN CHURCH MUSIC (GDCM).....	62
Doctoral Degree Programs	68
DOCTOR OF MINISTRY (D.MIN)	68
TUITION, FEES, REFUNDS, AND FINANCIAL ASSISTANCE	72
Tuition and Fees	72
Estimated Program Tuition.....	73
Payment Requirements and Payment Plans.....	73
Cancellation and Refund Policy	74
SCHOLARSHIPS AND INSTITUTIONAL ASSISTANCE	75
STUDENT SERVICES, RIGHTS, AND DUE PROCESS	77
New Student Orientation and Academic Advising.....	77
Library and Learning Resources.....	77
Technology Support.....	77
Disability Accommodations	77
Student Rights and Responsibilities	78
Student Conduct and Disciplinary Due Process	78
Student Complaint and Grievance Policy	79
Nondiscrimination and Anti-Harassment	81
Health, Safety, and Emergency Procedures.....	82
Spiritual Life and Community Engagement.....	82
GOVERNANCE AND ADMINISTRATION	82
BOARD OF TRUSTEES	82
UNIVERSITY LEADERSHIP	82
OFFICERS OF THE ADMINISTRATION	82
FACULTY	83
DEPARTMENT OF CHRISTIAN THEOLOGY	83
DEPARTMENT OF CHRISTIAN MUSIC	83

A Message from the Board Chair

Theological education is a sacred stewardship.

The work of preparing men and women to serve the gospel, the Church, and the world must be approached with humility, faithfulness, and a firm commitment to the Word of God.

Jesus called His disciples and equipped them to become workers for the kingdom of God. Following His example, Washington Jabez University was established to prepare men and women whose lives are marked by biblical truth, holiness, prayer, and evangelism. We believe that Christian education must form not only the mind, but also the character, spiritual life, and ministry of each student.

Washington Jabez University carries out this mission through three primary areas of leadership development: missionary leadership, pastoral leadership, and lay leadership. Our undergraduate and graduate programs are designed to help students grow in biblical knowledge, theological understanding, Christian character, and practical ministry. Through the faithful service of our faculty, students are challenged to study diligently, think carefully, pray faithfully, and apply God's truth in the Church and in the world.

We recognize that an institution cannot create a servant of God by education alone. God calls, shapes, and sends His servants according to His sovereign purpose. The responsibility of Washington Jabez University is to provide a faithful environment in which students may be taught, mentored, strengthened, and prepared to respond obediently to that calling.

The Board of Trustees remains committed to safeguarding the University's Christian mission, supporting academic quality, and ensuring that its programs remain faithful to the purposes for which the institution was established. Our prayer is that every student will be equipped to serve with humility, integrity, wisdom, and courage.

Jesus said, "The harvest is plentiful, but the laborers are few; therefore pray earnestly to the Lord of the harvest to send out laborers into his harvest" (Matthew 9:37–38). May the Lord continue to use Washington Jabez University to prepare faithful servants who proclaim the gospel, strengthen the Church, and glorify God throughout the world.



Elisha Kwangsung Park
CHAIR, BOARD OF TRUSTEES
WASHINGTON JABEZ UNIVERSITY

Academic Calendar 2026–2027

2026 FALL SEMESTER

2026

AUGUST

17 – 20	Faculty Orientation
22	Opening Convocation Service
24	Classes Begin
24-31	Drop/Add Period

SEPTEMBER

7	Labor Day (no classes)
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OCTOBER

12-15	Reading Days
19-22	Mid-Semester Exams
26	Last Day to Withdraw (W Grade)

NOVEMBER

23-26	Thanksgiving Recess
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DECEMBER

14-17	Final Exams / Class end
19	Class End / Worship Service
23	Final Grade Due
30	Final Grades Available to Students

2027 SPRING SEMESTER

2027

JANUARY

18	Opening Convocation Service
18	Classes Begin
18-25	Drop/Add Period

MARCH

8-11	Reading Days
22-25	Mid-Semester Exams
25	Last Day to Withdraw (W Grade)
29-Apr 1	Easter Break

MAY

10-13	Final Exams / Class end
13	Class End / Worship Service
22	Final Grade Due
29	Final Grades Available to Students

Academic Calendar 2027–2028

2027 FALL SEMESTER

2027

AUGUST

16 – 19	Faculty Orientation
23	Opening Convocation Service
23	Classes Begin
23-30	Drop/Add Period

SEPTEMBER

6	Labor Day (no classes)
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OCTOBER

11-14	Reading Days
18-21	Mid-Semester Exams
25	Last Day to Withdraw (W Grade)

NOVEMBER

22-25	Thanksgiving Recess
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DECEMBER

13-16	Final Exams / Class end
18	Class End / Worship Service
22	Final Grade Due
29	Final Grades Available to Students

2028 SPRING SEMESTER

2028

JANUARY

17	Opening Convocation Service
17	Classes Begin
17-24	Drop/Add Period

MARCH

6-9	Reading Days
20-23	Mid-Semester Exams
23	Last Day to Withdraw (W Grade)
27-29	Easter Break

MAY

8-11	Final Exams / Class end
11	Class End / Worship Service
20	Final Grade Due
27	Final Grades Available to Students

INSTITUTIONAL IDENTITY

INSTITUTIONAL HISTORY AND OVERVIEW

Washington Jabez University (WJU) was founded in 2014 in Woodbridge, Virginia, to provide biblically grounded higher education for men and women preparing for Christian ministry and leadership. The University was established with a commitment to the authority of Scripture, the lordship of Jesus Christ, spiritual formation, academic development, evangelism, missions, and practical Christian service.

WJU is a private, non-denominational Christian postsecondary institution serving students called to ministry and leadership in churches, missions, worship, Christian education, and related areas of service. The University offers undergraduate, graduate, and doctoral education in theology, ministry, and church music, together with other approved diploma or non-degree studies.

Washington Jabez University operates in Woodbridge, Virginia, as a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia. Through its educational programs and institutional services, WJU seeks to prepare biblically knowledgeable, spiritually mature, academically equipped, and practically competent Christian leaders for service in local and global communities.

STATEMENT OF FAITH

Washington Jabez University is a non-denominational evangelical Protestant institution committed to historic biblical Christianity. The following Statement of Faith defines the University's theological identity and provides the foundation for its mission, educational programs, institutional policies, and community life.

THE HOLY SCRIPTURES

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writings, infallible, and God-breathed (2 Timothy 3:16–17).

THE GODHEAD

We believe in one Triune God, eternally existing in three persons—Father, Son, and Holy Spirit—co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13:14).

THE PERSON AND WORK OF CHRIST

We believe that the Lord Jesus Christ, eternally God, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful humanity (Luke 1:35; John 1:1–2, 14).

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, and substitutionary sacrifice, and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24–25; Ephesians 1:7; 1 Peter 1:3–5; 2:24).

We believe that the Lord Jesus Christ ascended into heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministries of Representative, Intercessor, and Advocate (Acts 1:9–11; Romans 8:34; Hebrews 7:25; 9:24; 1 John 2:1–2).

THE PERSON AND WORK OF THE HOLY SPIRIT

We believe that the Holy Spirit is a person who convicts the world concerning sin, righteousness, and judgment; reveals Christ to people and enables them to believe; and is the supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling them, and sealing them unto the day of redemption (John 16:8–11; Romans 8:9; 1 Corinthians 12:12–14; 2 Corinthians 3:6; Ephesians 1:13–14).

We believe that the Holy Spirit guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all who are saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20, 27).

THE CREATION AND MAN

We believe that the book of Genesis presents a historically accurate account of the origin of humanity, the fall of Adam and Eve and, consequently, the entire human race, the worldwide flood, the call of Abraham, and the origin of God's

chosen people, Israel. Included in this is our belief that the special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literal twenty-four-hour days, as detailed in Genesis chapter one.

We believe that man was created in the image and likeness of God, but that when man sinned, the human race fell and became alienated from God. Man, therefore, is totally depraved and, of himself, utterly unable to remedy his lost condition (Genesis 1:26–27; 5:2; Psalm 51; Romans 3:22–23; 5:12; Ephesians 2:1–3, 12).

SALVATION

We believe that salvation is the gift of God, brought to man by grace and received through personal faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:1–5; Ephesians 1:7; 2:8–10; 1 Peter 1:18–19).

We believe that while the death and resurrection of Christ are sufficient for the salvation of all people, only those who exercise saving faith receive forgiveness of sin and eternal life. Those who exercise such faith are regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:3–4; 1 Corinthians 12:13; Ephesians 1:3–4; 2:8–9; Philippians 2:13; Titus 3:5; 1 John 2:2).

THE ETERNAL SECURITY AND ASSURANCE OF BELIEVERS

We believe that all who are justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37–40; 10:27–30; Romans 8:1, 38–39; 1 Corinthians 1:4–8; 1 Peter 1:5).

We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion for the flesh (Romans 13:13–14; Galatians 5:13; Titus 2:11–15; 1 John 5:10–13).

THE TWO NATURES OF THE BELIEVER

We believe that the regenerated person retains a corrupt and sinful nature but, at the moment of salvation, also becomes a partaker of the divine nature and is capable of pleasing God through the ministry of the indwelling Holy Spirit (Romans 6:13; 8:12–13; Galatians 5:16–25; Ephesians 4:22–24; Colossians 3:9–10; 1 Peter 1:14–16; 1 John 3:5–9).

SEPARATION

We believe that all who are saved should live in such a manner as not to bring reproach upon their

Savior and Lord, and that separation from religious apostasy and from worldly and sinful pleasures, practices, and associations is commanded by God (Romans 12:1–2; 14:13; 2 Corinthians 6:14–7:1; 2 Timothy 3:1–5; 1 John 2:15–17; 2 John 9–11).

MINISTRY AND SPIRITUAL GIFTS

We believe that God is sovereign in the bestowal of all His gifts; that the gifts of evangelist and pastor-teacher are given to the Church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministering to others, including gifts such as service, helps, leadership, administration, exhortation, giving, mercy, and teaching; and that the gifts of prophecy, speaking in tongues, and the working of sign miracles ceased as the New Testament Scriptures were completed and their authority became established (Romans 12:6–8; 1 Corinthians 12:4–11; 2 Corinthians 12:12; Ephesians 4:7–12; 1 Peter 4:10).

We believe that God hears and answers the prayer of faith, in accordance with His own will, for the sick and afflicted (John 15:7; James 5:14–15; 1 John 5:14–15).

We believe in the autonomy of the local church (Acts 13:1–4; 20:28; Romans 16:1; 1 Corinthians 3:9, 16; 5:4–7; 1 Peter 5:1–4).

THE PERSONHOOD OF SATAN

We believe that Satan is a personal being, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the lake of fire (Job 1:6–7; Isaiah 14:12–17; Matthew 4:2–11; Revelation 20:10).

THE SECOND ADVENT OF CHRIST

We believe in that “blessed hope,” the personal, imminent, pretribulational, and premillennial coming of the Lord Jesus Christ for the Church, and in His subsequent return to earth with His saints to establish His Millennial Kingdom, which will begin only after the Second Advent (Zechariah 14:4–11; 1 Thessalonians 1:10; 4:13–18; 5:9; Revelation 3:10; 19:11–16; 20:1–6).

THE ETERNAL STATE

We believe in the bodily resurrection of all people: the saved to eternal life and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28–29; 11:25–26; Revelation 20:5–6; 22:12).

We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when soul and body will be reunited

and glorified forever with the Lord (Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:20–21; 1 Thessalonians 4:16–17; Revelation 20:4–6).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when, with soul and body reunited, they shall appear at the Great White Throne Judgment and be cast into the lake of fire—not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41–46; Mark 9:43–48; Luke 16:19–26; 2 Thessalonians 1:7–9; Jude 6–7; Revelation 20:11–15).

CHRISTIAN LIVING IN LIGHT OF CHRIST'S RETURN

In light of the promised return of Jesus Christ, the resurrection, and the final judgment, we believe that Christians are called to live holy, watchful, faithful, and active lives. Believers should use every opportunity to worship God, proclaim the Gospel, serve others, and fulfill the responsibilities entrusted to them while awaiting the Lord's return.

MISSION STATEMENT

Washington Jabez University exists, under the lordship of Jesus Christ and in the power of the Holy Spirit, to equip men and women through biblically grounded higher education and spiritual formation to proclaim the Gospel and serve as Christlike leaders in churches, ministries, missions, worship, and communities locally and globally.

INSTITUTIONAL OBJECTIVES

In support of its Philosophy and Mission, Washington Jabez University seeks:

1. **Spiritual understanding and growth.** To nurture in students a proper relationship with and commitment to Jesus Christ. This includes knowledge of God's Word and will, spiritual discipline, obedience, and a willingness to share the message of Christ with the world.
2. **Knowledge of Bible doctrine and truth.** To assist students in acquiring a thorough knowledge of the Bible and its systematized teaching. This knowledge helps students develop a comprehensive biblical philosophy of life and provides the biblical foundation necessary for Christian ministry and service.

3. **Scholastic excellence.** To promote intellectual discipline and academic achievement through a growing comprehension of truth. This includes the development of problem-solving skills, research abilities, and the ability to express ideas clearly, logically, and conclusively.
4. **Competency in vocational ministry.** To prepare students to serve in professional and vocational roles within the mission of the Christian Church through academic coursework and appropriate supervised ministry experiences.
5. **Involvement in Christian Service.** To encourage students to use their education and training to reach and serve others for Christ through appropriate Christian service and ministry opportunities. WJU seeks to prepare students for pastoral ministry, missions, church music, Christian education, and other forms of Christian leadership and service in accordance with Scripture.

INSTITUTIONAL LEARNING OUTCOMES

Each graduate of Washington Jabez University will be able to:

1. Demonstrate a sound knowledge of the Scriptures.
2. Define and systematically summarize one's theological understanding in a comprehensive personal statement of faith.
3. Present a reasoned defense of one's beliefs that is intellectually and rationally sound.
4. Apply biblical principles in life and service in a manner that exhibits godly character.
5. Analyze and identify effective methods of discovering biblical truth from the Scriptures in order to develop disciplined lifelong learning skills.
6. Communicate the Gospel effectively through preaching, teaching, Bible study, music, worship, personal witness, and other forms of ministry consistent with one's gifts and calling, whether locally or globally.

PHILOSOPHY OF EDUCATION

1. WJU is a Bible-centered Christian University. The Bible is at the heart of the curriculum, in contrast to an educational program that is primarily philosophical or sociological. The absolute inerrancy and authority of Scripture are paramount. Because WJU emphasizes the primacy of the Word of God, the University regards the tools of biblical exegesis as essential in preparing students for ministry and Christian service.

2. The doctrinal distinctives of WJU, as expressed in its Statement of Faith and rooted in a proper interpretation of Scripture, are regarded as foundational convictions. They are to be upheld by the faculty and communicated clearly to each student.

3. WJU recognizes that teaching sound doctrine alone is not sufficient; sound doctrine must be translated into practical Christian service. Therefore, faculty must not only be highly qualified academically and in instructional methodology, but must also serve as spiritual and moral examples.

4. Recognizing the limitations of a primarily academic setting, WJU seeks to instill within each

student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life. The University also believes that it is imperative for students to be involved in practical, hands-on ministry and mission to complement their University studies.

5. The primary mission of WJU is to provide quality collegiate education. WJU is a Christian University community in the tradition of evangelical institutions of higher education. As such, WJU continues the philosophy of education that first gave rise to the University, summarized in the following proposition:

God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture. Persons are spiritual, rational, moral, social, and physical, created in the image of God. They are, therefore, able to know and value themselves and other persons, the universe, and God. Education, as the process of teaching and learning, involves the whole person and develops the knowledge, values, character, and skills needed for faithful Christian living, lifelong learning, and service.

CAMPUS AND INSTRUCTIONAL LOCATIONS

Washington Jabez University's main campus is located at:

**4421 Dale Blvd,
Woodbridge, Virginia 22193**

The main campus is located in Prince William County and supports the University's academic, administrative, library, student service, and institutional operations. Instructional spaces are supported by appropriate classroom technology and access to internet-based resources.

WJU does not operate any branch campuses or separate instructional locations. Information regarding instructional delivery is provided in the Academic Policies and Procedures chapter and in each academic program description.

Admissions

GENERAL ADMISSION POLICY

Washington Jabez University admits applicants to its degree and diploma programs in accordance with the standards and procedures established in the WJU Admissions Policy. Admission requirements are designed to evaluate each applicant's academic preparation, spiritual and personal character, and readiness for the selected program.

All applicants must submit a completed application, the non-refundable application fee, required identity and academic documents, the applicable recommendation letter or letters and personal statements, and any additional materials required by the selected program. A personal interview is required for all applicants. Applicants to the Church Music programs must also complete the required audition or submit an audition recording appropriate to the intended concentration.

Applications submitted for admission are reviewed first for general eligibility and then for final academic and program review. Admission decisions are issued as Admitted, Conditionally Admitted, or

Denied. Applicants granted conditional admission must satisfy all stated conditions within the period specified in the official admission notice. Failure to satisfy the conditions within the designated period may result in revocation of admission.

Applicants must meet the academic, GPA, spiritual, documentation, language, interview, and audition or portfolio requirements applicable to the program for which they apply. Detailed program-specific admission requirements and application procedures are provided in the following sections.

ADMISSIONS REQUIREMENTS BY PROGRAM

Applicants must satisfy both the general admission requirements and the specific requirements of the program to which they apply. The following tables provide a summary. Additional documentation may be requested when necessary to verify eligibility or complete the admissions review.

UNDERGRADUATE PROGRAMS

Requirement	Bachelor of Theology (Th.B.)	Bachelor of Church Music (B.C.M)
Completed Application Form	✓	✓
Non-Refundable Application Fee	✓	✓
High School Diploma, GED, or Recognized Equivalent	✓	✓
Minimum Cumulative GPA of 2.0	✓	✓
Official Academic Records and Proof of Graduation	✓	✓
Government-Issued Photo Identification	✓	✓
Recent Digital Photograph	✓	✓
Recommendation Letter	✓	✓
Spiritual Journey and Ministry Vision Essay	✓	✓

Requirement	Bachelor of Theology (Th.B.)	Bachelor of Church Music (B.C.M)
Personal Interview	✓	✓
Audition / Audition Recording	—	✓
Additional International Applicant Documents	If applicable	If applicable

GRADUATE, DOCTORAL, AND DIPLOMA PROGRAMS

Requirement	M.Div	M.C.M	D.Min	GDCM
Completed Application Form	✓	✓	✓	✓
Non-Refundable Application Fee	✓	✓	✓	✓
Bachelor's Degree	✓	✓	—	✓
M.Div. or Equivalent Theological Master's Degree	—	—	✓	—
Minimum Cumulative GPA of 2.75	—	✓	—	—
Minimum Cumulative GPA of 3.0	✓	—	—	✓
Minimum Graduate GPA of 3.0	—	—	✓	—
Official Academic Records and Proof of Degree Completion	✓	✓	✓	✓
Government-Issued Photo Identification	✓	✓	✓	✓
Recent Digital Photograph	✓	✓	✓	✓
Recommendation Letter(s)	2	2	3	2
Spiritual Journey and Ministry Vision Essay	✓	✓	—	✓
Ministry Goals and Doctoral Focus Statement	—	—	✓	—
Résumé or Curriculum Vitae	—	—	✓	—
Preliminary Dissertation Proposal	—	—	✓	—
Personal Interview	✓	✓	✓	✓
Audition / Audition Recording	—	✓	—	✓
TOEFL or IELTS	If required	If required	If required	If required
Additional International Applicant Documents	If applicable	If applicable	If applicable	If applicable

ADMISSION REQUIREMENT DESCRIPTIONS

OFFICIAL ACADEMIC RECORDS

Applicants must submit official academic records appropriate to the program for which they apply.

Undergraduate applicants must provide an official high school transcript, GED record, or recognized equivalent. Graduate and diploma applicants must provide official records confirming completion of the required prior degree. Doctor of Ministry applicants must submit official transcripts from all postsecondary institutions attended.

Applicants who completed prior education outside the United States must submit official academic records and proof of graduation or degree completion. Documents not issued in English must be accompanied by an official English translation. WJU may require a credential evaluation from an evaluation service acceptable to the University.

Official academic records must be submitted in the form and manner specified by WJU. Documents uploaded by an applicant may be treated as unofficial until their authenticity has been verified.

RECOMMENDATION LETTER

Applicants must submit the number of recommendation letters required for their program, as indicated in admissions requirements by program.

Recommendations should be provided by individuals who are familiar with the applicant's Christian character, spiritual maturity, academic preparation, ministry involvement, or professional experience. Appropriate recommenders may include pastors, church leaders, faculty members, academic administrators, ministry supervisors, or employers.

Recommendations must be submitted directly by the recommender through the method designated by WJU.

SPIRITUAL JOURNEY AND MINISTRY VISION ESSAY

Applicants to the Master of Divinity, Master of Church Music, and Graduate Diploma in Church Music programs must submit a Spiritual Journey and Ministry Vision Essay describing:

- their understanding of the Gospel of Jesus Christ;
- their personal faith journey and spiritual growth;
- their participation in a local church or Christian community;

- their understanding of God's calling;
- their educational goals and reasons for applying to WJU; and
- their vision for future ministry or Christian service.

The essay is used to assess the applicant's Christian commitment, spiritual maturity, educational purpose, and readiness for the selected program.

PERSONAL INTERVIEW

A personal interview is required for all applicants.

The interview is used to evaluate the applicant's academic readiness, Christian faith and character, educational and ministry goals, understanding of the selected program, and readiness to participate in the WJU community.

Interview records must include the date of the interview, the name of the interviewer, a summary of the discussion, and the result.

CHURCH MUSIC AUDITION REQUIREMENTS

Applicants to the Bachelor of Church Music, Master of Church Music, and Graduate Diploma in Church Music programs must complete an audition or audition recording as specified by the Church Music program.

The audition is used to evaluate the applicant's prior musical preparation, technical ability, artistic potential, and readiness for study at the applicable program level. WJU may specify different requirements based on the applicant's instrument, specialization, or proposed area of study.

ENGLISH-LANGUAGE PROFICIENCY

Applicants whose prior education was completed in a language other than English may be required to demonstrate sufficient English-language proficiency for the program through TOEFL, IELTS, prior English-medium education, an institutional assessment, or another method accepted by WJU.

DOCTOR OF MINISTRY MATERIALS

Doctor of Ministry applicants must submit a statement describing their ministry goals and proposed doctoral focus, a current résumé or curriculum vitae, three academic or ministry recommendations, and a Preliminary Dissertation Proposal.

The Preliminary Dissertation Proposal should identify a significant ministry issue or area of inquiry, the ministry context, and the proposed focus of the research. Submission of the proposal does not constitute final approval of the dissertation topic or research design.

LANGUAGE PROFICIENCY

Applicants must possess sufficient proficiency in the language of instruction to complete the academic requirements of their program.

When prior education does not provide sufficient evidence of language proficiency, WJU may require an applicant to provide additional evidence through an interview, prior education completed in the language of instruction, an accepted language examination, or another method approved by the University.

APPLICATION PROCEDURE AND DEADLINES

Applications for admission must be submitted through the WJU online application portal. Applicants are responsible for providing complete and accurate information and submitting all applicant-provided materials required for the selected program.

Applicants may pay the nonrefundable \$100 Application Fee and submit required supporting documents in any order. Official transcripts and recommendation letters may be submitted separately by the issuing institution or recommender before or after payment of the Application Fee.

An application is considered submitted when the online application form has been received. WJU may receive and organize supporting materials as they arrive; however, formal admissions review does not begin until the completed application form

and Application Fee have been received. A final admission decision ordinarily will not be issued until all documents required to establish admission eligibility have been received, except as permitted under the Conditional Admission policy.

Applicants must arrange for all required official transcripts, recommendation letters, and other supporting documents to be submitted by the deadline established for the applicable admission cycle. A final admission decision ordinarily will not be issued until all documents required to establish admission eligibility have been received. Applicants whose core academic and spiritual eligibility has been verified but who have specified supporting documents outstanding may be considered for conditional admission under conditional admission.

Applications are processed on a rolling basis each semester until the published New Student Enrollment Deadline. Applicants who fail to submit the materials necessary to establish admission eligibility by the applicable deadline may not be considered during the current admission cycle.

Requests for an extension of the document submission deadline must be submitted before the applicable deadline to the Chief Operating Officer or designated admissions officer. Extensions may be granted based on the circumstances of the request and the University's ability to complete the admissions process before the beginning of the academic term.

Applicants whose applications cannot be completed during the current admission cycle may be notified of the next available admission cycle.

ADMISSIONS REVIEW AND DECISION

Admission decisions are issued in one of the following categories:

Decision	Description
Admitted	The applicant has satisfied the applicable admission requirements and has been approved for admission.
Conditionally Admitted	The applicant has demonstrated the required academic and spiritual eligibility, but specified conditions or supporting-document requirements remain outstanding.
Denied	The applicant does not satisfy the applicable admission requirements or has not demonstrated sufficient readiness for the selected program.

A final admission decision is communicated to the applicant by email and through the WJU online portal. Admission is valid only for the academic term and program identified in the official admission notice.

Applicants are expected to acknowledge receipt of the admission decision through the online portal within five business days. WJU may contact applicants who do not acknowledge the decision within that period.

CONDITIONAL ADMISSION

Applicants whose core academic and spiritual eligibility has been verified but who have specified supporting documents or admission conditions outstanding may be granted conditional admission.

The official admission notice will identify each outstanding requirement and the deadline for satisfying the condition. Conditional admission is ordinarily limited to the student's first enrolled term. All conditions must be satisfied by the deadline stated in the admission notice and no later than the end of the first enrolled term, unless an extension is approved by the University.

A conditionally admitted student may:

- register for courses;
- pay tuition and applicable fees;
- attend and participate in classes;
- use student services available to enrolled students; and
- earn academic credit.

Conditionally admitted students are subject to the same academic, financial, attendance, conduct, and satisfactory academic progress requirements as other enrolled students.

When all admission conditions have been fulfilled and verified, the student's status will be changed from Conditionally Admitted to Admitted upon confirmation by the President or the President's designee. The student will be notified of the updated status by email or through the WJU online portal.

A student who fails to satisfy the stated conditions by the applicable deadline may be prohibited from registering for a subsequent term, and the conditional admission may be revoked. Unless the admission was based on false, fraudulent, or materially misleading information, the student may complete the courses for which the student is already registered during the current term. Grades and academic credits earned through authorized enrollment will remain part of the student's permanent academic record.

A request for an extension must be submitted before the applicable deadline. The University may grant a reasonable extension when documented circumstances prevent the student from satisfying the conditions within the original period.

TRANSFER APPLICANTS

A transfer applicant is an individual who has completed postsecondary coursework at another institution and seeks admission to WJU with consideration of previously earned academic credit.

Transfer applicants must satisfy the general admission requirements and all program-specific admission requirements applicable to the degree or diploma program for which they are applying. They must submit official transcripts from all postsecondary institutions attended, whether or not they expect credit to be transferred from each institution.

Official transcripts must be received by the applicable document deadline. A transfer applicant whose eligibility has been verified but whose official transcript or other specified supporting document remains outstanding may be considered for conditional admission under conditional admission.

Admission to WJU and the acceptance of transfer credit are separate decisions. Admission as a transfer applicant does not guarantee that any previously completed course will be accepted toward a WJU program.

WJU may provide a preliminary transfer-credit estimate based on unofficial academic records. Any preliminary estimate is advisory only and is subject to change after official transcripts and other required documentation have been received and evaluated.

The final transfer-credit evaluation is completed by the appropriate academic administrator after admission. Credits are evaluated according to the standards and limitations stated in transfer credit and other sources of credit, Transfer Credit and Other Sources of Credit.

Transfer applicants are responsible for completing all remaining curriculum, residency, grade, and graduation requirements of their WJU program, regardless of the number of credits previously earned at another institution.

READMISSION

A former WJU student must apply for readmission when the student:

- formally withdrew from the University;
- was administratively withdrawn;

- did not enroll for two consecutive regular semesters without an approved leave of absence; or
- seeks to return following an academic or disciplinary suspension or dismissal.

A student returning within the approved period of an official leave of absence is not required to apply for readmission but must complete the applicable return and registration procedures.

READMISSION APPLICATION

An applicant for readmission must submit the University's designated readmission application by the applicable admission deadline and provide:

- updated personal and contact information;
- the academic program and term for which readmission is requested;
- an explanation of the circumstances leading to the student's withdrawal or absence;
- official transcripts from any postsecondary institutions attended after leaving WJU; and
- any additional documentation required to demonstrate readiness to resume study.

WJU may require an interview, academic plan, pastoral or professional recommendation, or other

supporting information when relevant to the reason for the student's absence.

The student must resolve all applicable financial obligations, administrative holds, disciplinary requirements, and previously imposed conditions before readmission may be approved.

REVIEW AND DECISION

Readmission applications are reviewed by the designated admissions administrator in consultation with the Chief Academic Officer and other appropriate academic or administrative officials, as needed.

The review considers:

- the student's prior academic standing;
- conduct and disciplinary history;
- financial and administrative standing;
- the circumstances of the student's withdrawal or absence;
- evidence of readiness to resume academic study;
- the availability and current requirements of the requested program; and
- any academic or disciplinary conditions previously imposed.

Readmission is not automatic. A decision may be issued as:

Decision	Description
Readmitted	The student is approved to resume study without additional admission conditions.
Conditionally Readmitted	The student may resume study subject to stated academic, administrative, financial, or conduct conditions.
Denied	The student is not approved to resume study at the requested time.

The readmission decision and any conditions will be communicated to the student in writing.

RETURN FOLLOWING SUSPENSION OR DISMISSAL

A student seeking readmission following an academic or disciplinary suspension or dismissal must:

1. complete the period of separation stated in the official decision;
2. satisfy all conditions established at the time of suspension or dismissal;
3. provide evidence that the circumstances leading to the action have been adequately addressed; and

4. demonstrate reasonable readiness to comply with WJU's academic, conduct, and community standards.

A student readmitted after suspension or dismissal may be placed on academic probation, disciplinary probation, or another documented improvement plan.

A student who has been permanently expelled is not eligible for readmission unless the expulsion decision is reversed through the applicable appeal or due-process procedure.

ACADEMIC RECORD AND CATALOG REQUIREMENTS

Readmission does not erase or replace the student's prior academic, financial, or disciplinary record. All courses, grades, credits, withdrawals, and other official actions remain part of the student's permanent record.

A readmitted student is ordinarily subject to the Academic Catalog and program requirements in effect at the time of readmission. Previously earned WJU credits will be reviewed for applicability to the current curriculum and remain subject to:

- current program requirements;
- course equivalency and applicability;
- program completion time limits; and
- any curricular or institutional changes adopted during the student's absence.

Readmission does not guarantee that a discontinued program, concentration, course, or prior curriculum will remain available

NONDISCRIMINATION AND DISABILITY ACCOMMODATION IN ADMISSIONS

NONDISCRIMINATION AND EQUAL OPPORTUNITY

Washington Jabez University provides equal consideration to qualified applicants without discrimination on the basis of race, color, national

or ethnic origin, sex, age, or disability in the administration of its admission policies and procedures.

As a Christian institution, WJU maintains its religious identity, Statement of Faith, mission, and biblical standards. Applicants may be required to satisfy published spiritual, character, church-participation, ministry-calling, and other mission-related admission requirements applicable to the program for which they apply.

Admission decisions are based on the published academic, spiritual, program-specific, and documentation requirements stated in this Catalog.

DISABILITY ACCOMMODATIONS IN ADMISSIONS

Qualified applicants with disabilities may request reasonable accommodations in the application, interview, audition, portfolio review, and other components of the admissions process.

Applicants requesting an accommodation should contact the University's designated Accessibility Coordinator as early as reasonably possible. WJU may request documentation sufficient to understand the applicant's functional limitation and the accommodation being requested.

Receiving an accommodation does not waive essential academic, spiritual, technical, or program-specific admission requirements. Information concerning a disability or accommodation request will be handled with appropriate confidentiality and will not be used to disadvantage an otherwise qualified applicant.

Accommodation requests and supporting documentation should be submitted to:

Accessibility Coordinator: Junghwa Ko Cho

Email: junghwacho@wjuniv.org

Telephone: 703-340-5542

Academic Policies and Procedures

DEFINITION OF A CREDIT HOUR

Washington Jabez University awards academic credit in semester credit hours.

One semester credit hour represents:

- approximately one hour of classroom or direct faculty instruction; and
- a minimum of two hours of out-of-class student work each week

over an approximately fifteen-week semester, or the equivalent amount of work completed over a different period of time.

Accordingly, one semester credit hour represents a minimum of approximately 45 hours of combined instruction and student academic work.

Instructional Format	Credit-Hour Equivalency
Lecture or Seminar — In Person	Direct faculty instruction and required out-of-class academic work totaling at least 45 hours per credit
Practicum, Internship, Field Education, Studio, or Performance	Documented supervised activity, preparation, practice, reflection, assignments, and related academic work equivalent to at least 45 hours per credit
Independent Study or Directed Research	Faculty-directed consultation, reading, research, writing, and other documented academic work equivalent to at least 45 hours per credit
Compressed or Intensive Course, When Approved	The same total instructional time and student academic work required for the credit awarded, completed over a shorter period

Any new or nonstandard instructional format must be reviewed and approved through the University's academic review process and must receive any governmental or accreditation approvals required before implementation.

Credit-hour assignments are developed and reviewed by qualified faculty and approved through the University's academic review process. Any new or nonstandard instructional format must demonstrate academic work equivalent to the credit hours awarded and must receive any governmental or accreditation approvals required before implementation.

INSTRUCTIONAL DELIVERY

Washington Jabez University's approved instructional delivery method is on-campus, in-person instruction at the University's main campus located at 4421 Dale Blvd, Woodbridge, Virginia 22193.

WJU does not offer courses or academic programs through Distance Education or correspondence education. The instructional location and method for each course are identified in the published course schedule.

Any new or materially different method of instructional delivery must be reviewed and approved through the applicable institutional process and must receive any governmental or accreditation approvals required before implementation.

All courses are subject to the University's approved credit-hour requirements, course learning outcomes, academic standards, faculty qualifications, attendance requirements, and assessment procedures.

REGISTRATION AND COURSE LOAD

Students must register for courses during the registration period published in the Academic Calendar and through the method designated by WJU.

Students are responsible for selecting courses that apply to their academic program and for completing all degree or diploma requirements. WJU provides academic guidance and reviews registration as necessary to support orderly progress toward program completion.

Registration is subject to:

- course availability;
- applicable prerequisites;
- program and curriculum requirements;
- the student's academic standing; and

- any required academic or administrative approval.

Registration changes after the published registration period are governed by enrollment changes, leave of absence, and withdrawal, Enrollment Changes and Withdrawal.

GRADUATE CROSS-REGISTRATION

Students enrolled in the Master of Divinity or Master of Church Music program may enroll in approved theology or elective courses offered through another WJU graduate program, subject to course availability, program applicability, prerequisites, and prior academic approval.

Required major courses may not be replaced through cross-registration. During the entire program of study, a student may apply no more than two courses taken through another WJU graduate program toward the student's degree requirements.

MAXIMUM COURSE LOAD

The maximum course load permitted without overload approval is shown below.

Program	Regular Maximum	Maximum with Overload Approval
Bachelor of Theology (Th.B.)	18 credits	21 credits
Bachelor of Church Music (B.C.M)	18 credits	21 credits
Master of Divinity (M.Div.)	18 credits	21 credits
Master of Church Music (M.C.M)	11 credits	15 credits
Graduate Diploma in Church Music (GDCM)	11 credits	15 credits
Doctor of Ministry (D.Min)	9 credits	12 credits

For the Master of Church Music and Graduate Diploma in Church Music programs, full-time enrollment is 9–11 semester credits in a regular semester. Enrollment below 9 credits is part-time. Enrollment above 11 credits requires prior overload approval and may not exceed the published overload maximum.

COURSE OVERLOAD

A student who wishes to register for more than the regular maximum course load must submit a written overload request before registration is completed. For M.C.M and GDCM students, enrollment of 12 or more semester credits constitutes an overload.

Approval of an overload is not automatic. The University may consider:

- the student's academic standing;
- prior academic performance;

- the nature and level of the proposed courses;
- employment, ministry, and other significant responsibilities;
- the student's ability to complete the additional academic work successfully; and
- the effect of the overload on timely program completion.

An overload must be approved by the President or the President's designee. A student may not register for credits above the approved overload maximum.

WJU may deny or reduce an overload request when the proposed load could adversely affect academic quality or student success.

ENROLLMENT CHANGES, LEAVE OF ABSENCE, AND WITHDRAWAL

ADD/DROP

Students may add or drop courses during the official Add/Drop period published in the Academic Calendar, subject to course availability, program requirements, and any required institutional approval.

A course dropped during the official Add/Drop period does not appear on the student's academic transcript and is not included in GPA calculation.

After the Add/Drop deadline, a course may not be removed as a drop and must be processed as a course withdrawal.

Tuition and fee adjustments resulting from an enrollment change are governed by cancellation and refund policy, Cancellation and Refund Policy.

COURSE WITHDRAWAL

A student who wishes to withdraw from an individual course after the Add/Drop deadline must submit an official withdrawal request by the Last Day to Withdraw published in the Academic Calendar.

The Last Day to Withdraw is normally established at approximately 60 percent of the applicable semester or session.

An approved course withdrawal is recorded with a grade of W. A grade of W:

- remains on the student's academic transcript;
- is not included in GPA calculation; and
- does not carry earned credit.

The standard withdrawal process includes instructor review and approval by Academic Administration. A late withdrawal, disputed withdrawal, or policy exception requires additional institutional approval.

Stopping attendance, participation, or submission of coursework does not constitute an official withdrawal. A student who does not complete the

required withdrawal procedure may receive the grade earned based on completed coursework and participation, including a failing grade when applicable.

LEAVE OF ABSENCE

A student may request a temporary leave of absence by submitting the official Leave of Absence Request Form and receiving institutional approval.

A leave of absence may be approved for one semester at a time. The total period of leave, including any extension or consecutive leave, may not exceed 180 calendar days in any 12-month period.

WJU will not impose additional tuition or fees solely because a student takes an approved leave of absence.

When a leave begins before the start of a semester, the student will not register for courses during the approved leave period. When a leave is requested after courses have begun, WJU will determine whether the student can resume and complete the coursework begun before the leave. When continued completion of the coursework cannot be reasonably arranged, the affected courses will be processed under the applicable Course Withdrawal or Incomplete Grade provisions of this Catalog.

Tuition and fee adjustments, when applicable, are governed by cancellation and refund policy, Cancellation and Refund Policy. WJU's Refund Policy also uses the student's written request, documented attendance, and academically related activity to determine the applicable effective date and refund treatment.

During an approved leave, the student retains the WJU student identification number and institutional email account. Previously earned credits and the student's academic standing remain on record.

A student who does not resume enrollment by the end of the approved leave period will be treated as withdrawn from WJU. For refund purposes, the date on which the leave of absence was approved will be treated as the student's last date of attendance, as required by the applicable refund standard.

REINSTATEMENT FOLLOWING LEAVE

A student returning from an approved leave of absence must submit the official Reinstatement Application Form before the end of the approved

leave period and by the applicable enrollment deadline.

Before reinstatement is processed, the student must resolve all applicable financial and administrative requirements.

Upon approval, the student's academic status is returned to active enrollment. The student may resume the coursework preserved under the approved leave arrangement or continue the program according to course availability and applicable academic requirements.

ATTENDANCE AND ACADEMIC PARTICIPATION

attendance and active academic participation are essential components of each course at Washington Jabez University. Students are expected to attend every scheduled class session, arrive on time, remain for the full class period, and participate actively in the academic activities required by the instructor.

IN-PERSON COURSES

Students enrolled in in-person courses must attend scheduled class sessions at the designated instructional location and remain academically engaged throughout the class period.

ACADEMIC PARTICIPATION

Academic participation may include attending and participating in a scheduled class session, contributing to class discussion, responding to the instructor, submitting an assignment, taking an examination or quiz, completing an instructor-directed academic activity, or communicating with the instructor regarding course content.

ABSENCE LIMIT

In a standard fifteen-week course that meets once each week, a student who accumulates four absences will receive a failing grade for the course.

An exception may be approved by the Chief Academic Officer because of documented extraordinary circumstances or as required by an approved disability accommodation. Unless an

exception is approved, notifying the instructor or providing a reason for an absence does not remove the absence from the student's attendance record.

TARDINESS AND EARLY DEPARTURE

Students are expected to arrive on time and remain for the entire scheduled class session. Repeated tardiness, early departure, or absence from a substantial portion of a class session may be counted toward the course absence limit.

ABSENCE NOTIFICATION AND MAKE-UP WORK

Students who expect to be absent should notify the instructor before the scheduled class session whenever reasonably possible. In an emergency, the student should notify the instructor as soon as practicable.

Notification does not automatically excuse an absence. Students remain responsible for obtaining missed course information and completing assigned work. Make-up work may be permitted by the instructor in accordance with the course syllabus and applicable University policy.

ATTENDANCE RECORDS AND LAST DATE OF ATTENDANCE

Instructors are responsible for maintaining accurate records of student attendance and academic participation for each course.

The last date of attendance is the most recent documented date on which a student attended a scheduled class session or engaged in an academically related activity.

Attendance and academic participation records may be used in determining academic standing, course grades, withdrawal dates, and applicable financial consequences under other University policies.

GRADING AND GRADE CHANGES

Washington Jabez University evaluates student achievement through a consistent system of letter grades and grade-point values. Course grades are based on the requirements and evaluation standards stated in the course syllabus.

GRADING SCALE

Numerical Grade	Letter Grade	Grade-Point Value
97–100	A+	4.00
93–96	A	4.00

Numerical Grade	Letter Grade	Grade-Point Value
90–92	A–	3.70
87–89	B+	3.30
83–86	B	3.00
80–82	B–	2.70
77–79	C+	2.30
73–76	C	2.00
70–72	C–	1.70
67–69	D+	1.30
63–66	D	1.00
60–62	D–	0.70
0–59	F	0.00

Both A+ and A carry a grade-point value of 4.00. An A+ does not increase a student's GPA above 4.00. Individual programs may establish minimum course grades or cumulative GPA requirements higher than the general grading scale. Such requirements are stated in the applicable academic program section of this Catalog.

GRADE-POINT AVERAGE

A student's grade-point average is calculated by dividing the total quality points earned in WJU courses by the total number of GPA credits attempted.

Quality points for each course are determined by multiplying the number of semester credits assigned to the course by the grade-point value of the final grade.

Quality points are calculated and retained without intermediate rounding. The resulting GPA is rounded to two decimal places only after the complete calculation has been performed.

Grades of W and I are not included in the GPA. When an I is replaced by a final letter grade, that final grade is included in the GPA.

Transfer credits accepted by WJU may apply toward applicable program requirements but are not included in the WJU cumulative GPA. Repeated courses are calculated according to the repeated-course provisions below.

WITHDRAWAL GRADE

A grade of W indicates that a student officially withdrew from a course in accordance with the

deadlines and procedures established in enrollment changes, leave of absence, and withdrawal, Enrollment Changes and Withdrawal.

A W does not earn academic credit and is not included in the GPA. Failure to attend or participate in a course does not constitute official withdrawal.

INCOMPLETE GRADE

An Incomplete grade, designated as I, is a temporary grade and may be approved only when all of the following conditions are met:

- The student has completed at least 75 percent of the course requirements.
- The student is earning a passing grade based on the work completed.
- The student is unable to complete the remaining requirements because of documented circumstances beyond the student's reasonable control.
- The Incomplete is approved by both the course instructor and Academic Administration.

An Incomplete may not be granted merely to provide additional time to improve a low or failing grade.

The student must complete all remaining course requirements within thirty (30) calendar days after the official end of the term. Academic Administration may approve a written extension when documented extraordinary circumstances justify additional time.

If the remaining work is not completed by the approved deadline, the I will be replaced by the grade earned based on all course requirements. Uncompleted work will receive no credit in accordance with the course syllabus. The resulting final grade may be a failing grade.

An I is not included in the GPA while it remains unresolved. Once the I is replaced by a final letter grade, that grade is included in the student's GPA and academic record.

REPEATED COURSES

A student may normally repeat the same course one time. Any additional attempt requires prior approval from Academic Administration.

All course attempts and grades remain permanently recorded on the student's academic transcript. Only the letter grade earned in the most recent completed attempt is included in the WJU cumulative GPA, even when the most recent grade is lower than an earlier grade.

Academic credit toward degree completion may be earned only once for a repeated course. Tuition and all applicable fees apply to each enrollment in the course.

SUBMISSION OF FINAL GRADES

Faculty members must submit final course grades by the deadline established by WJU. The deadline is normally seven (7) calendar days after the official end of the term.

Faculty members are responsible for calculating and submitting grades accurately and in accordance with the grading standards stated in the course syllabus.

Final Grade Changes

A FINAL GRADE MAY BE CHANGED ONLY:

- To correct a documented clerical, data-entry, or calculation error;
- To replace an approved Incomplete after the required work has been completed; or
- To implement the outcome of an approved grade appeal.

Except for work completed under an approved Incomplete, a final grade may not be changed merely to allow additional work, extra credit, an

additional examination, or another opportunity to improve the grade after the course has ended.

All final grade changes must be supported by appropriate documentation and processed through Academic Administration. Academic Administration records an approved grade change but does not independently reevaluate the student's academic work.

FINAL GRADE REVIEW AND APPEAL

A student who believes that a final course grade is incorrect must first request a written review from the course instructor. The student must initiate this process within fourteen (14) calendar days after the final grade is officially posted or released.

An initial request submitted after the deadline may be considered only when Academic Administration determines that documented extraordinary circumstances prevented the student from submitting the request on time.

The instructor has primary responsibility for evaluating student work and determining the course grade. During the initial review, the instructor will examine the applicable grading criteria, grade calculations, submitted student work, and other relevant course records.

If the matter is not resolved through the instructor's review, the student may continue the appeal by submitting a formal written appeal to the Chief Academic Officer. A formal appeal may be based only on one or more of the following grounds:

- A documented clerical or calculation error;
- Inconsistent application of the grading standards stated in the course syllabus;
- Failure to follow published University policies or procedures; or
- Documented arbitrary, biased, or conflicted action affecting the grade.

A grade appeal may not be based solely on disagreement with the instructor's academic judgment or on the student's desire to receive a higher grade.

The Chief Academic Officer will not substitute personal academic judgment for that of the instructor and will not independently regrade the student's work. The review is limited to determining whether:

- the grade was calculated accurately;
- the course syllabus and grading standards were applied consistently;

- applicable WJU policies and procedures were followed; and
- a documented arbitrary, biased, procedural, or conflict-of-interest concern affected the decision.

The student and instructor must provide reasonably requested records and supporting materials relevant to the appeal.

If the instructor is the Chief Academic Officer, or if another conflict of interest exists, the President will designate an impartial reviewer.

The Chief Academic Officer or designated impartial reviewer will issue a written decision within ten (10) business days after receiving the complete appeal and all reasonably required supporting materials.

The decision of the Chief Academic Officer or designated impartial reviewer is the University's final decision on the grade appeal.

ACADEMIC STANDING, PROBATION, SUSPENSION, AND DISMISSAL

Washington Jabez University expects students to maintain satisfactory academic progress throughout their enrollment. Academic standing is determined primarily by the student's term and cumulative WJU grade-point averages and is reviewed after the completion of each academic term.

This section concerns academic performance. Student conduct violations and disciplinary actions are governed by the applicable student conduct and due-process policies.

GOOD ACADEMIC STANDING

A student is in good academic standing when the student meets the minimum cumulative WJU grade-point average applicable to the student's academic level.

Academic Level	Applicable Programs	Minimum Cumulative WJU GPA
Undergraduate	Th.B. and B.C.M	2.00
Graduate	M.Div. and M.C.M	3.00
Graduate Diploma	GDCM	3.00
Doctoral	D.Min	3.00

Individual academic programs may establish additional progression, course-grade, or graduation requirements. Such requirements are stated in the applicable program section of this Catalog.

ACADEMIC WARNING

A student will receive an Academic Warning when the student's term GPA falls below the minimum GPA applicable to the student's academic level but the student's cumulative WJU GPA remains at or above the minimum standard.

Academic Warning is intended to provide early notice that the student's recent academic performance may place continued academic success at risk. The student may be required or encouraged to participate in academic advising and take appropriate corrective action.

Academic Warning does not restrict the student's enrollment unless a separate academic or program requirement applies.

A student may not formally appeal an Academic Warning. However, the student may request correction of a documented calculation, recording, or classification error.

ACADEMIC PROBATION

A student will be placed on Academic Probation when the student's cumulative WJU GPA falls below the minimum required for the student's academic level.

Academic Probation normally continues for one regular academic term. During the probationary term, the student must:

1. Participate in academic advising as directed;

2. Comply with an Academic Improvement Plan established or approved by Academic Administration;
3. Satisfy any reasonable enrollment or course-load limitations; and
4. Meet any additional academic conditions communicated in writing.

At the end of the probationary term:

1. The student will return to Good Academic Standing if the applicable minimum cumulative WJU GPA has been restored.
2. Academic Administration may extend probation for one additional regular academic term if:
 - the cumulative GPA remains below the required minimum;
 - the student earned a term GPA at or above the applicable minimum;
 - the student complied substantially with the Academic Improvement Plan; and
 - the student demonstrated meaningful academic improvement.
3. A student who does not restore Good Academic Standing or demonstrate sufficient progress may be placed on Academic Suspension.

No more than one additional probationary term may normally be granted before a suspension decision is made.

A student may not formally appeal Academic Probation. However, the student may request correction of a documented GPA calculation, academic-record, or student-classification error.

ACADEMIC SUSPENSION

A student who fails to satisfy the requirements of Academic Probation may be placed on Academic Suspension.

Academic Suspension normally continues for at least one regular academic term. During the suspension period, the student may not enroll in WJU courses or participate as an enrolled student in academic activities.

The student will receive written notice of the suspension, including its effective date, the general basis for the decision, the minimum suspension period, and the procedure for seeking reinstatement or filing an appeal.

Completion of the minimum suspension period does not result in automatic reinstatement.

REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

After completing the minimum suspension period, a student seeking reinstatement must submit a written petition to Academic Administration.

The petition must include:

- An explanation of the circumstances that contributed to the academic deficiency;
- A description of the steps taken to address those circumstances;
- A specific plan for future academic success; and
- Any supporting documentation reasonably requested by WJU.

Academic Administration will consider the student's academic record, the circumstances contributing to the deficiency, actions taken during the suspension period, the proposed academic plan, and the reasonable likelihood of future academic success.

Academic Administration may approve, deny, or impose reasonable conditions on reinstatement.

A student approved for reinstatement returns on Academic Probation and must comply with all applicable advising requirements, enrollment limitations, academic-improvement conditions, and program requirements.

Reinstatement after Academic Suspension does not erase prior grades, academic-standing decisions, or other academic records.

ACADEMIC DISMISSAL

A student who is reinstated following Academic Suspension and again fails to satisfy the requirements of Academic Probation may be academically dismissed from WJU.

Before Academic Dismissal is imposed, Academic Administration will review:

- the student's complete academic record;
- compliance with the Academic Improvement Plan;
- performance following reinstatement;
- any documented extraordinary circumstances; and
- any other relevant academic information.

Academic Dismissal terminates the student's eligibility to continue enrollment at WJU.

The student will receive written notice stating the effective date and general basis of the dismissal and explaining the applicable appeal procedure.

APPEAL OF ACADEMIC SUSPENSION OR DISMISSAL

Academic Warning and Academic Probation are not subject to formal appeal. A student may

request correction of a documented factual, calculation, recording, or classification error affecting those decisions.

A student may appeal an Academic Suspension or Academic Dismissal by submitting a written appeal to the President within ten (10) calendar days after the decision is officially issued.

An appeal must identify one or more of the following grounds:

- A material factual or calculation error affected the decision;
- A published University policy or procedure was not properly followed;
- Significant new evidence exists that was not reasonably available when the original decision was made;
- Documented extraordinary circumstances were not adequately considered; or
- A conflict of interest or documented bias materially affected the decision.

An appeal may not be based solely on disagreement with the academic-standing decision or a request for an additional opportunity.

The written appeal must explain the specific grounds and include all reasonably available supporting documentation.

The President will review:

- the student's academic record;
- the basis and documentation supporting the original decision;
- the written appeal;
- relevant policies and procedures; and
- all reasonably necessary supporting materials.

The President will issue a written decision within ten (10) business days after receiving the complete appeal and all reasonably required supporting materials.

The President may affirm, reverse, or modify the original decision or return the matter for further review.

If the President participated substantially in the original decision or has another conflict of interest, the Chair of the Board of Trustees will designate an impartial reviewer. The designated reviewer will exercise the same review authority and follow the same procedural standards applicable to the President.

The decision of the President or designated impartial reviewer is WJU's final decision on the academic-standing appeal.

TRANSFER CREDIT AND OTHER SOURCES OF CREDIT

Washington Jabez University may accept qualifying collegiate coursework completed at another institution when the coursework satisfies the standards stated in this section.

Admission to WJU and the acceptance of transfer credit are separate decisions. Admission as a transfer student does not guarantee that any particular course or number of credits will be accepted toward a WJU program.

WJU retains sole responsibility for determining the academic quality, level, comparability, applicability, and amount of transfer credit recorded on a student's academic record.

ELIGIBLE INSTITUTIONS

WJU considers transfer credit only for collegiate coursework earned at an eligible postsecondary institution.

For coursework completed in the United States, the institution must be accredited, or hold recognized preaccreditation or candidacy status, through an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

WJU does not currently accept transfer credit from an unaccredited or otherwise unrecognized institution.

Coursework completed outside the United States must have been earned at an institution officially recognized as a postsecondary institution by the appropriate governmental or educational authority in its country.

An applicant seeking transfer credit for international coursework must submit a course-by-course credential evaluation from an evaluation service approved by WJU. The applicant is responsible for all costs associated with the evaluation.

OFFICIAL TRANSCRIPTS AND SUPPORTING DOCUMENTATION

Transfer credit will not be awarded until WJU has received an official academic transcript directly from the issuing institution or through another secure method accepted by WJU.

Student-uploaded transcripts and other unofficial academic records may be used to provide a

preliminary transfer-credit estimate. A preliminary estimate is advisory only and may be revised after WJU receives and evaluates the official academic records and all required supporting documentation. WJU may require the student to provide additional materials, including:

- course descriptions;
- course syllabi;
- learning outcomes;

- textbooks or reading lists;
- assignments or assessment information;
- documentation of instructional or contact hours; or
- other information necessary to determine academic level and equivalency.

The student is responsible for submitting the records and supporting materials required to complete the evaluation.

MINIMUM TRANSFER GRADES

Transfer credit requires the following minimum grade or its equivalent:

Program Level	Applicable Programs	Minimum Transfer Grade
Undergraduate	Th.B. and B.C.M	C or 2.00
Graduate	M.Div. and M.C.M	B or 3.00
Graduate Diploma	GDCM	B or 3.00
Doctoral	D.Min	B or 3.00

A course with a grade below the applicable minimum will not be accepted for transfer credit.

Coursework recorded as Pass, Satisfactory, Credit, or another non-letter grade may be considered only when the issuing institution officially verifies that the grade represents academic performance at or above WJU's applicable minimum transfer-grade requirement.

The verification may be established through an official grading key, institutional Catalog, transcript notation, or written confirmation from the issuing institution. A non-letter grade that cannot be equated to the applicable minimum standard will not be accepted.

ACADEMIC LEVEL AND COURSE EQUIVALENCY

Transfer coursework must be appropriate to the academic level of the WJU program to which it will be applied.

Prior coursework must be substantially comparable in:

- academic level;
- course content;
- scope and depth;
- learning outcomes;
- credit value; and
- applicability to the student's WJU program.

A course that is substantially comparable to a specific WJU course may be accepted as the equivalent of that course.

Coursework that does not correspond directly to a specific WJU course may be accepted as elective credit when it is collegiate in level, academically appropriate, and applicable to the student's program requirements.

Coursework that is unrelated to the student's program, insufficient in academic level or content, or duplicative of credit already applied within the WJU program will not be accepted.

Credits earned under a credit system other than semester credit hours will be evaluated for an appropriate semester-hour equivalency. Acceptance of the converted credit does not, by itself, establish that the coursework satisfies a specific WJU course or program requirement.

DOCTORAL TRANSFER CREDIT

Only doctoral-level coursework that is substantially comparable to the WJU Doctor of Ministry curriculum may be considered for transfer into the D.Min program.

Master's-level coursework used to demonstrate eligibility for doctoral admission does not ordinarily satisfy D.Min degree requirements because it is not doctoral-level coursework.

The use of a degree or coursework to satisfy an admission requirement does not, by itself,

automatically qualify or disqualify that coursework for transfer consideration. Admission eligibility and transfer-credit evaluation are separate determinations.

AGE AND CURRENCY OF COURSEWORK

Transfer coursework does not automatically expire. Coursework completed more than ten (10) years before the student's admission to WJU is subject to additional review to determine whether its content, academic level, learning outcomes, and applicability remain sufficiently current.

Transfer credit may not exceed the following limits:

Program	Total Program Credits	Maximum Transfer Credits	Minimum Credits Earned Through WJU
Bachelor of Theology (Th.B.)	120	90	30
Bachelor of Church Music (B.C.M)	120	46	74
Master of Divinity (M.Div.)	90	40	50
Master of Church Music (M.C.M)	38	7	31
Graduate Diploma in Church Music (GDCM)	21	0	21
Doctor of Ministry (D.Min)	40	10	30

BACHELOR OF CHURCH MUSIC TRANSFER CREDIT LIMITATIONS

The Bachelor of Church Music degree requires 120 semester credits, including 30 credits of General Education, 12 credits of Theology Core coursework, and 78 credits of church music and related music coursework.

Subject to course equivalency and academic approval, qualifying transfer coursework may satisfy applicable General Education and Theology Core requirements. No more than two eligible church music courses, totaling no more than four semester credits, may be accepted toward the B.C.M. church music and related music requirements.

Therefore, a B.C.M. student must complete at least 74 semester credits through Washington Jabez University. The maximum total transfer credit applicable to the B.C.M. degree is 46 semester credits.

Older coursework may be accepted when its content remains academically valid and applicable. WJU may decline older coursework or require current coursework when significant changes in knowledge, research methods, professional practice, technology, or program requirements have reduced its present applicability.

Maximum Transfer Credit and WJU Credit Requirements

MASTER OF CHURCH MUSIC TRANSFER CREDIT LIMITATIONS

The Master of Church Music degree requires 38 semester credits. A maximum of seven semester credits may be accepted in transfer toward the M.C.M degree, subject to the University's general transfer-credit standards and the following program-specific limitations:

1. Music Coursework: No more than two graduate-level music courses, not exceeding four semester credits, may be accepted.
2. Theology Coursework: No more than three semester credits of approved graduate-level theology coursework may be accepted.
3. Combined Limit: Music and theology transfer credit may not exceed seven semester credits in total.
4. Major Requirements: Transfer coursework in major applied study or required major courses may not satisfy the corresponding

required major requirement at WJU. When academically appropriate, such coursework may be applied only as a major elective, general elective, or secondary applied-study requirement.

5. Minimum WJU Credit: A student must complete at least 31 semester credits through Washington Jabez University.

Theology coursework considered for transfer may include Old Testament Introduction, New Testament Introduction, Systematic Theology, Historical Theology, or Practical Theology, subject to equivalency review and academic approval

GRADUATE DIPLOMA IN CHURCH MUSIC TRANSFER CREDIT

The Graduate Diploma in Church Music is a focused one-year WJU program requiring 21 semester credits. Transfer credit is not accepted toward the GDCM program. Students must complete all 21 semester credits and all program requirements through Washington Jabez University.

COURSEWORK APPLIED TO A PRIOR CREDENTIAL

Coursework previously applied toward another completed certificate, diploma, or degree is not automatically accepted or automatically excluded solely because it was used for that credential.

Such coursework may be considered when it satisfies all applicable requirements concerning:

- academic level;
- institutional recognition;
- minimum grade;
- course equivalency;
- program applicability;
- maximum transfer credit; and
- minimum credits earned through WJU.

The same course or substantially duplicative academic content may not be counted more than once within the same WJU program.

OTHER SOURCES OF CREDIT

WJU currently awards transfer credit only for qualifying collegiate coursework documented on an official academic transcript.

WJU does not currently award academic credit through:

- credit by examination, including standardized or institutional examinations;
- experiential learning;
- prior learning assessment or portfolio assessment;
- Advanced Placement examinations;

- professional licensure;
- workplace or military experience;
- ministry experience; or
- professional or ministry certificates alone.

Credit-bearing collegiate coursework completed as part of a certificate program may be evaluated under the regular transfer-credit policy when the coursework appears on an official transcript and satisfies all applicable transfer standards.

A placement, audition, portfolio, or proficiency evaluation may be used to determine an appropriate course or instructional level. Such an evaluation does not award academic credit unless WJU formally adopts and publishes a separate credit-awarding policy.

COURSEWORK TAKEN ELSEWHERE AFTER WJU ENROLLMENT

A student who wishes to complete coursework at another institution after enrolling at WJU must obtain prior written approval from Academic Administration.

- The request should identify:
- the proposed institution;
- the course title and number;
- the number of credits;
- the course description or syllabus; and
- the WJU requirement the student expects the course to satisfy.

Prior approval indicates that the proposed course appears eligible for transfer consideration. It does not guarantee final transfer credit.

Final credit requires:

- successful completion with the applicable minimum grade;
- receipt of an official transcript;
- confirmation of course content and credit value; and
- continued compliance with the student's program and maximum transfer-credit limits.

Coursework completed without prior written approval is not guaranteed to transfer.

EVALUATION PROCESS AND TIMING

Transfer-credit evaluation begins after WJU receives the required official transcripts and supporting documentation.

When the necessary documents are submitted sufficiently in advance, WJU will normally complete the final evaluation before the student's first-term registration. When this is not reasonably

practicable, the evaluation will be completed as soon as possible thereafter.

Academic Administration is responsible for coordinating and issuing the transfer-credit determination. Academic Administration may consult qualified faculty members in the applicable discipline or program.

Transfer credit may be denied when the coursework does not satisfy one or more of the following:

- eligible-institution requirements;
- official-document requirements;
- minimum-grade requirements;
- appropriate academic level;
- sufficient content or learning-outcome comparability;
- adequate credit value;
- currency or continued applicability;
- relevance to the WJU program;
- maximum transfer-credit limits; or
- another published program requirement.

The final evaluation will identify the accepted credits and, when applicable, the specific WJU course or program requirement to which each accepted course applies.

RECONSIDERATION OF A TRANSFER-CREDIT DECISION

A student may request one reconsideration of a transfer-credit decision by submitting relevant additional documentation to Academic Administration.

The request must:

- identify the specific course or requirement in question;
- explain the basis for reconsideration; and
- include the additional syllabus, course description, learning outcomes, institutional verification, or other relevant documentation.

A request based solely on the desire to receive additional transfer credit, without relevant supporting information, is not sufficient.

Academic Administration may consult qualified faculty before issuing the final determination. WJU's determination following reconsideration is final.

ACADEMIC RECORD AND GPA

Accepted transfer credit is recorded on the student's WJU academic record with the designation TR.

Transfer credit:

- does not receive a WJU letter grade;
- does not receive a WJU grade-point value;
- is not included in the WJU term or cumulative GPA; and
- may satisfy an applicable course, elective, or other program requirement.

The original grade remains part of the academic record issued by the institution at which the coursework was completed.

ARTICULATION AGREEMENTS

WJU does not currently maintain any articulation agreements with other institutions.

If WJU enters into an articulation agreement in the future, the agreement and the name of the partner institution will be disclosed in the University's appropriate official publications before the agreement is used in evaluating or awarding student credit.

TRANSFERABILITY OF WJU CREDIT

The acceptance of credits, courses, certificates, diplomas, or degrees earned at WJU is determined solely by the receiving institution.

WJU does not guarantee that another institution will accept or transfer any WJU credit or credential.

A student who plans to attend another institution should contact that institution directly before enrolling at WJU or making educational decisions based upon an expectation that WJU credit will transfer.

WJU will provide an official transcript and other reasonably available academic information in accordance with its transcript and student-record policies, but the receiving institution makes the final transfer decision.

ACADEMIC INTEGRITY AND ACADEMIC DUE PROCESS

Washington Jabez University expects every student to demonstrate honesty, responsibility, and integrity in all academic work. Students must submit work that accurately represents their own learning, properly acknowledge the contributions of others, and comply with the academic requirements communicated by the University and course instructor.

This policy applies to all WJU courses, programs, examinations, assignments, research, presentations, performances, ministry projects, and other credit-bearing academic activities.

ACADEMIC MISCONDUCT

Academic misconduct includes conduct that compromises or attempts to compromise the honesty, validity, or fairness of academic work or evaluation.

Academic misconduct includes, but is not limited to, the following.

Cheating

Cheating includes:

- using notes, materials, devices, answers, or assistance that have not been authorized;
- copying or attempting to copy another person's work;
- allowing another person to copy or use one's academic work;
- obtaining, sharing, or using examination or assignment information without authorization;
- changing answers or academic records after work has been evaluated without authorization; or
- using unauthorized assistance in an examination, quiz, assignment, presentation, or other academic exercise.

Plagiarism

Plagiarism is the use of another person's words, ideas, organization, analysis, data, images, creative work, or other intellectual contribution without appropriate acknowledgment.

Plagiarism may include:

- copying material without quotation marks or citation;
- paraphrasing too closely without appropriate acknowledgment;
- presenting another person's ideas or organizational structure as one's own;
- submitting purchased, borrowed, downloaded, or otherwise acquired work as one's own; or
- using information from any print, electronic, oral, visual, or artificial-intelligence-assisted source without the acknowledgment required by the assignment or applicable academic standards.

Fabrication or Falsification

Fabrication or falsification includes inventing, altering, or misrepresenting:

- data or research results;
- quotations or citations;
- sources or references;

- attendance or participation records;
- completion of academic work;
- fieldwork, practicum, internship, or ministry activities; or
- other information submitted for academic evaluation.

Unauthorized Collaboration

Unauthorized collaboration occurs when a student works with another person or shares answers, drafts, files, or other assistance on work that is required to be completed independently.

Collaboration is permitted only when authorized by the instructor or assignment instructions.

Multiple Submission

A student may not submit the same or substantially similar work for credit in more than one course or assignment without prior authorization from the appropriate instructor or instructors.

Impersonation and Contract Cheating

Impersonation or contract cheating includes:

- having another person attend a class, take an examination, complete an assignment, or participate in an academic activity for the student;
- completing academic work for another student without authorization;
- purchasing, selling, exchanging, or commissioning academic work; or
- misrepresenting the identity or contribution of the person who completed the work.

Facilitating Academic Misconduct

A student may not knowingly assist, encourage, or enable another person to engage in academic misconduct. This includes providing answers, assignments, examination materials, unauthorized access, or other assistance intended to circumvent academic requirements.

Interference or Sabotage

Interference or sabotage includes intentionally obstructing, damaging, deleting, withholding, or impairing another student's academic work, research, materials, data, or access to legitimate academic resources.

Misrepresentation

Misrepresentation includes making a materially false statement concerning:

- the student's authorship or contribution;
- the sources or tools used;

- the circumstances under which the work was completed;
- compliance with assignment requirements; or
- another matter relevant to the evaluation of academic work.

ARTIFICIAL INTELLIGENCE AND DIGITAL TOOLS

Students may use commonly available digital and artificial-intelligence-assisted tools for routine academic support unless the course syllabus, assignment instructions, or other advance written notice expressly limits such use.

Routine academic support may include:

- spelling, grammar, and readability correction;
- citation and reference formatting;
- keyword development and source discovery;
- brainstorming and preliminary outline development;
- research organization and classification; and
- general translation assistance when language proficiency is not itself being evaluated.

Students remain responsible for:

- verifying the accuracy of all information;
- consulting the actual sources upon which their work relies;
- citing and representing sources accurately;
- complying with all applicable assignment requirements; and
- ensuring that submitted work honestly reflects their own learning, reasoning, and authorship.

Artificial intelligence is not a substitute for required scholarly sources. Students may not cite or rely upon a source that they have not actually located and reviewed.

The use of artificial intelligence or another automated tool to generate or substantially rewrite graded content, analysis, interpretation, arguments, answers, or other work that substitutes for the student's own required academic performance is permitted only when authorized by the instructor or assignment instructions.

When disclosure or citation of such use is required, the student must comply with the method specified by the instructor.

The following constitute academic misconduct:

- fabricated or nonexistent sources or citations;
- unauthorized use of artificial intelligence on an examination or restricted assignment;
- submission of substantially AI-generated work as the student's own when such use was not authorized;
- concealment or material misrepresentation of required AI disclosure; and
- use of an automated tool to circumvent the learning objectives or evaluation requirements of an assignment.

COURSE- AND ASSIGNMENT-SPECIFIC REQUIREMENTS

Instructors are responsible for communicating any course- or assignment-specific academic-integrity requirements through the course syllabus, assignment instructions, or another written notice provided before the work is due.

Such instructions may address:

- permitted or prohibited collaboration;
- required sources or research methods;
- use of artificial intelligence;
- use of translation, editing, or rewriting tools;
- calculators, electronic devices, or software;
- disclosure and citation requirements; and
- other methods or resources relevant to the academic exercise.

A student who is uncertain whether a method, tool, source, or form of assistance is permitted is responsible for seeking clarification before submitting the work.

A course- or assignment-specific restriction that was not reasonably communicated in advance will not ordinarily serve as the sole basis for a finding of academic misconduct.

This limitation does not excuse conduct clearly prohibited under the University's general academic-integrity standards, including plagiarism, cheating, fabrication, falsification, impersonation, contract cheating, or unauthorized assistance.

Assistive technology used pursuant to an approved disability accommodation is not considered unauthorized use.

INITIAL REVIEW OF SUSPECTED MISCONDUCT

When an instructor has reasonable grounds to suspect academic misconduct, the instructor will review the relevant information before making a final determination.

The review may include:

- the assignment, examination, or other academic work;
- the course syllabus and assignment instructions;
- cited and uncited sources;
- drafts, notes, or research materials;
- relevant course or system records;
- communications concerning the work;
- the student's explanation; and
- other reasonably available evidence.

A similarity report, artificial-intelligence detection result, or other automated indicator may support further review but will not, by itself, establish academic misconduct.

NOTICE AND OPPORTUNITY TO RESPOND

Before making a final determination, the instructor will provide the student with written notice identifying:

- the alleged academic misconduct;
- the relevant assignment, examination, or academic activity;
- the principal evidence supporting the concern;
- the applicable academic-integrity standard;
- the possible academic consequence; and
- the method and deadline for responding.

The student will normally have five (5) business days after the written notice is issued to:

- submit a written explanation;
- provide relevant evidence or supporting information; and
- request a meeting with the instructor.

The student may provide drafts, notes, source materials, version histories, communications, research records, or other information relevant to the authorship and preparation of the work.

If the student does not respond within the stated period, the instructor may proceed based on the reasonably available information.

STANDARD OF EVIDENCE

A finding of academic misconduct must be supported by a preponderance of the evidence.

This means that, after considering the relevant information as a whole, it is more likely than not that the academic misconduct occurred.

The responsibility for establishing the violation rests with the instructor or the University. The student is not required to prove innocence.

No finding may be based solely upon:

- an automated similarity percentage;
- an artificial-intelligence detection result;
- a writing-style indicator; or
- another automated or statistical indicator.

Such information must be evaluated together with the academic work, assignment requirements, sources, preparation history, student response, and other relevant evidence.

WRITTEN DETERMINATION

After reviewing the relevant evidence and the student's response, the instructor will issue a written determination stating:

- whether academic misconduct was established;
- the basis for the determination;
- the academic action imposed, if any;
- whether further administrative review is required; and
- the applicable appeal procedure and deadline.

The determination and supporting documentation will be forwarded to Academic Administration for appropriate review and recordkeeping.

ACADEMIC ACTIONS AND SANCTIONS

An academic action or sanction must be reasonably proportionate to the nature, severity, scope, and academic significance of the violation.

Relevant factors may include:

- the extent and nature of the misconduct;
- whether the conduct was intentional;
- the degree to which the conduct replaced the student's own required work;
- the importance of the affected assignment or examination;
- the effect upon academic evaluation or other students;
- the student's response and acceptance of responsibility; and
- prior confirmed academic-integrity violations, when applicable.

Instructor-Level Academic Actions

The course instructor may impose one or more of the following:

a written Academic Integrity Warning;
required academic-integrity education, counseling, or remediation;
correction, revision, or resubmission of the affected work;
reduced or no credit for resubmitted work;

a grade reduction on the affected assignment or examination; or

a grade of zero on the affected assignment or examination.

The opportunity to revise or resubmit work is not guaranteed and does not require the instructor to award additional credit.

Course Failure

A failing grade for the entire course based specifically upon academic misconduct requires review and approval by Academic Administration.

Course failure may be considered when the misconduct:

- affects a major examination or essential course requirement;
- substantially replaces the student's own work in a central assignment;
- is extensive, systematic, or deliberate; or
- otherwise undermines the validity of the course grade.

Institutional Sanctions

Repeated, systematic, or particularly serious academic misconduct must be referred to Academic Administration.

Institutional sanctions may include:

- Academic Integrity Probation;
- Suspension for Academic Misconduct; or
- Dismissal for Academic Misconduct.

Academic Integrity Probation is a conduct-based institutional status and is distinct from the GPA-based Academic Probation described in academic standing, probation, suspension, and dismissal.

The duration, conditions, effective date, and consequences of an institutional sanction will be stated in the written decision.

Institutional sanctions may be imposed in addition to an appropriate assignment-level or course-level academic action.

PRIOR ACADEMIC-INTEGRITY HISTORY

A student's prior academic-integrity history will not be used to determine whether the misconduct currently under review occurred.

The current allegation must be evaluated independently on its own evidence.

After the current violation has been independently established, prior confirmed academic-integrity violations may be considered in determining an appropriate and proportionate sanction.

An allegation that was not substantiated will not be treated as a prior violation or used to increase a future sanction.

APPEAL OF ACADEMIC-MISCONDUCT DECISIONS

A student may appeal a finding of academic misconduct or the resulting sanction by submitting a written appeal within fourteen (14) calendar days after the written decision is issued.

Instructor-Level Decision

A finding or assignment- or examination-level action imposed by an instructor may be appealed to the Chief Academic Officer.

Course Failure or Institutional Sanction

A course failure based upon academic misconduct or an institutional sanction approved or imposed by Academic Administration may be appealed to the President.

GROUND FOR APPEAL

An appeal must identify one or more of the following grounds:

1. A material factual or calculation error affected the decision.
2. The available evidence was insufficient to support the finding under the applicable standard of evidence.
3. A published University policy or procedure was not properly followed.
4. The sanction was substantially disproportionate to the nature and severity of the violation.
5. Significant new evidence exists that was not reasonably available during the original review.
6. A conflict of interest or documented bias materially affected the decision.

An appeal may not be based solely upon disagreement with the decision or a request for a lesser sanction.

The appeal must explain the specific grounds and include all reasonably available supporting documentation.

APPEAL REVIEW AND DECISION

The reviewing official may consider:

- the original academic work;
- the evidence reviewed by the instructor or Academic Administration;
- the student's original response;
- the written determination;
- the written appeal;

- applicable course and University requirements; and
- any relevant additional information.

The reviewing official will not independently regrade the student's academic work or substitute personal academic judgment for that of the instructor.

The review is limited to determining whether:

- the finding was supported by the applicable evidence standard;
- the student received the required notice and opportunity to respond;
- applicable policies and procedures were followed;
- the sanction was reasonably proportionate; and
- the appeal otherwise establishes a valid basis for relief.

The reviewing official may:

- affirm the original decision;
- reverse the finding or sanction;
- modify the sanction; or
- return the matter for additional review.

A written decision will be issued within ten (10) business days after receipt of the complete appeal and all reasonably required supporting materials.

If the Chief Academic Officer participated substantially in the original decision or has another conflict of interest, the President will designate an impartial reviewer.

If the President participated substantially in the original decision or has another conflict of interest, the Chair of the Board of Trustees will designate an impartial reviewer.

The decision of the Chief Academic Officer, President, or designated impartial reviewer is WJU's final decision concerning the academic-integrity appeal.

RELATIONSHIP TO OTHER APPEAL AND CONDUCT PROCEDURES

Academic-integrity findings and resulting sanctions must be appealed under this section.

A student may not obtain a second appeal of the same academic-integrity finding or sanction through:

- the general final-grade appeal procedure in grading and grade changes;
- the Student Conduct and Disciplinary Due Process procedure in student conduct and disciplinary due process; or

- the Student Complaint and Grievance procedure in student complaint and grievance policy.

This limitation does not prevent the student from reporting a separate allegation of discrimination, harassment, retaliation, or another independent policy violation under the applicable University policy.

Conduct that involves both academic misconduct and a separate nonacademic violation may also be reviewed under student conduct and disciplinary due process.

Examples may include:

- unauthorized access to another person's account or University system;
- threats, coercion, harassment, or retaliation;
- theft or destruction of property;
- falsification of an official University record; or
- another independent violation of the Student Conduct policy.

Written notice will identify the policy and procedure applicable to each alleged violation. WJU will make reasonable efforts to coordinate related reviews and avoid unnecessary duplication.

RECORDS AND CONFIDENTIALITY

All confirmed academic-misconduct findings, sanctions, appeal materials, and final decisions will be forwarded to Academic Administration for secure and confidential recordkeeping in accordance with student records, transcripts, and FERPA and the University's student-record and records-retention policies. Access is limited to University officials who have a legitimate educational or administrative need for the information or as otherwise permitted or required by applicable law.

Records concerning an unsubstantiated allegation will be maintained only as reasonably necessary to document the review and disposition and will not be treated as a confirmed academic-integrity violation.

STUDENT RECORDS, TRANSCRIPTS, AND FERPA

Washington Jabez University maintains student education records securely and confidentially in accordance with applicable law and University policy.

To the extent that the Family Educational Rights and Privacy Act (FERPA) applies to WJU, the University provides students the rights required under FERPA. Regardless of FERPA's legal applicability, WJU follows the student-record access, amendment, consent, and privacy practices stated in this section as institutional policy.

STUDENT RECORD PRIVACY, ACCESS, AND AMENDMENT

The rights described in this section belong to the student. WJU will not disclose a student's education records to a parent, spouse, church, sponsor, employer, or other third party without the student's consent unless disclosure is otherwise permitted or required by applicable law.

A student may submit a written request to inspect and review the student's education records. WJU will provide access within a reasonable period, not to exceed forty-five (45) calendar days after receiving the request.

When a record contains information concerning more than one student, the requesting student may inspect only the information directly related to that student.

WJU does not charge a fee merely to search for or inspect education records. The University may charge a reasonable fee for requested copies, provided that the fee does not effectively prevent the student from exercising the right to inspect the records.

A student may request amendment of a record believed to be:

- factually inaccurate;
- misleading; or
- maintained in violation of the student's privacy rights.

The amendment procedure may not be used to challenge substantive academic judgment, a properly assigned grade, an academic-integrity determination, or another decision subject to a separate appeal procedure under this Catalog.

If WJU denies an amendment request, the University will provide written notice stating the reason for the decision and the student's right to request an impartial review.

The student must request the review within fourteen (14) calendar days after the denial is issued. The student will have a fair opportunity to present relevant evidence. The President or an impartial designee will issue a written decision within ten (10) business days after receiving the

complete review request and all reasonably required materials.

If the amendment is not granted, the student may place a written statement with the record commenting on the contested information or explaining the student's disagreement. WJU will maintain that statement with the contested portion of the record and include it whenever that portion is disclosed.

DISCLOSURE AND DIRECTORY INFORMATION

Except as permitted or required by applicable law, WJU will not disclose personally identifiable information from a student's education records without the student's written or verifiable electronic consent.

The consent must identify:

- the records to be disclosed;
- the purpose of the disclosure; and
- the person or organization to whom the disclosure may be made.

WJU may disclose records without student consent to a school official who has a legitimate educational interest in the information.

A school official may include a faculty member, staff member, trustee, attorney, accountant, information-technology professional, authorized contractor, consultant, or other person performing an institutional service on behalf of WJU.

A legitimate educational interest exists when access is reasonably necessary for the official to perform an assigned instructional, advising, administrative, financial, legal, accreditation, safety, technology, or student-support responsibility.

Authorized contractors and other external service providers must:

- perform a service that WJU would otherwise use employees to perform;
- remain under WJU's control regarding the use and maintenance of education records;
- use the information only for the authorized institutional purpose; and
- comply with applicable restrictions on redisclosure.

WJU may also disclose records without consent when permitted or required by applicable law, including disclosures to:

- authorized governmental or accrediting authorities;

- financial-aid personnel for an authorized financial-aid purpose;
- another institution in which the student seeks or intends to enroll;
- appropriate parties during a health or safety emergency; or
- a party acting under a lawful subpoena or court order.

DIRECTORY INFORMATION

WJU designates the following as Directory Information:

- student name;
- degree, diploma, or certificate program;
- major or field of study;
- enrollment status;
- dates of attendance;
- degrees, diplomas, or certificates awarded and dates conferred;
- academic honors and awards;
- participation in officially recognized University activities; and
- University-approved photographs or recordings.

Directory Information does not include:

- home or mailing address;
- telephone number;
- personal or institutional email address;
- date of birth;
- student identification number;
- grades or GPA;
- course schedule or detailed enrollment records;
- financial information;
- disciplinary or academic-integrity records;
- disability or accommodation records; or
- other information that would ordinarily be considered private or sensitive.

WJU may disclose Directory Information without prior consent after giving students notice of:

- the categories designated as Directory Information;
- the right to restrict disclosure; and
- the deadline and method for submitting a restriction request.

A student may restrict disclosure by submitting a written request by the deadline stated in the applicable notice, ordinarily no later than the end of the Add/Drop period for the student's first enrolled term.

A disclosure restriction remains in effect until the student withdraws it in writing.

OFFICIAL TRANSCRIPTS

Current and former students may request an official transcript through the method designated by WJU.

The University may require:

- verification of the requester's identity;
- the student's written or verifiable electronic authorization;
- complete recipient and delivery information; and
- payment of any published transcript fee.

WJU will process a complete transcript request within a reasonable period after all required information and applicable fees have been received.

Official transcripts may be delivered electronically or as sealed paper records through a method approved by WJU. The official transcript may include courses, credits, grades, transfer credit, academic credentials awarded, and other information maintained as part of the official academic record.

The right to inspect education records is separate from the service of issuing an official transcript.

WJU will not withhold or restrict the issuance of a transcript when such action is prohibited by applicable law.

The acceptance of a WJU transcript, credit, or credential is determined by the receiving institution.

RECORD MAINTENANCE AND ANNUAL NOTICE

WJU permanently maintains accurate and complete official student records sufficient to document:

- admission and enrollment;
- courses, credits, grades, and GPA;
- accepted transfer credit;
- academic standing and official academic actions;
- program completion;
- degrees, diplomas, and certificates awarded;
- approved grade and record changes; and
- other final institutional decisions affecting the student's official academic record.

Official student records are maintained securely and confidentially with appropriate physical, administrative, and technological access controls and secure backup.

Temporary working materials, convenience copies, duplicate documents, and transitory administrative records may be disposed of in accordance with the University's records-retention procedures after they are no longer required.

WJU will notify currently enrolled students at least annually of the student-record rights and procedures described in this section. The notice may be provided through institutional email, the student portal, the University website, the Academic Catalog, or another method reasonably designed to inform students.

The annual notice will explain, as applicable:

- the right to inspect and review education records;
- the right to request amendment of qualifying records;
- the right to consent to disclosures except where disclosure is otherwise authorized;
- the conditions under which school officials may access records;
- the Directory Information policy and restriction procedure; and
- the procedures for exercising these rights.

To the extent that FERPA applies to WJU, the annual notice will also inform students of the right to file a complaint concerning an alleged FERPA violation with the U.S. Department of Education's Student Privacy Policy Office.

PROGRAM COMPLETION AND GRADUATION

Washington Jabez University awards a degree or diploma only after the student has completed all applicable academic and program requirements and the University has completed its final review and certification process. Program-specific graduation requirements are stated in the applicable program section of The Academic Programs chapter.

MAXIMUM PROGRAM COMPLETION PERIODS

Students must complete their programs within the following maximum periods, measured from the beginning of the student's first enrolled term in the program:

- Bachelor of Theology (Th.B.): eight (8) years

- Bachelor of Church Music (B.C.M): eight (8) years
- Master of Divinity (M.Div.): seven (7) years
- Master of Church Music (M.C.M): ten (10) regular semesters, normally equivalent to five academic years
- Graduate Diploma in Church Music (GDCM): five (5) years
- Doctor of Ministry (D.Min): six (6) years

An approved Leave of Absence does not automatically extend the maximum completion period. A student who cannot complete the program within the applicable period may submit a written extension request to Academic Administration before the period expires.

Academic Administration may approve a limited extension when documented extraordinary circumstances and a realistic completion plan justify additional time. In reviewing the request, WJU may determine whether previously completed coursework remains current and applicable and may require the student to satisfy revised curriculum or program requirements.

Any approved extension, duration, and conditions will be communicated in writing. An extension is not automatic.

An M.C.M student who has completed all required coursework but has not completed the Graduation Recital or approved culminating project may be eligible for the limited recital or project extension described in the Master of Church Music program section of The Academic Programs chapter.

GRADUATION APPLICATION AND DEGREE AUDIT

A student who expects to complete a degree or diploma program must submit a Graduation Application or Intent to Graduate through the method designated by WJU during the anticipated final term of enrollment and by the published deadline.

Submission of the application does not guarantee graduation or credential conferral. Academic Administration will conduct a degree audit to determine whether the student has satisfied all applicable academic, program-specific, institutional-credit, and administrative requirements.

The degree audit may include verification of:

- required courses and credits;
- the applicable cumulative GPA;

- accepted transfer credit;
 - credits completed through WJU;
 - program-specific examinations or culminating requirements;
 - unresolved Incomplete grades;
 - academic standing; and
 - other published graduation requirements.
- WJU will complete the final degree audit after all required grades, records, and program evaluations have been received. The University will notify the student of any identified deficiency that prevents graduation.
- A student who misses the application deadline or has an outstanding requirement may have credential conferral delayed until the next available conferral date.

GRADUATION ELIGIBILITY

To qualify for a WJU degree or diploma, a student must:

- complete all required courses and credits;
 - satisfy the applicable curriculum and program-specific graduation requirements stated in The Academic Programs chapter;
 - meet the applicable minimum cumulative WJU GPA;
 - complete the minimum number of credits required through WJU under transfer credit and other sources of credit;
 - resolve all Incomplete grades and other academic deficiencies;
 - remain eligible for graduation under the University's academic-integrity, academic-standing, and student-conduct policies; and
 - complete the required graduation application and final degree-audit process.
- Program-specific comprehensive examinations, recitals, theses, ministry projects, defenses, exit interviews, and similar requirements apply only when expressly stated in the applicable program section of The Academic Programs chapter.

GRADUATION CERTIFICATION AND CREDENTIAL CONFERRAL

Academic Administration is responsible for verifying that each candidate has satisfied the applicable academic, program-specific, institutional-credit, and administrative requirements.

Faculty members or program committees evaluate academic work assigned to them, including

examinations, recitals, theses, projects, or defenses, but do not independently confer credentials.

The Chief Academic Officer certifies candidates who have satisfied the graduation requirements. Degrees and diplomas are conferred by WJU through the President or another duly authorized institutional officer.

The Board of Trustees approves and oversees institutional and academic policy but does not ordinarily approve individual graduates.

A degree or diploma is officially earned only after completion of all applicable requirements, final degree-audit approval, certification by the Chief Academic Officer, and formal conferral by the University.

The official conferral date recorded on the student's academic transcript is the date on which the credential is awarded.

COMMENCEMENT PARTICIPATION

Commencement is a ceremonial event and is separate from official degree or diploma conferral.

Participation in commencement does not itself constitute graduation, credential conferral, or evidence that all graduation requirements have been completed.

Students whose graduation requirements remain incomplete are not eligible to participate in commencement.

A student may receive a degree or diploma without participating in commencement after all requirements have been completed and the credential has been officially conferred.

Participation in commencement is subject to the procedures and deadlines announced by WJU.

ADMINISTRATIVE AND FINANCIAL OBLIGATIONS

Students are responsible for resolving outstanding administrative and financial obligations to WJU, including required documents, institutional property, published fees, and account balances.

Failure to resolve such obligations does not erase completed academic work. WJU may delay the release of a diploma or restrict other institutional services only to the extent permitted by applicable law and University policy.

Any graduation fee must be published in tuition and fees, Tuition and Fees, before it is charged.

Academic completion and official credential conferral are determined by satisfaction of the applicable academic and program requirements

and completion of the University's certification process.

FINALITY AND CORRECTION OF CREDENTIALS

A degree or diploma is not conferred retroactively merely because a student expected to complete the program by an earlier date.

When a final grade, record correction, or other required documentation is received after a

scheduled conferral date, the credential will ordinarily be awarded on the next available official conferral date.

WJU may correct an academic record or credential when a documented clerical or administrative error occurred. Any correction must be authorized, documented, and maintained as part of the student's official academic record.

Academic Programs

ACADEMIC PROGRAM OVERVIEW

Washington Jabez University offers undergraduate, graduate, graduate diploma, and doctoral programs in theology, ministry, and church music. Each program advances the University's mission by integrating biblically grounded education, spiritual formation, academic development, and preparation for faithful Christian service.

Academic Level	Program	Credential	Total Credits
Undergraduate	Bachelor of Theology	Th.B.	120
Undergraduate	Bachelor of Church Music	B.C.M	120
Graduate	Master of Divinity	M.Div.	90
Graduate	Master of Church Music	M.C.M	38
Graduate Diploma	Graduate Diploma in Church Music	GDCM	21
Doctoral	Doctor of Ministry	D.Min	40

All programs are measured in semester credit hours. Students must complete the prescribed curriculum, applicable academic requirements, and program-specific graduation requirements stated in this chapter.

General admissions requirements are provided in the Admissions chapter. Program-specific admission requirements are stated under each academic program.

WJU delivers courses through on-campus, in-person instruction.

General policies governing credit hours, instructional delivery, registration, grading, academic standing, transfer credit, and program completion are provided in the Academic Policies and Procedures chapter.

UNDERGRADUATE DEGREE PROGRAMS

BACHELOR OF THEOLOGY (TH.B.)

PROGRAM OVERVIEW AND OBJECTIVES

The Bachelor of Theology program provides broad undergraduate preparation in general education, biblical studies, biblical languages, theology, church history, practical ministry, counseling, and Christian education. The program prepares

students for faithful service in churches, missions, Christian education, pastoral care, and related ministries while providing a broad academic foundation for lifelong learning and continued theological study.

The Bachelor of Theology program seeks to:

1. provide foundational knowledge of the Old and New Testaments, Christian theology, church history, and a biblical worldview;
2. develop the ability to interpret Scripture responsibly using sound hermeneutical methods and introductory biblical-language tools;
3. cultivate Christian character, spiritual maturity, and the integration of faith with personal and ministry life;
4. develop foundational competencies in preaching, teaching, pastoral care, missions, Christian education, and ministry leadership; and
5. strengthen the critical-thinking, communication, and research skills necessary for ministry, lifelong learning, and further theological study.

PROGRAM LEARNING OUTCOMES

Upon completion of the Bachelor of Theology program, graduates will be able to:

1. Biblical Interpretation: Interpret Old and New Testament texts using sound hermeneutical principles, historical context, and introductory biblical-language tools.
2. Theological Understanding: Articulate a coherent evangelical theological framework and present a reasoned defense of the Christian faith.
3. Preaching and Ministry: Prepare and deliver biblically faithful sermons and apply foundational leadership skills in church and ministry settings.
4. Pastoral Care: Apply biblical principles and foundational counseling knowledge in pastoral care, discipleship, and interpersonal conflict.
5. Missions and Cultural Engagement: Analyze major religious and cultural contexts and apply appropriate evangelistic and cross-cultural ministry strategies.
6. Christian Education: Design and deliver biblically grounded teaching appropriate to the age, context, and spiritual development of learners.

PROGRAM INFORMATION

Item	Information
Credential	Bachelor of Theology (Th.B.)
Total Credits	120 semester credits
Normal Completion Time	Four years of full-time study
Instructional Delivery	In-person instruction
Additional Admission Requirements	None beyond the general undergraduate admission requirements

CURRICULUM

The Bachelor of Theology program requires the completion of 120 semester credits. The curriculum is organized into six areas: General Education, Biblical Languages, Biblical Studies, Theology and History, Practical Ministry, and Counseling and Education.

The 30-credit General Education core provides broad undergraduate study in written communication, literature, philosophy, religious studies, psychology, and mathematics. The required curriculum also includes supervised

practical ministry experience through Pastoral Practice I and Pastoral Practice II.

Curriculum Summary

Curriculum Area	Credits
General Education	30
Biblical Languages	12
Biblical Studies	36
Theology and History	15

Curriculum Area	Credits
Practical Ministry	18
Counseling and Education	9
Total Program Credits	120

I. General Education — 30 Credits

ENG 101 College Composition I (3 credits)

An introduction to college-level academic writing. Students develop skills in thesis development, organization, paragraph structure, grammar, revision, and clear written communication through a variety of academic writing assignments.

ENG 102 College Composition II (3 credits)

A continuation of College Composition I emphasizing research-based academic writing, critical reading, source evaluation, argumentation, documentation, and the responsible use of scholarly sources.

ENG 201 World Literature (3 credits)

A survey of representative literary works from diverse cultures, historical periods, and literary traditions. Students develop skills in close reading, literary analysis, interpretation, and written response.

PHI 101 Introduction to Philosophy (3 credits)

An introduction to major areas, questions, and methods of contemporary philosophy. Students examine significant philosophical issues and representative perspectives.

PHI 201 Introduction to Ethics (3 credits)

An introduction to major ethical theories, concepts, and approaches to moral reasoning. Students examine questions concerning human conduct, moral responsibility, values, and selected contemporary ethical issues.

REL 101 Comparative Religious Studies (3 credits)

A comparative study of the world's major religious traditions. The course examines religious beliefs and practices in relation to culture, literature, philosophy, psychology, and society.

PSY 101 Introduction to Psychology (3 credits)

An introduction to the foundational principles of psychology and the major areas of psychological inquiry.

PSY 201 Social Psychology (3 credits)

An introduction to the study of how individuals think, feel, and behave in social contexts. Topics

include social perception, attitudes, group behavior, interpersonal relationships, conformity, influence, and other major areas of social psychology.

MAT 101 Quantitative Reasoning (3 credits)

An introduction to quantitative reasoning and the use of mathematical concepts in everyday decision-making. Topics include numerical reasoning, ratios, percentages, basic algebra, graphs, data interpretation, and practical problem solving.

MAT 102 College Mathematics (3 credits)

A survey of foundational college-level mathematics designed to strengthen mathematical reasoning and problem-solving skills. Topics may include algebra, functions, logic, sets, geometry, probability, statistics, and other quantitative concepts.

II. Biblical Languages — 12 Credits

BOT 103 Hebrew I (3 credits)

The first course in a two-course sequence introducing students to the Hebrew language of the Old Testament.

BOT 104 Hebrew II (3 credits)

A continuation of Hebrew I emphasizing foundational grammar, pronunciation, vocabulary, reading, writing, and comprehension.

BOT 105 Greek I (3 credits)

An introduction to New Testament Greek with intensive study of vocabulary, conjugations, declensions, grammatical constructions, and sentence translation.

BOT 106 Greek II (3 credits)

A continuation of Greek I that completes the study of foundational Greek grammar and develops proficiency in New Testament translation.

III. Biblical Studies — 36 Credits

BOT 101 Introduction to the Bible (3 credits)

An introduction to the Bible and the discipline of biblical studies. The course introduces foundational principles of hermeneutics and basic research tools, including Bible translations, commentaries, lexicons, Bible dictionaries, and biblical software.

BOT 110 Bible Hermeneutics (3 credits)

A study of the principles and methods used to determine the meaning and significance of biblical texts. Historical, literary, grammatical, and contextual approaches to interpretation are examined through readings, discussions, assignments, and research.

BOT 112 Introduction to the Old Testament (3 credits)

A survey of the historical, literary, theological, and cultural contexts of the Old Testament. This course is a prerequisite for other Old Testament courses.

BOT 123 The Pentateuch (3 credits)

A study of the five books of Moses—Genesis, Exodus, Leviticus, Numbers, and Deuteronomy—with attention to their structure, historical context, theology, and significance within the biblical canon.

BOT 124 History of Israel (3 credits)

A study of the history of Israel as presented in the Old Testament books of Joshua through Esther. Emphasis is placed on God's activity in history and the influence of biblical leaders within their cultural settings.

BOT 125 Poetry (3 credits)

A study of the nature and techniques of Old Testament poetry, including literary structure, historical-grammatical exegesis, textual analysis, and the interpretation of the poetic books, with particular attention to the Psalms.

BOT 126 Prophet (3 credits)

An exposition of the pre-exilic, exilic, and post-exilic writing prophets from Isaiah through Malachi, together with Lamentations. Emphasis is placed on genre, biblical theology, historical context, and contemporary application.

BOT 128 Introduction to the New Testament (3 credits)

A study of the New Testament writings within their original historical, social, literary, and religious contexts. The course examines how these writings addressed the circumstances of the earliest Christian communities.

BOT 129 Four Gospels (3 credits)

An overview of the content, structure, purpose, and theological emphasis of the four New Testament Gospels. Special attention is given to their presentations of Jesus Christ and the communities for which they were written.

BOT 130 Acts (3 credits)

A study of the principal people and events in the book of Acts, tracing the development of the early Christian church from its Jewish beginnings to the inclusion of all peoples.

BOT 131 Paul's Epistle (3 credits)

An exposition of selected Pauline Epistles with emphasis on their historical setting, literary genre,

biblical theology, and application to Christian faith and ministry.

BOT 132 Applying Scripture in the Contemporary World (3 credits)

A study of contemporary issues affecting the church through the analysis and application of biblical texts. Students develop biblically grounded responses and practical action plans for identified concerns.

IV. Theology and History — 15 Credits

BOT 133 Systematic Theology I (3 credits)

An introduction to systematic theology and the development of a biblical framework for understanding God, Scripture, humanity, sin, and the Christian faith.

BOT 134 Systematic Theology II (3 credits)

A continuation of Systematic Theology I with particular attention to the person and work of Christ, the Holy Spirit, salvation, the church, and last things.

BOT 135 Christian Apologetics (3 credits)

A theological and philosophical defense of the Christian faith. The course evaluates influential modern systems of thought and develops reasoned responses supporting the truth of Christian doctrine.

BOT 136 Modern Theology (3 credits)

A study of representative theologians, theological movements, and developments from the end of the Reformation period to the modern era, with attention to their influence on contemporary theology.

BOT 137 World Church History (3 credits)

A study of the historical development and expansion of Christianity from the time of Christ through the pre-Reformation period.

V. Practical Ministry — 18 Credits

BOR 135 Pastoral Practice I (3 credits)

An introduction to practical pastoral ministry under professional supervision. Experiences may include hospital visitation, pastoral internship activities, and exposure to church or denominational ministries.

BOR 136 Pastoral Practice II (3 credits)

A continuation of Pastoral Practice I emphasizing further development of practical ministry skills under professional supervision through pastoral, congregational, and institutional ministry experiences.

BOR 138 Preaching (3 credits)

A study of the principles and practices of expository preaching. Students develop the skills necessary to interpret a biblical text and construct and deliver a biblically faithful sermon.

BOR 139 Worship (3 credits)

A study of the biblical, theological, historical, and practical foundations of Christian worship. Students examine various worship traditions and develop skills in planning and leading worship services.

BOT 138 Introduction to Missiology (3 credits)

A general introduction to Christian missions grounded in biblical and systematic theology. The course examines the biblical basis, history, purpose, and practice of Christian mission.

BOT 139 Multicultural Mission (3 credits)

A study of cultural and multicultural considerations in Christian mission, evangelism, and ministry. Students develop strategies for communicating and serving effectively among people from diverse cultural backgrounds.

VI. Counseling and Education — 9 Credits

BOC 137 Bible Teaching Method (3 credits)

A study of the foundational principles and methods of teaching biblical truth. Students develop practical teaching skills and evaluate their gifts and calling in Christian education.

BOC 309 Belief Development by Age (3 credits)

An introduction to human and child development with attention to major developmental theories, research methods, physical growth, cognition, intelligence, language, and age-appropriate spiritual education.

BOC 323 Pastoral Counseling (3 credits)

A foundational study of pastoral counseling as a ministry practice and theological discipline. The course explores the relationship between pastoral ministry, counseling, marriage, and family care.

GRADUATION REQUIREMENTS

- To qualify for the Bachelor of Theology degree, a student must satisfy the following requirements:
- Credit Hours: Complete all required courses and earn 120 semester credits.
- Minimum GPA: Maintain a cumulative GPA of 2.0 or higher.
- Residency: Complete at least 30 semester credits at Washington Jabez University.

- Bible Comprehensive Exam: Pass the Bible Comprehensive Examination with a score of at least 100 out of 150.
- Exit Interview: Complete an exit interview with designated faculty.
- Graduation Clearance: Complete all required financial and administrative clearance procedures, including payment of the published graduation fee.
- General Requirements: Complete all other University graduation requirements.

BACHELOR OF CHURCH MUSIC (B.C.M)

PROGRAM OVERVIEW AND OBJECTIVES

The Bachelor of Church Music program provides undergraduate education in music, worship, biblical studies, and Christian ministry. The program develops foundational musicianship, artistic expression, theological understanding, worship leadership, ensemble collaboration, and practical church music skills.

The program prepares students to serve as worship leaders, church musicians, choir directors, accompanists, music educators, and ministry leaders in churches and related Christian organizations. Students integrate musical training with biblical theology, spiritual formation, and pastoral responsibility.

The Bachelor of Church Music program seeks to:

1. develop technical proficiency and artistic expression in a primary area of music;
2. provide a foundation in music theory, harmony, ear training, arranging, and ensemble performance;
3. integrate biblical theology, Christian character, and spiritual formation with music and worship ministry;
4. prepare students to plan and lead biblically and theologically grounded worship services;
5. develop collaborative skills in choirs, ensembles, bands, and other musical settings;
6. cultivate leadership, communication, and pastoral care skills appropriate to church music ministry; and

7. prepare students for continued professional development, graduate study, and faithful service in church and ministry settings.

LEARNING OUTCOMES

Upon completion of the Bachelor of Church Music program, graduates will be able to:

1. Musical Performance: Demonstrate technical proficiency, stylistic understanding, and artistic expression in a primary area of musical performance.
2. Music Theory and Aural Skills: Apply music theory, harmony, aural skills, sight-singing, arranging, and score analysis in performance and ministry settings.
3. Biblical and Theological Integration: Articulate the biblical and theological foundations of Christian worship and integrate them into church music ministry.
4. Worship Leadership: Plan, lead, and evaluate biblically grounded worship appropriate to congregational and ministry contexts.
5. Ensemble Collaboration: Perform and collaborate effectively in choirs, ensembles, worship teams, and other musical settings.
6. Pastoral Communication and Ministry: Demonstrate Christian character, pastoral sensitivity, leadership, communication, and professional responsibility in church music ministry.

PROGRAM INFORMATION

Item	Information
Credential	Bachelor of Church Music (B.C.M)
Total Credits	120 semester credits
Normal Completion Time	Four years of full-time study
Instructional Delivery	In-person instruction
Additional Admission Requirements	Audition or audition recording, as applicable to the intended concentration

PROGRAM-SPECIFIC ADMISSION REQUIREMENT

Applicants to the Bachelor of Church Music program must satisfy all undergraduate admission requirements stated in the Admissions chapter. In addition, applicants must complete an audition or audition recording appropriate to their intended concentration.

CURRICULUM

The Bachelor of Church Music program requires the completion of 120 semester credits, consisting of 30 credits of General Education and 90 credits of theology, integrative studies, applied music, major concentration study, music core, electives, secondary applied study, and recital requirements. Students select a primary area of musical study and complete the applicable major, applied-study, and recital requirements for that area.

Curriculum Summary

Curriculum Area	Credits
General Education	30
Theology Core	12
Integrative Core	6
Individual Applied Study	24
Major Core	12
Music Core	16
Electives	8
Secondary Applied Study	6
Junior Recital	3
Graduation Recital / Project	3
Total Program Credits	120

I. GENERAL EDUCATION — 30 CREDITS

ENG 101 College Composition I (3 credits)

An introduction to college-level academic writing. Students develop skills in thesis development, organization, paragraph structure, grammar, revision, and clear written communication through a variety of academic writing assignments.

ENG 102 College Composition II (3 credits)

A continuation of College Composition I emphasizing research-based academic writing, critical reading, source evaluation, argumentation, documentation, and the responsible use of scholarly sources.

ENG 201 World Literature (3 credits)

A survey of representative literary works from diverse cultures, historical periods, and literary traditions. Students develop skills in close reading, literary analysis, interpretation, and written response.

PHI 101 Introduction to Philosophy (3 credits)

An introduction to major areas, questions, and methods of contemporary philosophy. Students examine significant philosophical issues and representative perspectives.

PHI 201 Introduction to Ethics (3 credits)

An introduction to major ethical theories, concepts, and approaches to moral reasoning. Students examine questions concerning human conduct, moral responsibility, values, and selected contemporary ethical issues.

REL 101 Comparative Religious Studies (3 credits)

A comparative study of the world's major religious traditions. The course examines religious beliefs and practices in relation to culture, literature, philosophy, psychology, and society.

PSY 101 Introduction to Psychology (3 credits)

An introduction to the foundational principles of psychology and the major areas of psychological inquiry.

PSY 201 Social Psychology (3 credits)

An introduction to the study of how individuals think, feel, and behave in social contexts. Topics include social perception, attitudes, group behavior, interpersonal relationships, conformity, influence, and other major areas of social psychology.

MAT 101 Quantitative Reasoning (3 credits)

An introduction to quantitative reasoning and the use of mathematical concepts in everyday

decision-making. Topics include numerical reasoning, ratios, percentages, basic algebra, graphs, data interpretation, and practical problem solving.

MAT 102 College Mathematics (3 credits)

A survey of foundational college-level mathematics designed to strengthen mathematical reasoning and problem-solving skills. Topics may include algebra, functions, logic, sets, geometry, probability, statistics, and other quantitative concepts.

II. THEOLOGY CORE— 12 CREDITS

BOT 101 Introduction to the Bible (3 credits)

An introduction to the Bible and the discipline of biblical studies. The course introduces foundational principles of biblical interpretation and basic tools for the study of Scripture.

BOT 133 Systematic Theology (3 credits)

A survey of the major doctrines of Christian theology and the development of a biblical framework for understanding the Christian faith.

BOT 137 World Church History (3 credits)

A study of the historical development and expansion of Christianity from the early church through major periods of church history.

BOR 139 Worship (3 credits)

A study of the biblical, theological, historical, and practical foundations of Christian worship. Students examine worship traditions and principles for planning and leading worship.

III. CHURCH MUSIC REQUIREMENTS — 78 CREDITS

A. Integrative Core — Choose 2 Courses / 6 Credits

Students must select two courses from the following:

BCM 200 Spiritual Formation and Music (3 credits)

A study of the relationship between music, Christian spirituality, and spiritual formation in worship and ministry.

BCM 201 Music Ministry and Communication (3 credits)

A study of communication principles and practices applicable to church music ministry and leadership.

BCM 202 Worship and Hymnody (3 credits)

A study of Christian worship and hymnody with attention to their biblical, theological, historical, and musical foundations.

BCM 203 Worship Planning and Music Practicum (3 credits)

A practical study of worship planning, music selection, preparation, and implementation in church and ministry settings.

B. Individual Applied Study — 8 Enrollments / 24 Credits

Students must complete eight enrollments totaling 24 credits in the applied music area corresponding to their selected concentration.

BCM 210 Applied Organ (3 credits)

Applied major instruction in organ performance, technique, interpretation, and repertoire.

BCM 220 Applied Composition (3 credits)

Applied major instruction in music composition, creative development, and compositional technique.

BCM 230 Applied Contemporary Piano (3 credits)

Applied major instruction in contemporary piano performance, style, improvisation, and accompaniment.

BCM 240 Applied Piano (3 credits)

Applied major instruction in classical piano performance, technique, interpretation, and repertoire.

BCM 250 Applied Worship Arts and Accompaniment (3 credits)

Applied major instruction in worship arts, accompaniment, and practical music leadership.

BCM 260 Applied Voice (3 credits)

Applied major instruction in vocal performance, technique, interpretation, and repertoire.

BCM 280 Applied Conducting (3 credits)

Applied major instruction in conducting technique, interpretation, rehearsal, and musical leadership.

C. Major Core — Choose 1 Concentration / 12 Credits

Students must select one major concentration and complete four courses totaling 12 credits from the applicable course list.

Organ Concentration — Choose 4 Courses / 12 Credits

BCM 211 Service Playing (3 credits)

A practical study of organ-playing techniques and repertoire used in Christian worship services.

BCM 212 Organ Building and Registration (3 credits)

A study of organ construction, mechanics, tonal design, registration, and the effective selection of organ stops.

BCM 213 Organ Transcription (3 credits)

A study of techniques used to transcribe and adapt music for organ performance.

BCM 214 Organ Chorale (3 credits)

A study of organ chorales and their historical, musical, and practical use in worship and performance.

BCM 215 Organ Repertories Before Bach (3 credits)

A study of organ literature and performance practices before Johann Sebastian Bach.

BCM 216 Improvisation (3 credits)

A practical study of organ improvisation techniques for worship and performance.

BCM 217 French Romantic Music and Beyond (3 credits)

A study of French Romantic organ music and its subsequent influence on organ repertoire and performance practice.

BCM 218 Conducting on the Organ (3 credits)

A practical study of coordinating organ performance with congregational, choral, and ensemble leadership.

Composition Concentration — Choose 4 Courses / 12 Credits

BCM 221 Score Reading (3 credits)

A study of techniques used to read, analyze, and interpret musical scores.

BCM 222 Instrumentation I (3 credits)

An introduction to the characteristics, ranges, techniques, and uses of orchestral and ensemble instruments.

BCM 223 Instrumentation II (3 credits)

A continuation of instrumentation with further study of instrumental combinations, techniques, and practical applications.

BCM 224 Analytical Approaches to Worship Music (3 credits)

A study of analytical methods for examining the musical structure, style, and function of worship music.

BCM 225 Arranging for Worship (3 credits)

A practical study of arranging and adapting music for worship services and church music ensembles.

BCM 226 Choral Arrangement (3 credits)

A study of techniques used to arrange music effectively for choirs and vocal ensembles.

BCM 227 Orchestration (3 credits)

A study of orchestration techniques and the effective use and combination of orchestral instruments.

Contemporary Piano Concentration — Choose 4 Courses / 12 Credits

BCM 231 Music Notation and Lead Sheet (3 credits)

A practical study of music notation and the preparation, reading, and use of lead sheets in contemporary music.

BCM 232 Jazz Musicianship (3 credits)

A study of foundational jazz musicianship, style, rhythm, improvisation, and performance practices.

BCM 233 Jazz Harmony (3 credits)

A study of harmonic principles, chord structures, progressions, and applications commonly used in jazz and contemporary music.

BCM 234 Band Ensemble I (3 credits)

Practical participation in contemporary band rehearsal, ensemble performance, and collaborative musicianship.

BCM 235 Band Ensemble II (3 credits)

A continuation of contemporary band performance with further development of ensemble, rehearsal, and leadership skills.

BCM 236 Ear Training (3 credits)

A practical study of aural recognition, musical dictation, pitch, rhythm, harmony, and related listening skills.

BCM 237 Modern Worship Accompaniment & Directing (3 credits)

A practical study of contemporary worship accompaniment, ensemble coordination, rehearsal, and musical directing.

Classical Piano Concentration — 4 Courses / 12 Credits

BCM 241 Piano Pedagogy I (3 credits)

An introduction to principles, methods, techniques, and materials used in piano instruction.

BCM 242 Piano Pedagogy II (3 credits)

A continuation of piano pedagogy with further study of teaching methods, repertoire, student development, and instructional practice.

BCM 243 Piano Literature I (3 credits)

A study of representative piano literature from selected historical periods, composers, and musical styles.

BCM 244 Piano Literature II (3 credits)

A continuation of the study of piano literature with attention to additional historical periods, composers, and musical styles.

Worship Arts and Accompaniment

Concentration — Choose 4 Courses / 12 Credits

BCM 251 Collaborative Piano (3 credits)

A practical study of piano collaboration with vocalists, instrumentalists, ensembles, and other performers.

BCM 252 Collaborative Organ (3 credits)

A practical study of organ collaboration with vocalists, instrumentalists, choirs, ensembles, and worship leaders.

BCM 253 Piano Transcription for Accompanist (3 credits)

A study of techniques for transcribing and adapting music for effective piano accompaniment.

BCM 254 Ensemble I (3 credits)

Practical participation in ensemble rehearsal and performance with emphasis on collaboration and accompaniment.

BCM 255 Ensemble II (3 credits)

A continuation of ensemble study with further development of collaborative performance and accompaniment skills.

BCM 256 Collaborative Piano for Musical (3 credits)

A practical study of piano accompaniment and collaboration for musical productions.

BCM 257 Collaborative Piano for Ballet (3 credits)

A practical study of piano accompaniment for ballet classes, rehearsals, and performance settings.

Voice Concentration — Choose 4 Courses / 12 Credits

BCM 261 Survey of Vocal Literature I (3 credits)

A survey of representative vocal literature from earlier historical periods with attention to style, interpretation, and performance practice.

BCM 262 Survey of Vocal Literature II (3 credits)

A continuation of the survey of vocal literature through later historical periods and contemporary repertoire.

BCM 263 Italian Diction (3 credits)

A study of Italian pronunciation, diction, and application to vocal performance.

BCM 264 German Diction (3 credits)

A study of German pronunciation, diction, and application to vocal performance.

BCM 265 English Diction (3 credits)

A study of English pronunciation, diction, and application to vocal performance.

BCM 266 French Diction (3 credits)

A study of French pronunciation, diction, and application to vocal performance.

BCM 267 Sacred Solo & Oratorio Workshop (3 credits)

A practical workshop in the study, interpretation, preparation, and performance of sacred solo and oratorio repertoire.

Conducting Concentration — Choose 4 Courses / 12 Credits

BCM 281 Basic Conducting (3 credits)

An introduction to fundamental conducting techniques, gestures, score preparation, and rehearsal skills.

BCM 282 Choral Conducting I (3 credits)

An introduction to choral conducting techniques, score preparation, rehearsal methods, and ensemble leadership.

BCM 283 Choral Conducting II (3 credits)

A continuation of choral conducting with further development of rehearsal, interpretation, and leadership skills.

BCM 284 Worship & Liturgical Music I (3 credits)

A study of worship and liturgical music with attention to historical traditions, repertoire, and practical ministry application.

BCM 285 Ensemble Leadership (3 credits)

A practical study of leadership, rehearsal techniques, communication, and musical direction for vocal and instrumental ensembles.

BCM 286 Conducting Seminar in Worship I (3 credits)

A seminar in conducting and musical leadership within worship and church ministry settings.

D. Music Core — Choose 8 Courses / 16 Credits

Students must select eight courses from the following:

BCM 151 Harmony I (2 credits)

An introduction to foundational principles and practices of tonal harmony.

BCM 152 Harmony II (2 credits)

A continuation of tonal harmony with further study of harmonic analysis, progression, and application.

BCM 153 The History of Music I (2 credits)

A study of the development of Western music through selected earlier historical periods, composers, genres, and styles.

BCM 154 The History of Music II (2 credits)

A continuation of music history through later historical periods, composers, genres, and styles.

BCM 155 Counterpoint I (2 credits)

An introduction to foundational principles and practices of counterpoint.

BCM 156 Counterpoint II (2 credits)

A continuation of counterpoint with further study and application of contrapuntal techniques.

BCM 157 Music Creation and Technology I (2 credits)

An introduction to the use of contemporary technology in music creation, notation, production, and related creative work.

BCM 158 Music Creation and Technology II (2 credits)

A continuation of music creation and technology with further development of digital production and creative skills.

BCM 159 Ear Training and Sight Reading (2 credits)

A practical study of aural recognition, musical dictation, and the reading and performance of music at sight.

E. Electives — Choose 4 Courses / 8 Credits

Students must select four courses from the following:

BCM 161 Introduction to Music Analysis (2 credits)

An introduction to foundational methods for analyzing musical form, harmony, structure, and style.

BCM 162 Introduction to Choral Arrangement (2 credits)

An introduction to foundational techniques for arranging music for choirs and vocal ensembles.

BCM 163 Music Ministry and Music Directing (2 credits)

A practical study of church music ministry, musical directing, rehearsal, communication, and leadership.

BCM 164 Praise Team and Band Leadership (2 credits)

A practical study of leadership, rehearsal, coordination, and musical direction for praise teams and contemporary worship bands.

BCM 165 Commercial Music and Song Writing (2 credits)

An introduction to commercial music and the principles and practices of songwriting.

BCM 166 Introduction to Music Technology & Digital Creativity (2 credits)

An introduction to music technology and digital tools used in contemporary music creation and creative production.

BCM 167 Introduction to Film Music (2 credits)

An introduction to the functions, techniques, styles, and creative processes of music for film and visual media.

F. Secondary Applied Study — 2 Enrollments / 6 Credits

Students must complete two secondary applied-study enrollments totaling six credits.

BCM 110 Secondary Organ (3 credits)

Secondary applied instruction in organ performance.

BCM 120 Secondary Composition (3 credits)

Secondary applied instruction in music composition.

BCM 130 Secondary Contemporary Piano (3 credits)

Secondary applied instruction in contemporary piano.

BCM 140 Secondary Classical Piano (3 credits)

Secondary applied instruction in classical piano.

BCM 150 Secondary Worship Music (3 credits)

Secondary applied instruction in worship music and accompaniment.

BCM 160 Secondary Voice (3 credits)

Secondary applied instruction in voice.

BCM 180 Secondary Conducting (3 credits)

Secondary applied instruction in conducting.

G. Junior Recital — 1 Enrollment / 3 Credits

Students must complete the Junior Recital requirement applicable to the selected concentration.

BCM 311 Organ Junior Recital (3 credits)

Preparation and presentation of a junior recital in organ performance.

BCM 321 Composition Junior Recital (3 credits)

Preparation and presentation of a junior recital or composition portfolio.

BCM 331 Contemporary Piano Junior Recital (3 credits)

Preparation and presentation of a junior recital in contemporary piano.

BCM 341 Piano Junior Recital (3 credits)

Preparation and presentation of a junior recital in piano performance.

BCM 351 Worship Arts and Accompaniment Junior Recital (3 credits)

Preparation and presentation of a junior recital or project in worship arts and accompaniment.

BCM 361 Voice Junior Recital (3 credits)

Preparation and presentation of a junior recital in vocal performance.

BCM 381 Conducting Junior Recital (3 credits)

Preparation and presentation of a junior recital in conducting.

H. Graduation Recital / Project — 1 Enrollment / 3 Credits

Students must complete the Graduation Recital or Project requirement applicable to the selected concentration.

BCM 310 Organ Graduation Recital (3 credits)

Preparation and presentation of a graduation recital in organ performance.

BCM 320 Composition Graduation Recital (3 credits)

Preparation and presentation of a graduation recital or portfolio in music composition.

BCM 330 Contemporary Piano Graduation Recital (3 credits)

Preparation and presentation of a graduation recital in contemporary piano.

BCM 340 Piano Graduation Recital (3 credits)

Preparation and presentation of a graduation recital in piano performance.

BCM 350 Worship Arts and Accompaniment Graduation Recital/Project (3 credits)

Preparation and presentation of a graduation recital or culminating project in worship arts and accompaniment.

BCM 360 Voice Graduation Recital (3 credits)

Preparation and presentation of a graduation recital in vocal performance.

BCM 380 Conducting Graduation Recital (3 credits)

Preparation and presentation of a graduation recital in conducting.

GRADUATION REQUIREMENTS

- To qualify for the Bachelor of Church Music degree, a student must satisfy the following requirements:
- Credit Hours: Complete the prescribed 120-semester-credit Bachelor of Church Music curriculum and all required General Education, theology, music, applied-study, concentration, elective, and recital requirements.
- Minimum GPA: Maintain a cumulative GPA of 2.8 or higher.
- Residency: Complete at least 74 semester credits through Washington Jabez University.
- Junior and Graduation Recitals / Project: Complete the required Junior Recital and Graduation Recital or Project applicable to the selected concentration.
- Graduation Clearance: Complete all financial and administrative requirements, including payment of the published graduation fee.
- General Requirements: Complete all other University graduation requirements.

GRADUATE DEGREE PROGRAMS

MASTER OF DIVINITY (M.DIV.)

PROGRAM OVERVIEW AND OBJECTIVES

The Master of Divinity program provides comprehensive graduate theological education in biblical studies, biblical languages, theology, church history, preaching, pastoral care, missions, and ministry leadership. The program integrates academic study, spiritual formation, and practical ministry preparation.

The program prepares students for Christian leadership and service in churches, pastoral ministry, missions, and related ministry settings. It also provides a theological foundation for

continued ministry development and further theological study.

The Master of Divinity program seeks to:

- develop advanced knowledge of the Old and New Testaments and the ability to interpret Scripture using appropriate exegetical methods and biblical-language tools;
- establish a strong Christian theological foundation integrating biblical truth with historical context;
- prepare students to lead churches through effective administration, worship planning, and church-planting ministry;
- develop the ability to prepare and deliver biblically faithful preaching and teaching with clarity and confidence;
- equip students for cross-cultural evangelism and mission work among diverse and unreached people groups; and
- develop competence in biblical counseling, pastoral care, and conflict resolution for individuals and families.

PROGRAM INFORMATION

Item	Information
Credential	Master of Divinity (M.Div.)
Total Credits	90 semester credits
Normal Completion Time	Three years of full-time study
Maximum Completion Period	Seven years
Instructional Delivery	In-person instruction
Maximum Transfer Credits	40 semester credits
Minimum Credits Earned Through WJU	50 semester credits
Additional Admission Requirements	None beyond the general graduate admission requirements

ADMISSION REQUIREMENTS

Applicants to the Master of Divinity program must satisfy all graduate admission requirements stated in the Admissions chapter. The program has no additional program-specific admission requirements.

CURRICULUM

The Master of Divinity program requires the completion of 90 semester credits in biblical languages, biblical studies, theology, history,

PROGRAM LEARNING OUTCOMES

Upon completion of the Master of Divinity program, graduates will be able to:

1. Biblical Interpretation: Interpret Old and New Testament texts using appropriate exegetical methods and the biblical languages.
2. Theological Foundation: Construct a robust Christian theology that integrates biblical truth with historical context.
3. Ministry Leadership: Lead churches effectively using skills in administration, worship planning, and church planting.
4. Preaching and Teaching: Deliver biblically faithful sermons and teaching with confidence and clarity.
5. Global Mission: Engage in cross-cultural evangelism and mission work among unreached people groups.
6. Pastoral Care: Provide biblical counseling and conflict resolution for individuals and families.

philosophy, practical theology and ministry, mission and evangelism, and field education.

Curriculum Area	Credits
Biblical Languages	12
Biblical Studies	24
Theology, history, and philosophy	15
Practical Theology and Ministry	21

Curriculum Area	Credits
Mission and Evangelism	12
Field Education	6
Total Program Credits	90

I. Biblical Languages — 12 Credits

MDT 401 Biblical Hebrew I (3 credits)

An introduction to the basic vocabulary and grammatical structures of biblical Hebrew, with emphasis on translation principles and the translation of selected biblical texts.

MDT 402 Biblical Hebrew II (3 credits)

A continuation of Biblical Hebrew I that develops proficiency in Hebrew grammar, vocabulary, reading, and translation. Selected readings address literary and cultural topics related to Israel.

Prerequisite: MDT 401.

MDT 403 Biblical Greek I (3 credits)

An introduction to the grammar, vocabulary, and syntax of biblical Greek, preparing students to read and translate the Greek New Testament.

MDT 404 Biblical Greek II (3 credits)

A continuation of Biblical Greek I with further study of grammar, vocabulary, syntax, and New Testament translation.

Prerequisite: MDT 403.

II. Biblical Studies — 24 Credits

MDD 405 The Pentateuch (3 credits)

A study of the composition, structure, historical context, and theology of the Pentateuch from Genesis through Deuteronomy, with attention to major interpretive and critical approaches.

MDT 406 Prophets (3 credits)

A survey of the history, literature, and theology of the prophetic writings. The course places the prophets within their historical contexts through selected study of 1 and 2 Kings, Ezra, and Nehemiah.

MDE 701 History of Israel (3 credits)

A study of the history of Israel from Joshua through Esther, emphasizing God's activity in history and the influence of biblical leaders within their cultural settings.

MDE 702 Wisdom Literature (3 credits)

A detailed study of Job, Proverbs, Ecclesiastes, and the Song of Songs, with attention to their literary forms, theological themes, and application.

MDT 408 The Synoptic Gospel (3 credits)

A detailed examination of Matthew, Mark, and Luke, with particular attention to the distinctive presentation of Jesus Christ found in each Gospel.

MDT 409 The Gospel of John (3 credits)

An advanced study of the Gospel of John, including its literary structure, historical context, theological themes, and major interpretive issues.

MDT 410 The Letters of Paul (3 credits)

A study of the letters of Paul within the historical contexts of the Roman Empire and diaspora Judaism, with attention to their theological, ethical, and philosophical significance.

MDT 411 The Epistles (3 credits)

A study of James, 1 and 2 Peter, and Jude, with emphasis on their theology of God, Christology, sin, faith, and eschatology.

III. Theology, history, and philosophy— 15 Credits

MDT 413 Systematic Theology I (3 credits)

An advanced study of theological method, Scripture, God, creation, providence, angels, humanity, and sin, with emphasis on biblical foundations and relevance to Christian life and ministry.

MDT 414 Systematic Theology II (3 credits)

A continuation of Systematic Theology I addressing evil, human nature, sin and grace, salvation, the church, the sacraments, eschatology, and world religions.

Prerequisite: MDT 413.

MDT 417 Contemporary Theology (3 credits)

A critical study of significant theologians, movements, events, and foundational ideas that have shaped contemporary Christian theology.

MDT 419 Christian Thought History (3 credits)

A critical study of major theologians, councils, and movements that trace the development of Christian doctrine from the early church to the modern era.

MDD 515 Philosophy for Theology (3 credits)

An examination of major philosophical traditions, concepts, and methods relevant to theological study, providing the philosophical foundation for systematic and biblical theology.

IV. Practical Theology and Ministry — 21 Credits

MDD 506 Preaching Theory and Method (3 credits)

A study of major homiletical theories and methods through assigned readings, analysis of representative sermons, and examination of effective preaching practices.

MDD 507 Preaching Practicum (3 credits)

A practical application of the homiletical theories and principles studied in Preaching Theory and Method. Students prepare, deliver, and evaluate biblically faithful sermons.

MDD 501 Pastoral Care (3 credits)

A study of pastoral care for individuals and families across the lifespan, with attention to cultural contexts, social institutions, and the responsibilities of pastoral ministry.

MDD 509 Leadership and Administration (3 credits)

A study integrating leadership theory with practical administrative skills for effective service in churches and ministry organizations.

MDD 510 Worship Planning and Operation (3 credits)

A comprehensive study of Christian worship administration, including service planning, music, budgeting, scheduling, intergenerational arts education, leadership development, and staff relationships.

MDE 703 Teaching Method of Jesus (3 credits)

A study of Jesus as a teacher, including his authority, mission, content, discipline, methodology, use of the cross, and reliance on the Holy Spirit.

MDC 610 Mediation and Conflict Resolution (3 credits)

A study of conflict, negotiation, mediation, and reconciliation, emphasizing concepts and practical skills for identifying and resolving interpersonal and organizational conflict.

V. Mission and Evangelism — 12 Credits

MDD 508 Church Planting and Growth (3 credits)

An introduction to the biblical foundations, principles, and practices of church planting, congregational development, and church growth.

MDD 511 Unreached People Mission (3 credits)

A systematic and practical study of Christian mission with particular emphasis on evangelization and ministry among unreached people groups.

MDD 512 Mission and Cross-Cultural Ministry (3 credits)

A study of cultural and cross-cultural considerations in mission work with individuals, churches, and communities from diverse cultural backgrounds.

MDE 707 Evangelism and Communication (3 credits)

A study of evangelistic methods, Christian witness in pluralistic cultures, follow-up ministry, discipleship, and Scripture memorization.

VI. Field Education — 6 Credits

MDD 502 Church Internship I (3 credits)

A supervised ministry experience in a local church designed to help students identify and develop their ministry gifts through practical service, mentoring, and evaluation.

MDD 503 Church Internship II (3 credits)

A continuation of Church Internship I that provides further supervised ministry experience and evaluation of the student's developing ministry competencies.

Prerequisite: MDD 502.

GRADUATION REQUIREMENTS

- To qualify for the Master of Divinity degree, a student must satisfy the following requirements:
- Credit Hours: Complete all required courses and earn 90 semester credits.
- Minimum GPA: Maintain a cumulative GPA of 3.0 or higher on a 4.0 scale.
- Residency: Complete at least 50 semester credits through Washington Jabez University.
- Bible Comprehensive Exam: Pass the Bible Comprehensive Examination with a score of at least 100 out of 150.
- Culminating Requirement: Complete one of the following:
 - Option A: Pass the Graduation Comprehensive Examination with a score of at least 70 percent.
 - Option B: Complete and receive approval of a graduate thesis in place of the Graduation Comprehensive Examination.
- Exit Interview: Complete an exit interview with designated faculty.
- Graduation Clearance: Complete all financial and administrative requirements, including payment of the published graduation fee.

- General Requirements: Complete all other University graduation requirements.

MASTER OF CHURCH MUSIC (M.C.M)

PROGRAM OVERVIEW AND OBJECTIVES

The Master of Church Music program provides advanced graduate education in musical performance, worship, church music leadership, arranging and composition, music pedagogy, and academic research. The program integrates advanced musical training with Christian theology, spiritual formation, and practical preparation for church music ministry.

The program prepares students for advanced service as church musicians, worship leaders, conductors, accompanists, music educators, and ministry leaders in churches and related Christian organizations. Students develop specialized artistry while strengthening their theological understanding, pastoral leadership, teaching ability, and research skills.

The Master of Church Music program seeks to:

- develop advanced technical mastery and professional artistry in a specialized musical field;
- deepen understanding of Christian worship history, liturgical practices, and the theological foundations of worship;
- develop advanced skills in musical analysis, arranging, composition, and adaptation for church ensembles, orchestras, and contemporary bands;

- prepare students to apply effective pedagogical methods in teaching, directing, and developing church musicians;
- cultivate spiritual leadership, pastoral sensitivity, and professional responsibility in church music ministry; and
- develop graduate-level research and writing skills in musicology, worship, theology, and related fields.

PROGRAM LEARNING OUTCOMES

Upon completion of the Master of Church Music program, graduates will be able to:

1. Advanced Artistry: Exhibit advanced technical mastery and expressive professional artistry in a specialized musical field.
2. Liturgical Theology: Design theologically sound worship services informed by Christian worship history and liturgical practices.
3. Advanced Arrangement: Analyze, arrange, and compose sophisticated music for diverse church ensembles, orchestras, and contemporary bands.
4. Music Pedagogy: Apply advanced pedagogical methods to teach, direct, and elevate the musical abilities of church volunteers and staff.
5. Pastoral Leadership: Demonstrate spiritual leadership and pastoral care within church music ministry.
6. Academic Research: Conduct graduate-level research in musicology or theology, culminating in academic writing and program notes.

PROGRAM INFORMATION

Item	Information
Credential	Master of Church Music (M.C.M)
Total Credits	38 semester credits
Full-Time Course Load	9–11 semester credits per regular semester
Music-Related Coursework	Minimum of 32 semester credits
Normal Completion Time	Two years of full-time study
Maximum Completion Period	Ten regular semesters, normally equivalent to five academic years
Instructional Delivery	In-person instruction

ADMISSION REQUIREMENTS

Applicants to the Master of Church Music program must satisfy all graduate admission requirements stated in the Admissions chapter. In addition, applicants must complete an audition or audition recording appropriate to the intended concentration.

PLACEMENT ASSESSMENT AND PREREQUISITE COURSES

An applicant who holds an accredited bachelor's degree but does not hold a Bachelor of Music degree may be required to complete a placement assessment in music theory, performance, or both.

Based on the results of the assessment, the student may be required to complete up to three prerequisite courses totaling no more than six semester credits. Prerequisite courses are in addition to the 38 semester credits required for the M.C.M degree and do not count toward degree completion.

A student who previously completed equivalent coursework at an accredited college, university, seminary, or graduate institution may request a prerequisite waiver by submitting an official transcript and the University's designated prerequisite-course review form. Approval of a prerequisite waiver satisfies the applicable prerequisite but does not itself award additional academic credit or increase the M.C.M transfer-credit limit.

CURRICULUM

The Master of Church Music program requires the completion of 38 semester credits, including 6 credits of theology coursework and 32 credits of music-related coursework.

Students select one major concentration and complete the applied music, major core, elective, secondary instrument, and graduation requirements associated with that concentration.

CURRICULUM SUMMARY

Curriculum Area	Credits
Theology	6
Integrated Core	4
Research and Writing	2
Applied Music	8

Curriculum Area	Credits
Major Core	6
Secondary Instruments	4
Major Electives	6
Graduation Recital or Project	2
Total Program Credits	38

I. Theology — 2 Courses / 6 Credits

Students must complete two approved three-credit theology courses from the Master of Divinity curriculum.

II. Integrated Core — Choose 2 Courses / 4 Credits

Students must select two courses from the following:

MCM 600 Music and Spiritual Formation (2 credits)

A study of the relationship between music, Christian spirituality, and personal formation for worship and ministry.

MCM 601 Music Ministry and Communication (2 credits)

A study of communication principles and practices applicable to church music leadership and ministry.

MCM 602 Worship and Worship Music (2 credits)

A study of the biblical, theological, historical, and musical foundations of Christian worship.

MCM 603 Music and Emotion (2 credits)

A study of the relationship between music, emotion, expression, and the human experience.

III. Research and Writing — 1 Course / 2 Credits

MCM 609 Academic Writing (2 credits)

A graduate-level introduction to academic research, scholarly writing, documentation, and communication in music and theology.

IV. Applied Music — 4 Enrollments / 8 Credits

Students must complete four enrollments totaling eight credits in the applied music area corresponding to their selected concentration.

MCM 610 Applied Organ (2 credits)

Advanced individual instruction in organ performance, technique, interpretation, and repertoire.

MCM 620 Applied Composition (2 credits)

Advanced individual instruction in musical composition, creative development, and compositional technique.

MCM 630 Applied Contemporary Piano (2 credits)

Advanced individual instruction in contemporary piano performance, style, improvisation, and accompaniment.

MCM 640 Applied Piano (2 credits)

Advanced individual instruction in classical piano performance, technique, interpretation, and repertoire.

MCM 650 Applied Worship (2 credits)

Advanced applied instruction in worship music leadership, performance, planning, and musical direction.

MCM 660 Applied Voice (2 credits)

Advanced individual instruction in vocal technique, interpretation, performance, and repertoire.

MCM 670 Applied Music Technology (2 credits)

Advanced applied instruction in music technology, including digital audio, recording, editing, production, and technology-based applications in music and worship settings.

MCM 680 Applied Conducting (2 credits)

Advanced applied instruction in conducting technique, score interpretation, rehearsal methods, ensemble leadership, and musical direction.

V. Major Core — Choose 1 Concentration / 6 Credits

Students must select one major concentration and complete three courses totaling six credits from the applicable course list.

Organ — Choose 3 Courses / 6 Credits

MCM 611 Service Playing (2 credits)

An advanced study of organ-playing techniques for worship services, including accompaniment, hymn playing, and liturgical leadership.

MCM 612 Organ Structure and Registration (2 credits)

A study of organ construction, mechanical structure, tonal design, registration, and their application to performance.

MCM 613 Organ Transcription (2 credits)

An advanced study of techniques for adapting instrumental, orchestral, and vocal music for organ performance.

MCM 614 Organ Chorale (2 credits)

A study of organ chorales, their historical development, compositional forms, and use in worship and performance.

MCM 615 Organ Repertories before Bach (2 credits)

A study of organ literature and performance practices preceding the works of Johann Sebastian Bach.

MCM 616 Improvisation (2 credits)

An advanced practical study of improvisation techniques for organ performance and worship leadership.

MCM 617 Conducting on the Organ (2 credits)

A study of conducting, ensemble leadership, and musical coordination skills applicable to organists.

MCM 618 French Romantic Music (2 credits)

A study of French Romantic organ literature, composers, instruments, and performance practices.

MCM 619 Organ Repertories after Romantic (2 credits)

A study of organ literature and performance practices from the post-Romantic era to the contemporary period.

Composition — Choose 3 Courses / 6 Credits

MCM 621 Arranging for Worship I (2 credits)

An advanced introduction to arranging music for worship services, vocal groups, ensembles, and congregations.

MCM 622 Arranging for Worship II (2 credits)

A continuation of advanced arranging techniques for increasingly complex worship music settings.

MCM 623 Advanced Counterpoint (2 credits)

An advanced study of contrapuntal principles, techniques, analysis, and composition.

MCM 624 Advanced Orchestration I (2 credits)

An advanced introduction to orchestration, instrumental color, balance, texture, and ensemble writing.

MCM 625 Advanced Orchestration II (2 credits)

A continuation of advanced orchestration with emphasis on complex instrumental combinations and extended arranging projects.

MCM 626 Analytical Technique for Worship Leader I (2 credits)

An advanced introduction to musical analysis for worship leaders, including harmony, form, style, and arrangement.

MCM 627 Analytical Technique for Worship Leader II (2 credits)

A continuation of analytical techniques applied to advanced worship planning, performance, and musical leadership.

MCM 628 Music Technology (DAW) (2 credits)

A study of music technology and digital audio workstation tools used in composition, arranging, recording, and production.

Contemporary Piano — Choose 3 Courses / 6 Credits

MCM 631 Jazz Harmony I, II, III, IV (2 credits)

A comprehensive study of jazz harmony, chord structures, harmonic progressions, voicing, analysis, and application.

MCM 632 Ear Training (2 credits)

Advanced training in aural recognition, musical dictation, harmonic identification, rhythm, and listening skills.

MCM 633 Band / Choir Directing (2 credits)

A study of conducting techniques, rehearsal methods, musical interpretation, ensemble leadership, and directing skills for band and choir settings.

MCM 634 Ensemble (2 credits)

Advanced ensemble participation emphasizing rehearsal discipline, collaboration, interpretation, and performance.

MCM 636 Modern Worship Accompaniment & Directing (2 credits)

A study of modern worship accompaniment, ensemble directing, rehearsal techniques, musical interpretation, and leadership in contemporary worship settings.

Classical Piano — Choose 3 Courses / 6 Credits

MCM 641 Piano Pedagogy (2 credits)

An advanced study of piano teaching methods, curriculum design, instructional materials, and student development.

MCM 642 Piano and Tuning (2 credits)

A study of piano construction, mechanics, maintenance, acoustics, and foundational tuning principles.

MCM 643 Piano Literature (2 credits)

An advanced study of representative piano literature, composers, historical periods, styles, and performance practices.

MCM 644 Worship Accompaniment (2 credits)

An advanced study of piano accompaniment techniques for congregational worship, choirs, soloists, and ensembles.

MCM 645 Piano Arrangement (2 credits)

An advanced study of techniques for arranging hymns, worship songs, and other music for piano.

MCM 646 Score Reading (2 credits)

Advanced development of score-reading, reduction, analysis, and keyboard realization skills.

MCM 647 Understanding Organ Music (2 credits)

A study of organ literature, registration, style, and performance considerations for pianists and accompanists.

Voice — Choose 3 Courses / 6 Credits

MCM 661 Vocal Pedagogy (2 credits)

An advanced study of vocal teaching methods, anatomy, technique, repertoire selection, and student development.

MCM 662 Advanced Lyric Diction (2 credits)

An advanced study of pronunciation, phonetics, articulation, and diction for vocal performance in selected languages.

MCM 663 Solo Vocal Literature I (Baroque-Classical) (2 credits)

A study of representative solo vocal literature from the Baroque and Classical periods, including composers, styles, historical context, and performance practices.

MCM 664 Solo Vocal Literature II (Romantic-Contemporary) (2 credits)

A study of representative solo vocal literature from the Romantic through contemporary periods, including composers, styles, historical context, and performance practices.

MCM 665 Sacred Choral & Solo Literature for Worship (2 credits)

A study of sacred choral and solo vocal literature for worship, with emphasis on repertoire selection, interpretation, liturgical context, and performance practice.

MCM 666 Oratorio & Cantata Workshop (2 credits)

An applied study of oratorio and cantata repertoire through rehearsal, interpretation, ensemble collaboration, and performance.

MCM 667 Vocal-Choral Directing (2 credits)

A study of vocal and choral conducting techniques, rehearsal methods, interpretation, ensemble leadership, and musical direction.

MCM 668 Opera Workshop (2 credits)

An advanced workshop in operatic performance, including acting, characterization, movement, stage presence, interpretation, and dramatic communication.

MCM 669 Voice Seminar in Worship Music (2 credits)

An advanced seminar in vocal performance for worship, including repertoire, interpretation, vocal leadership, stylistic practice, and application in contemporary and traditional worship settings.

Conducting — Choose 3 Courses / 6 Credits

MCM 681 Advanced Choral Conducting I (2 credits)

An advanced study of choral conducting techniques, including gesture, score preparation, rehearsal methods, interpretation, ensemble communication, and leadership in choral settings.

MCM 682 Advanced Choral Conducting II (2 credits)

A continuation of advanced choral conducting with emphasis on refined gesture, complex score interpretation, rehearsal strategy, ensemble leadership, and preparation of advanced choral repertoire.

MCM 683 Instrumental Conducting (2 credits)

A study of instrumental conducting techniques, including baton technique, score reading, rehearsal methods, interpretation, ensemble coordination, and leadership of instrumental ensembles.

MCM 684 Worship & Liturgical Music II (2 credits)

An advanced study of worship and liturgical music, including historical traditions, theological context, repertoire, musical planning, and application in contemporary worship settings.

MCM 685 Choral Literature I (Baroque-Classical) (2 credits)

A study of representative choral literature from the Baroque and Classical periods, including major composers, genres, styles, historical context, and performance practices.

MCM 686 Choral Literature II (Romantic-Contemporary) (2 credits)

A study of representative choral literature from the Romantic through contemporary periods, including

major composers, genres, styles, historical context, and performance practices.

MCM 687 Anthem & Choral Literature and Score Reading (2 credits)

A study of anthem and choral literature with emphasis on score reading, musical analysis, interpretation, repertoire selection, and preparation for rehearsal and performance.

MCM 688 Conducting Masterclass (2 credits)

An advanced masterclass in conducting focused on gesture, interpretation, score preparation, rehearsal technique, ensemble communication, and refinement of individual conducting skills.

MCM 689 Conducting Seminar in Worship II (2 credits)

An advanced seminar in conducting for worship settings, including repertoire planning, rehearsal leadership, ensemble coordination, musical interpretation, and integration of conducting practice

within contemporary and liturgical worship.

VI. Secondary Instruments — Choose 2 Courses / 4 Credits

Students must select two secondary applied music courses totaling four credits.

MCM 510 Secondary Organ (2 credits)

Secondary applied instruction in organ technique, repertoire, and performance.

MCM 520 Secondary Composition (2 credits)

Secondary applied instruction in musical composition and creative development.

MCM 530 Secondary Contemporary Piano (2 credits)

Secondary applied instruction in contemporary piano technique, style, and performance.

MCM 540 Secondary Piano (2 credits)

Secondary applied instruction in classical piano technique, interpretation, and repertoire.

MCM 550 Secondary Worship Music (2 credits)

Secondary applied instruction in worship music performance and leadership.

MCM 560 Secondary Voice (2 credits)

Secondary applied instruction in vocal technique, interpretation, and performance.

MCM 570 Secondary Music Technology (2 credits)

Secondary applied instruction in a Music Technology.

MCM 580 Secondary Conducting (2 credits)

Secondary applied instruction in a Conducting.

VII. Major Electives — Choose 3 Courses / 6 Credits

Students must select three courses from the following:

MCM 551 Harmony (2 credits)

An advanced study of harmony, harmonic analysis, chord progression, modulation, and compositional application.

MCM 552 Counterpoint (2 credits)

An advanced study of contrapuntal analysis, voice leading, imitation, and composition.

MCM 553 Score Reading and Instrumentation (2 credits)

An advanced study of score reading, instrumental characteristics, transposition, ranges, and ensemble scoring.

MCM 554 Analytical Technique for Worship Leader (2 credits)

A study of analytical methods applied to worship music, arrangement, repertoire selection, and musical leadership.

MCM 555 Choral Arrangement (2 credits)

An advanced study of arranging techniques for choirs and vocal ensembles.

MCM 556 Liturgical Year (2 credits)

A study of the seasons, observances, theology, and musical practices of the Christian liturgical year.

MCM 557 Organ Arrangement (2 credits)

An advanced study of arranging and adapting music for organ performance and worship.

MCM 558 Collaborative Work for Organist and Pianist I (2 credits)

An advanced study of collaborative performance and accompaniment for organists and pianists working with soloists and ensembles.

MCM 559 Collaborative Work / Accompaniment (2 credits)

An advanced study of accompaniment and collaborative performance with soloists, choirs, and ensembles.

MCM 561 Piano/Organ Transcription for Accompanist (2 credits)

An advanced study of transcription and adaptation techniques for piano and organ accompanists.

MCM 562 Piano Reduction (2 credits)

An advanced study of reducing orchestral, choral, and ensemble scores for piano.

MCM 563 Basic Jazz Harmony I, II (2 credits)

A study of basic jazz harmony, chord symbols, progressions, voicing, and practical application.

MCM 564 Chord Accompaniment I, II (2 credits)

A study of chord voicing, harmonic progressions, improvisation, and accompaniment techniques.

MCM 565 Understanding Band Music (2 credits)

A study of band instrumentation, repertoire, arrangement, ensemble balance, and performance practices.

MCM 566 Band Directing (2 credits)

An advanced study of rehearsal, leadership, interpretation, and directing techniques for bands.

MCM 567 Song Writing (2 credits)

An advanced study of songwriting, including melody, harmony, lyrics, form, style, and revision.

MCM 568 Ear Training (2 credits)

Advanced development of aural recognition, dictation, harmonic listening, rhythmic perception, and sight-singing.

VIII. Graduation Recital or Project — 1 Course / 2 Credits

Students must complete the graduation recital or project corresponding to their selected concentration.

MCM 710 Organ Graduation Recital (2 credits)

Preparation and public presentation of a graduate recital in organ performance.

MCM 720 Composition Graduation Recital (2 credits)

Preparation and presentation of a graduate composition recital or approved portfolio of original works.

MCM 730 Graduation Recital (2 credits)

Preparation and public presentation of a graduate recital in contemporary piano.

MCM 740 Piano Graduation Recital (2 credits)

Preparation and public presentation of a graduate recital in classical piano.

MCM 750 Graduation Project / Recital (2 credits)

Preparation and public presentation of a graduate project or recital in worship music and leadership.

MCM 760 Vocal Music Graduation Recital (2 credits)

Preparation and public presentation of a graduate recital in vocal performance.

MCM 770 Music Technology Graduation Recital (2 credits)

Preparation and public presentation of a graduate-level project or recital demonstrating applied competency in music technology, digital audio, recording, production, or related technology-based applications in music and worship.

MCM 780 Conducting Graduation Recital (2 credits)

Preparation and public presentation of a graduate recital in conducting.

COMPREHENSIVE EXAMINATION AND GRADUATION RECITAL OR PROJECT POLICIES

Comprehensive Examination

The M.C.M Comprehensive Examination is administered as an oral examination. A student must successfully pass the Comprehensive Examination before presenting the required Graduation Recital or approved culminating project.

Eligibility

Before presenting the Graduation Recital or approved culminating project, the student must:

1. have completed at least four regular semesters of enrollment in the M.C.M program;
2. have completed all required degree coursework other than the two-credit Graduation Recital or culminating-project requirement;
3. have passed the oral Comprehensive Examination;
4. have a cumulative WJU GPA of at least 3.0; and
5. have earned a grade of at least B, or 3.0, in the major applied-performance area.

Enrollment Requirement

The Graduation Recital or culminating project must be presented during the semester in which the student is officially enrolled in the applicable M.C.M Graduation Recital or Project course.

Recital Preparation Lessons

A student preparing a Graduation Recital may receive up to seven recital-preparation lessons during the semester of enrollment.

Postponement

When documented and academically appropriate circumstances prevent completion of the Graduation Recital or culminating project, the student may request an extension of up to two

years. The extension requires written approval from the Dean or designated academic authority and may require readmission under the University's applicable procedures.

Withdrawal and Reapplication

A student who withdraws after applying for or enrolling in the Graduation Recital or culminating-project requirement must reapply before a later presentation and pay the published M.C.M Graduation Recital Re-registration Fee.

GRADUATION REQUIREMENTS

- Credit Hours: Complete the prescribed curriculum and earn 38 semester credits.
- Minimum WJU Credit: Complete at least 31 semester credits through Washington Jabez University.
- Minimum Enrollment Period: Complete at least four regular semesters of enrollment in the M.C.M program.
- Minimum GPA: Maintain a cumulative WJU GPA of at least 3.0 on a 4.0 scale.
- Major Applied Performance: Earn a grade of at least B, or 3.0, in the major applied-performance area.
- Comprehensive Examination: Successfully pass the M.C.M oral comprehensive Examination.
- Graduation Recital or Project: Successfully complete the two-credit graduation recital or approved culminating project required for the student's concentration.
- Exit Interview: Complete an exit interview with designated faculty.
- Graduation Clearance: Complete all applicable financial and administrative requirements, including payment of any published graduation or recital-related fee.
- General Requirements: Satisfy all other University graduation requirements stated in this Catalog.

GRADUATE DIPLOMA IN CHURCH MUSIC (GDCM)

PROGRAM OVERVIEW AND OBJECTIVES

The Graduate Diploma in Church Music program provides focused graduate-level study in applied music, worship, church music ministry, and practical musical leadership. Designed for completion within one year of full-time study, the

program combines advanced training in a selected musical discipline with theological and ministry-oriented coursework. The program prepares students to strengthen their musical proficiency and apply their training directly within local church and worship settings. Students develop practical competence in worship planning, congregational communication, musical arrangement, and ministry leadership while completing concentrated study in a selected musical area. The Graduate Diploma in Church Music program seeks to:

- Strengthen technical and artistic proficiency in a selected musical discipline at the graduate level;
- Integrate music ministry with Christian spiritual formation and practical service in the local church;
- Develop the ability to plan and lead worship according to sound theological principles;
- Improve communication and collaborative leadership within church music ministry; and

- Develop practical skills in arranging and adapting music for the personnel and resources available in local congregations.

PROGRAM LEARNING OUTCOMES

Upon completion of the Graduate Diploma in Church Music program, students will be able to:

1. Focused Proficiency: Enhance technical and artistic proficiency in a chosen musical discipline at the graduate level within a streamlined timeframe.
2. Ministry Application: Apply core principles of music ministry and spiritual formation directly to immediate local church contexts.
3. Worship Design: Effectively execute worship planning and congregational communication based on sound theological principles.
4. Practical Arrangement: Develop practical skills in arranging and adapting music to suit the specific resources of a local congregation.

PROGRAM INFORMATION

Item	Information
Credential	Graduate Diploma in Church Music (GDCM)
Total Credits	21 semester credits
Full-Time Course Load	9–11 semester credits per regular semester
Music-Related Coursework	18 semester credits
Normal Completion Time	One year of full-time study
Maximum Completion Time	Five years
Instructional Delivery	In-person instruction

ADMISSION REQUIREMENTS

Applicants to the Graduate Diploma in Church Music program must satisfy all graduate admission requirements stated in the Admissions chapter. In addition, applicants must complete an audition or audition recording appropriate to the intended concentration.

select one major concentration and complete the applied music, major core, secondary instrument, elective, and graduation requirements appropriate to that concentration.

Curriculum Summary

Curriculum Area	Credits
Theology	3
Integrated Core	2
Applied Music	4

CURRICULUM

The Graduate Diploma in Church Music requires the completion of 21 semester credits. Students

Curriculum Area	Credits
Major Core	4
Secondary Instrument	2
Major Electives	4
Graduation Recital or Project	2
Total Program Credits	21

I. Theology — 1 Course / 3 Credits

Students must complete one approved three-credit theology course from the Master of Divinity curriculum.

II. Integrated Core — Choose 1 Course / 2 Credits

Students must select one course from the following:

MCM 600 Music and Spiritual Formation (2 credits)

A study of the relationship between music, Christian spirituality, and personal formation for worship and ministry.

MCM 601 Music Ministry and Communication (2 credits)

A study of communication principles and practices applicable to church music leadership and ministry.

MCM 602 Worship and Worship Music (2 credits)

A study of the biblical, theological, historical, and musical foundations of Christian worship.

MCM 603 Music and Emotion (2 credits)

A study of the relationship between music, emotion, expression, and the human experience.

III. Applied Music — 2 Enrollments / 4 Credits

Students must complete two enrollments totaling four credits in the applied music area corresponding to their selected concentration.

MCM 610 Applied Organ (2 credits)

Advanced individual instruction in organ performance, technique, interpretation, and repertoire.

MCM 620 Applied Composition (2 credits)

Advanced individual instruction in musical composition, creative development, and compositional technique.

MCM 630 Applied Contemporary Piano (2 credits)

Advanced individual instruction in contemporary piano performance, style, improvisation, and accompaniment.

MCM 640 Applied Piano (2 credits)

Advanced individual instruction in classical piano performance, technique, interpretation, and repertoire.

MCM 650 Applied Worship (2 credits)

Advanced applied instruction in worship music leadership, performance, planning, and musical direction.

MCM 660 Applied Voice (2 credits)

Advanced individual instruction in vocal technique, interpretation, performance, and repertoire.

MCM 670 Applied Music Technology (2 credits)

Advanced applied instruction in music technology, including digital audio, recording, editing, production, and technology-based applications in music and worship settings.

MCM 680 Applied Conducting (2 credits)

Advanced applied instruction in conducting technique, score interpretation, rehearsal methods, ensemble leadership, and musical direction.

IV. Major Core — Choose 1 Concentration / 4 Credits

Students must select one major concentration and complete two courses totaling four credits from the applicable course list.

Organ — Choose 2 Courses / 4 Credits

MCM 611 Service Playing (2 credits)

An advanced study of organ-playing techniques for worship services, including accompaniment, hymn playing, and liturgical leadership.

MCM 612 Organ Structure and Registration (2 credits)

A study of organ construction, mechanical structure, tonal design, registration, and their application to performance.

MCM 613 Organ Transcription (2 credits)

An advanced study of techniques for adapting instrumental, orchestral, and vocal music for organ performance.

MCM 614 Organ Chorale (2 credits)

A study of organ chorales, their historical development, compositional forms, and use in worship and performance.

MCM 615 Organ Repertories before Bach (2 credits)

A study of organ literature and performance practices preceding the works of Johann Sebastian Bach.

MCM 616 Improvisation (2 credits)

An advanced practical study of improvisation techniques for organ performance and worship leadership.

MCM 617 Conducting on the Organ (2 credits)

A study of conducting, ensemble leadership, and musical coordination skills applicable to organists.

MCM 618 French Romantic Music (2 credits)

A study of French Romantic organ literature, composers, instruments, and performance practices.

MCM 619 Organ Repertories after Romantic (2 credits)

A study of organ literature and performance practices from the post-Romantic era to the contemporary period.

Composition — Choose 2 Courses / 4 Credits

MCM 621 Arranging for Worship I (2 credits)

An advanced introduction to arranging music for worship services, vocal groups, ensembles, and congregations.

MCM 622 Arranging for Worship II (2 credits)

A continuation of advanced arranging techniques for increasingly complex worship music settings.

MCM 623 Advanced Counterpoint (2 credits)

An advanced study of contrapuntal principles, techniques, analysis, and composition.

MCM 624 Advanced Orchestration I (2 credits)

An advanced introduction to orchestration, instrumental color, balance, texture, and ensemble writing.

MCM 625 Advanced Orchestration II (2 credits)

A continuation of advanced orchestration with emphasis on complex instrumental combinations and extended arranging projects.

MCM 626 Analytical Technique for Worship Leader I (2 credits)

An advanced introduction to musical analysis for worship leaders, including harmony, form, style, and arrangement.

MCM 627 Analytical Technique for Worship Leader II (2 credits)

A continuation of analytical techniques applied to advanced worship planning, performance, and musical leadership.

MCM 628 Music Technology (DAW) (2 credits)

A study of music technology and digital audio workstation tools used in composition, arranging, recording, and production.

Contemporary Piano — Choose 2 Courses / 4 Credits

MCM 631 Jazz Harmony I, II, III, IV (2 credits)

A comprehensive study of jazz harmony, chord structures, harmonic progressions, voicing, analysis, and application.

MCM 632 Ear Training (2 credits)

Advanced training in aural recognition, musical dictation, harmonic identification, rhythm, and listening skills.

MCM 633 Band / Choir Directing (2 credits)

A study of conducting techniques, rehearsal methods, musical interpretation, ensemble leadership, and directing skills for band and choir settings.

MCM 634 Ensemble (2 credits)

Advanced ensemble participation emphasizing rehearsal discipline, collaboration, interpretation, and performance.

MCM 636 Modern Worship Accompaniment & Directing (2 credits)

A study of modern worship accompaniment, ensemble directing, rehearsal techniques, musical interpretation, and leadership in contemporary worship settings.

Classical Piano — Choose 2 Courses / 4 Credits

MCM 641 Piano Pedagogy (2 credits)

An advanced study of piano teaching methods, curriculum design, instructional materials, and student development.

MCM 642 Piano and Tuning (2 credits)

A study of piano construction, mechanics, maintenance, acoustics, and foundational tuning principles.

MCM 643 Piano Literature (2 credits)

An advanced study of representative piano literature, composers, historical periods, styles, and performance practices.

MCM 644 Worship Accompaniment (2 credits)

An advanced study of piano accompaniment techniques for congregational worship, choirs, soloists, and ensembles.

MCM 645 Piano Arrangement (2 credits)

An advanced study of techniques for arranging hymns, worship songs, and other music for piano.

MCM 646 Score Reading (2 credits)

Advanced development of score-reading, reduction, analysis, and keyboard realization skills.

MCM 647 Understanding Organ Music (2 credits)
A study of organ literature, registration, style, and performance considerations for pianists and accompanists.

Voice — Choose 2 Courses / 4 Credits

MCM 661 Vocal Pedagogy (2 credits)

An advanced study of vocal teaching methods, anatomy, technique, repertoire selection, and student development.

MCM 662 Advanced Lyric Diction (2 credits)

An advanced study of pronunciation, phonetics, articulation, and diction for vocal performance in selected languages.

MCM 663 Solo Vocal Literature I (Baroque-Classical) (2 credits)

A study of representative solo vocal literature from the Baroque and Classical periods, including composers, styles, historical context, and performance practices.

MCM 664 Solo Vocal Literature II (Romantic-Contemporary) (2 credits)

A study of representative solo vocal literature from the Romantic through contemporary periods, including composers, styles, historical context, and performance practices.

MCM 665 Sacred Choral & Solo Literature for Worship (2 credits)

A study of sacred choral and solo vocal literature for worship, with emphasis on repertoire selection, interpretation, liturgical context, and performance practice.

MCM 666 Oratorio & Cantata Workshop (2 credits)

An applied study of oratorio and cantata repertoire through rehearsal, interpretation, ensemble collaboration, and performance.

MCM 667 Vocal-Choral Directing (2 credits)

A study of vocal and choral conducting techniques, rehearsal methods, interpretation, ensemble leadership, and musical direction.

MCM 668 Opera Workshop (2 credits)

An advanced workshop in operatic performance, including acting, characterization, movement, stage presence, interpretation, and dramatic communication.

MCM 669 Voice Seminar in Worship Music (2 credits)

An advanced seminar in vocal performance for worship, including repertoire, interpretation, vocal

leadership, stylistic practice, and application in contemporary and traditional worship settings.

Conducting — Choose 2 Courses / 4 Credits

MCM 681 Advanced Choral Conducting I (2 credits)

An advanced study of choral conducting techniques, including gesture, score preparation, rehearsal methods, interpretation, ensemble communication, and leadership in choral settings.

MCM 682 Advanced Choral Conducting II (2 credits)

A continuation of advanced choral conducting with emphasis on refined gesture, complex score interpretation, rehearsal strategy, ensemble leadership, and preparation of advanced choral repertoire.

MCM 683 Instrumental Conducting (2 credits)

A study of instrumental conducting techniques, including baton technique, score reading, rehearsal methods, interpretation, ensemble coordination, and leadership of instrumental ensembles.

MCM 684 Worship & Liturgical Music II (2 credits)

An advanced study of worship and liturgical music, including historical traditions, theological context, repertoire, musical planning, and application in contemporary worship settings.

MCM 685 Choral Literature I (Baroque-Classical) (2 credits)

A study of representative choral literature from the Baroque and Classical periods, including major composers, genres, styles, historical context, and performance practices.

MCM 686 Choral Literature II (Romantic-Contemporary) (2 credits)

A study of representative choral literature from the Romantic through contemporary periods, including major composers, genres, styles, historical context, and performance practices.

MCM 687 Anthem & Choral Literature and Score Reading (2 credits)

A study of anthem and choral literature with emphasis on score reading, musical analysis, interpretation, repertoire selection, and preparation for rehearsal and performance.

MCM 688 Conducting Masterclass (2 credits)

An advanced masterclass in conducting focused on gesture, interpretation, score preparation, rehearsal technique, ensemble communication, and refinement of individual conducting skills.

MCM 689 Conducting Seminar in Worship II (2 credits)

An advanced seminar in conducting for worship settings, including repertoire planning, rehearsal leadership, ensemble coordination, musical interpretation, and integration of conducting practice

within contemporary and liturgical worship.

V. Secondary Instruments — Choose 1 Course / 2 Credits

Students must select one secondary applied music course totaling two credits.

MCM 510 Secondary Organ (2 credits)

Secondary applied instruction in organ technique, repertoire, and performance.

MCM 520 Secondary Composition (2 credits)

Secondary applied instruction in musical composition and creative development.

MCM 530 Secondary Contemporary Piano (2 credits)

Secondary applied instruction in contemporary piano technique, style, and performance.

MCM 540 Secondary Piano (2 credits)

Secondary applied instruction in classical piano technique, interpretation, and repertoire.

MCM 550 Secondary Worship Music (2 credits)

Secondary applied instruction in worship music performance and leadership.

MCM 560 Secondary Voice (2 credits)

Secondary applied instruction in vocal technique, interpretation, and performance.

MCM 570 Secondary Music Technology (2 credits)

Secondary applied instruction in Music Technology.

MCM 580 Secondary Conducting (2 credits)

Secondary applied instruction in Conducting.

VI. Major Electives — Choose 2 Courses / 4 Credits

Students must select two courses from the following:

MCM 551 Harmony (2 credits)

An advanced study of harmony, harmonic analysis, chord progression, modulation, and compositional application.

MCM 552 Counterpoint (2 credits)

An advanced study of contrapuntal analysis, voice leading, imitation, and composition.

MCM 553 Score Reading and Instrumentation (2 credits)

An advanced study of score reading, instrumental characteristics, transposition, ranges, and ensemble scoring.

MCM 554 Analytical Technique for Worship Leader (2 credits)

A study of analytical methods applied to worship music, arrangement, repertoire selection, and musical leadership.

MCM 555 Choral Arrangement (2 credits)

An advanced study of arranging techniques for choirs and vocal ensembles.

MCM 556 Liturgical Year (2 credits)

A study of the seasons, observances, theology, and musical practices of the Christian liturgical year.

MCM 557 Organ Arrangement (2 credits)

An advanced study of arranging and adapting music for organ performance and worship.

MCM 558 Collaborative Work for Organist and Pianist I (2 credits)

An advanced study of collaborative performance and accompaniment for organists and pianists working with soloists and ensembles.

MCM 559 Collaborative Work / Accompaniment (2 credits)

An advanced study of accompaniment and collaborative performance with soloists, choirs, and ensembles.

MCM 561 Piano/Organ Transcription for Accompanist (2 credits)

An advanced study of transcription and adaptation techniques for piano and organ accompanists.

MCM 562 Piano Reduction (2 credits)

An advanced study of reducing orchestral, choral, and ensemble scores for piano.

MCM 563 Basic Jazz Harmony I, II (2 credits)

A study of basic jazz harmony, chord symbols, progressions, voicing, and practical application.

MCM 564 Chord Accompaniment I, II (2 credits)

A study of chord voicing, harmonic progressions, improvisation, and accompaniment techniques.

MCM 565 Understanding Band Music (2 credits)

A study of band instrumentation, repertoire, arrangement, ensemble balance, and performance practices.

MCM 566 Band Directing (2 credits)

An advanced study of rehearsal, leadership, interpretation, and directing techniques for bands.

MCM 567 Song Writing (2 credits)

An advanced study of songwriting, including melody, harmony, lyrics, form, style, and revision.

MCM 568 Ear Training (2 credits)

Advanced development of aural recognition, dictation, harmonic listening, rhythmic perception, and sight-singing.

VII. Graduation Recital or Project — 1 Course / 2 Credits

Students must complete the graduation recital or project corresponding to their selected concentration.

GDCM 710 Organ Graduation Recital (2 credits)

Preparation and public presentation of a diploma-level graduation recital in organ performance.

GDCM 720 Composition Graduation Recital (2 credits)

Preparation and presentation of a diploma-level composition recital or an approved portfolio of original works.

GDCM 730 Contemporary Piano Graduation Recital (2 credits)

Preparation and public presentation of a diploma-level graduation recital in contemporary piano.

GDCM 740 Piano Graduation Recital (2 credits)

Preparation and public presentation of a diploma-level graduation recital in classical piano.

GDCM 750 Worship Arts and Accompaniment Graduation Project (2 credits)

Preparation and presentation of a diploma-level project demonstrating competence in worship arts, accompaniment, and ministry leadership.

GDCM 760 Vocal Music Graduation Recital (2 credits)

Preparation and public presentation of a diploma-level graduation recital in vocal performance.

GDCM 770 Music Technology Graduation Recital (2 credits)

Preparation and public presentation of a diploma-level graduation project or recital in music technology.

GDCM 780 Conducting Graduation Recital (2 credits)

Preparation and public presentation of a diploma-level graduation recital in conducting.

GRADUATION REQUIREMENTS

- **Credit Hours:** Complete the prescribed curriculum and earn 21 semester credits.
- **Minimum GPA:** Maintain a cumulative WJU GPA of at least 3.0 on a 4.0 scale.
- **Major Applied Performance:** Earn a grade of at least B, or 3.0, in the major applied-performance area.
- **Residency:** Complete all 21 semester credits required for the program through Washington Jabez University.
- **Graduation Recital or Project:** Successfully complete the graduation recital or approved culminating project required for the student's concentration.
- **General Requirements:** Complete all other University graduation requirements.
- **Graduation Clearance:** Complete all financial and administrative requirements, including payment of any applicable published fees.

DOCTORAL DEGREE PROGRAMS

DOCTOR OF MINISTRY (D.MIN)

PROGRAM OVERVIEW AND OBJECTIVES

The Doctor of Ministry program provides advanced professional education for experienced pastors, ministry leaders, missionaries, and other Christian practitioners seeking to strengthen their theological understanding, ministry leadership, and capacity for research-informed practice.

The program integrates advanced biblical and theological study, early Christian history, spiritual formation, contextual ministry, evangelism, cultural engagement, and applied ministry research.

The program prepares students to interpret Scripture and theology in relation to contemporary ministry challenges, reevaluate the identity and mission of the church, develop contextually appropriate ministry strategies, and sustain spiritually mature and resilient leadership. Through advanced coursework and a culminating applied ministry dissertation, students investigate a significant ministry issue and develop practical, evidence-informed responses applicable to their ministry contexts.

The Doctor of Ministry program seeks to:

- develop advanced competence in biblical theology and hermeneutics for

- contemporary pastoral and ministry contexts;
- deepen understanding of the church's identity, mission, and historical development through New Testament and early Christian perspectives;
- equip students to design and evaluate evangelism strategies appropriate to postmodern and religiously pluralistic settings;
- strengthen the ability to address ethical, cultural, and multicultural challenges in urban and global ministry;
- cultivate spiritual maturity, disciplined formation, and resilience for sustainable Christian leadership; and
- develop advanced professional research skills for investigating ministry problems and contributing to ministry scholarship.

PROGRAM LEARNING OUTCOMES

Upon completion of the Doctor of Ministry program, graduates will be able to:

1. Advanced Hermeneutics: Apply advanced biblical theology and hermeneutical

methods to contemporary pastoral and ministry contexts.

2. Contextual Ecclesiology: Evaluate the identity, mission, and practices of the church in light of New Testament teaching, early Christian historical development, and contemporary ministry contexts.
3. Strategic Evangelism: Develop and evaluate biblically grounded evangelism strategies appropriate to postmodern and religiously pluralistic settings.
4. Cultural Engagement: Address complex ethical, multicultural, and global challenges through contextually appropriate ministry practices.
5. Spiritual Resilience: Develop and apply sustainable spiritual formation practices for resilient, long-term Christian leadership.
6. Professional Research: Conduct rigorous applied ministry research and use the findings to develop evidence-informed responses to significant ministry challenges.

PROGRAM INFORMATION

Item	Information
Credential	Doctor of Ministry (D.Min)
Total Credits	40 semester credits
Doctoral Coursework	32 semester credits
Dissertation	8 semester credits
Normal Completion Time	Three years of full-time study
Instructional Delivery	In-person instruction

ADMISSION REQUIREMENTS

Applicants to the Doctor of Ministry program must satisfy all doctoral admission requirements stated in the Admissions chapter. In addition, applicants must:

- have at least three years of substantial ministry experience in a church or other Christian ministry setting;
- be actively engaged in a ministry context suitable for dissertation research; and
- submit a Preliminary Dissertation Proposal identifying a significant ministry issue or area of inquiry.

Equivalent part-time, bi-vocational, or volunteer ministry experience may be considered by the Admissions Committee.

Submission of the preliminary proposal does not constitute final approval of the dissertation topic or research design.

CURRICULUM

The Doctor of Ministry program requires the completion of 40 semester credits, consisting of 32 credits of doctoral coursework and an eight-credit Dissertation.

Curriculum Summary

Curriculum Area	Credits
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Curriculum Area	Credits
Biblical, Theological, and Historical Foundations	16
Spiritual Formation	4
Contextual Ministry	12
Research & Dissertation	8
Total Program Credits	40

I. Biblical, Theological, and Historical Foundations — 4 Courses / 16 Credits

DOM 701 Hermeneutics (4 credits)

An advanced study of biblical theology and theological hermeneutics. The course examines major developments in modern biblical theology and equips students to interpret Scripture faithfully within contemporary pastoral and ministry contexts.

DOM 703 New Testament Ecclesiology for Ministers (4 credits)

A critical examination of the New Testament understanding of the church and its mission. Students explore Christian identity, community, ministry practices, and the application of New Testament ecclesiology to contemporary churches.

DOM 704 Biblical Theology of the Old Testament for Pastors (4 credits)

A thematic study of Old Testament theology with emphasis on creation, covenant, wisdom, Israel's worship, the Davidic covenant, and God's relationship with the nations. Attention is given to the Old Testament's theological relationship to the New Testament and its application to pastoral ministry.

DOM 706 Historic Review of Early Christianity (4 credits)

An advanced study of the historical development of early Christianity from its apostolic origins through the patristic era. Students examine major theological, ecclesial, and institutional developments and consider their significance for the identity, mission, and practice of the church.

II. Spiritual Formation — 1 Course / 4 Credits

DOM 707 Spiritual Formation and Discipleship (4 credits)

A study of spiritual transformation and Christian discipleship within the complexities of contemporary ministry. Students examine classical understandings of spiritual formation and develop

sustainable practices for personal spiritual maturity, resilience, and guiding others toward maturity in Christ.

III. Contextual Ministry — 3 Courses / 12 Credits

DOM 708 Ethics and Ministry in a Multicultural Context (4 credits)

A study of ethical and ministerial challenges arising in culturally diverse and religiously pluralistic settings. Students develop biblically faithful and contextually appropriate ministry approaches for their local communities.

DOM 709 Reinventing Evangelism (4 credits)

An advanced study of the theology, strategy, and methods of evangelism. Students evaluate cultural and ministry contexts and develop holistic, biblically grounded evangelism strategies appropriate to the people and communities they serve.

DOM 712 Globalization, the Poor, and Christian Mission (4 credits)

A study of Christian mission from an evangelical perspective within the contexts of globalization, poverty, and cultural change. Students examine major missiological perspectives, including the mission of God, the kingdom of God, and contextual theology.

IV. Research & Dissertation — 8 Credits

DOM 713 Dissertation (8 credits)

An eight-credit culminating applied ministry dissertation in which the student investigates a significant problem or question arising from a ministry context. Under faculty supervision, the student develops an approved research design, reviews relevant literature, collects and analyzes appropriate evidence, and presents findings, conclusions, and practical recommendations. The dissertation must demonstrate doctoral-level research, theological reflection, and professional competence in ministry and is subject to faculty approval and oral defense.

GRADUATION REQUIREMENTS

To qualify for the Doctor of Ministry degree, a student must fulfill the following requirements:

- Credit Hours: Complete 40 semester credits, including 32 credits of coursework and eight credits in DOM 713 Dissertation.
- Minimum GPA: Maintain a cumulative WJU GPA of 3.0 or higher.

- Residency: Complete at least 75 percent of the degree requirements through Washington Jabez University.
- Dissertation: Complete the eight-credit DOM 713 Dissertation.
 - Focus: Complete an applied ministry dissertation addressing a significant ministry problem or question and demonstrating advanced research, theological reflection, ministry leadership, and professional competence.
 - Requirement: Successfully complete an oral defense of the dissertation after completion of the required coursework.
- Exit Interview: Complete an exit interview with designated faculty.
- General Requirements: Satisfy all other University graduation requirements.
- Clearance: Complete all financial and administrative requirements, including payment of the published graduation fee.

Tuition, Fees, Refunds, and Financial Assistance

TUITION AND FEES

Tuition is assessed according to the published tuition structure applicable to each program and enrollment level. Programs billed on a per-credit basis are charged according to registered credit hours, while M.C.M. and GDCM students are charged according to the published full-time, part-time, or overload tuition structure. Applicable published fees are charged separately.

APPLICATION FEES

(NON-REFUNDABLE AND NOT APPLICABLE TO ANY OTHER FEES.)

Application for admission \$100.00

DOCUMENT SERVICE FEES

Official Transcript(per copy) \$20.00

Official Verification Letter(per document) \$20.00

FINANCIAL SERVICE FEES

Late Payment Fee \$20.00

Returned Payment Fee..... \$20.00

Refund Administrative Processing Fee..... \$30.00

Credit Card Processing Fee 2.9%

GRADUATION FEES

Undergraduate Graduation Fee..... \$1,500.00

Master's Graduation Fee \$2,000.00

Doctoral Graduation Fee \$2,500.00

PROGRAM-SPECIFIC INSTRUCTIONAL FEE

Applied Music Instruction Fee(per applicable enrollment)..... \$280.00

M.C.M Graduation Recital or Project Re-registration Fee (per re-registration) \$100.00

TUITION BY PROGRAM

Undergraduate Degree Programs(Th.B., B.C.M)..... \$255.00

Master's Degree Programs(M.Div) \$300.00

Doctoral Degree Programs(D.Min) \$525.00

M.C.M, GDCM — Part-Time, 1–8 credits (per credit) \$450.00

M.C.M, GDCM — Full-Time, 9–11 credits (per semester)..... \$3600.00

M.C.M, GDCM — Approved Overload, 12–15 credits \$3,600 + \$450 per credit above 11

ESTIMATED PROGRAM TUITION

Program	Required Credits	Tuition Rate	Estimated Tuition
Th.B.	120	\$255	\$30,600
B.C.M	120	\$255	\$30,600
M.Div.	90	\$300	\$27,000
D.Min	40	\$525	\$21,000

Program	Required Credits	Estimated Full-Time Tuition	Basis
M.C.M	38	\$14,400	4 regular semesters × \$3,600
GDCM	21	\$7,200	2 regular semesters × \$3,600

Estimated tuition for the M.C.M. and GDCM programs is based on the normal full-time completion pattern. The M.C.M. estimate assumes four regular semesters at the full-time semester rate of \$3,600, and the GDCM estimate assumes two regular semesters at the full-time semester rate of \$3,600. Actual tuition may differ if a student enrolls part-time, receives transfer credit, or enrolls in an approved overload.

FEE NOTES AND CONDITIONS

The Application Fee is a one-time, nonrefundable application processing fee.

The Applied Music Instruction Fee is charged for each applicable enrollment in major or secondary applied music study.

Graduation fees include the cap, gown, and diploma. No graduation fee is currently published for the Graduate Diploma in Church Music.

The Late Payment Fee is charged once when a required payment remains unpaid after the published payment deadline. The Returned Payment Fee applies to each check or ACH payment returned or rejected by the financial institution.

The Credit Card Processing Fee applies only to eligible credit card payments processed online. It does not apply to debit cards, prepaid cards, or transactions for which the fee is prohibited.

Detailed payment requirements are provided under Payment Requirements and Payment Plans. Refund eligibility and processing requirements are provided under Cancellation and Refund Policy.

PAYMENT REQUIREMENTS AND PAYMENT PLANS

EXCEPTIONAL PAYMENT ARRANGEMENTS

WJU may, in exceptional circumstances and at its discretion, approve an alternative payment arrangement for a student. Such arrangements are not automatic or guaranteed and do not create a student entitlement or an ongoing payment plan. Any approved arrangement must be documented in writing and is subject to the terms and conditions established by WJU. The student must comply with all requirements of the approved arrangement.

PAYMENT DEADLINE

Tuition and applicable fees must be paid by the due date stated in the student's official tuition bill or payment notice. Unless WJU establishes a different deadline in writing, payment must be completed no later than the first class day of the applicable semester or session.

Payment must be completed before enrollment is confirmed or course access is provided, unless WJU approves an exceptional payment arrangement in writing. Payment is considered complete only after it has cleared and has been recorded by WJU.

CONSEQUENCES OF NONPAYMENT

A student who fails to meet a published payment deadline or an approved payment arrangement may be subject to a late payment fee and may have registration confirmation, course access, future registration, transcripts, diplomas, or other

institutional services withheld until the account is resolved. WJU may cancel or administratively withdraw a student's enrollment when the financial obligation remains unresolved, subject to applicable refund and withdrawal policies.

PAYMENT METHODS

WJU accepts payment through the methods identified in the student's official tuition bill or payment notice. Available payment methods may include online card payment, ACH transfer, and check.

Eligible online credit card payments are subject to the published Credit Card Processing Fee. Debit cards, prepaid cards, and payment methods for which a surcharge is prohibited are not subject to that fee.

Checks and ACH payments are not considered complete until cleared by the financial institution. A Returned Payment Fee applies to each check or ACH payment that is returned or rejected.

STUDENT FINANCIAL RESPONSIBILITY

Students are responsible for all tuition and fees charged to their accounts. If a third party pays or promises to pay on behalf of a student, the student remains responsible for any unpaid balance unless WJU confirms full payment or an approved adjustment.

ADJUSTMENTS AND EXCEPTIONS

Any discount, account adjustment, or financial exception is valid only when approved by WJU and documented in writing. Informal or verbal statements do not modify a student's financial obligation.

REFUNDS AND ENROLLMENT CHANGES

Payments made to WJU are subject to the cancellation and refund provisions stated under Cancellation and Refund Policy. Changes in enrollment, including course withdrawal or withdrawal from the University, may affect the student's financial obligation and refund eligibility.

For M.C.M and GDCM students, when an approved enrollment change alters the student's credit load, tuition is first recalculated according to the applicable published enrollment category—part-time, full-time, or approved overload. Any resulting reduction in tuition is then subject to the applicable refund schedule based on the effective date of the enrollment change.

CANCELLATION AND REFUND POLICY

This policy applies to enrollment cancellations, course withdrawals, withdrawal from the University, dismissal, failure to begin attendance, and other circumstances that may result in an eligible tuition refund.

CANCELLATION PERIOD

A student may cancel the Student Enrollment Agreement within the cancellation period stated in the agreement, which will be at least three business days after the agreement is executed.

Any eligible amount paid will be refunded in accordance with this policy, less the nonrefundable Application Fee.

TUITION REFUND SCHEDULE

Tuition refunds are determined according to the student's official withdrawal date and the applicable semester or session schedule.

Withdrawal Timing	Tuition Refund
Before the first class day	100%
During the official Add/Drop Period	100%
After the Add/Drop Period through the 40% point of the enrollment period	Prorated based on the uncompleted portion of the enrollment period
After the 40% point of the enrollment period	No tuition refund

If applicable law requires a greater refund than the amount provided under this schedule, WJU will apply the greater legally required refund.

WITHDRAWAL DATE

For refund calculation purposes, the withdrawal date is the date WJU receives the student's official

written cancellation, course withdrawal, or University withdrawal request.

If a student stops attending or participating without submitting an official written request, WJU will determine the withdrawal date from documented attendance and academically related activity, including attendance records, assignments, examinations, required discussions, or documented faculty interaction.

APPLICATION FEE

The Application Fee is a separate, nonrefundable application processing fee. It is not tuition and is not included in tuition refund calculations.

The Application Fee is separate from the Refund Administrative Processing Fee.

REFUND ADMINISTRATIVE PROCESSING FEE

A \$30 Refund Administrative Processing Fee is deducted from an otherwise eligible refund resulting from a student-initiated course withdrawal, University withdrawal, or other student-initiated withdrawal after the official Add/Drop Period.

The fee is not charged:

- during the official Add/Drop Period when a 100% tuition refund applies;
- when WJU cancels a course;
- when a refund results from WJU's administrative error;
- for a duplicate payment or an overpayment unrelated to withdrawal;
- for a scholarship or student-account correction; or
- when applicable law or WJU policy requires a full refund without deduction.

CREDIT CARD PROCESSING FEE

When an underlying credit card payment is refunded, the applicable portion of the Credit Card Processing Fee will also be refunded.

REFUND PROCESSING TIME

Approved refunds will be issued within 45 days after WJU receives the student's written withdrawal request or the student's last date of attendance, whichever is earlier.

SCHOLARSHIPS AND THIRD-PARTY PAYMENTS

Institutional scholarships, tuition reductions, discounts, and WJU-funded awards are not cash payments to the student and do not create a cash refund.

If a student becomes eligible for a refund, WJU will adjust such institutional assistance before calculating any amount payable to the student.

Payments made by a church, ministry, sponsor, agency, or other third party may be adjusted or returned according to the terms of the payment, applicable law, and WJU's institutional records. Any refund payable to the student is limited to the eligible amount remaining after all required adjustments.

ENROLLMENT AND FINANCIAL OBLIGATIONS

Dropping a course, ceasing attendance, or withdrawing from WJU does not automatically cancel a student's financial obligation. Students must complete the applicable official withdrawal process, and any remaining balance after the refund calculation remains payable to WJU.

FEDERAL TITLE IV FINANCIAL AID

Washington Jabez University does not currently participate in federal student financial aid programs authorized under Title IV of the Higher Education Act. Accordingly, federal grants, federal student loans, and Federal Work-Study funds are not available through WJU. Institutional scholarships, tuition reductions, and tuition assistance described in this Catalog are funded or administered by WJU and are not federal financial aid.

SCHOLARSHIPS AND INSTITUTIONAL ASSISTANCE

SCHOLARSHIP CATEGORIES

WJU may offer the following scholarship and tuition-assistance categories, subject to available institutional funding, eligibility review, and written approval. The availability, amount, duration, and conditions of each award may vary. Listing a scholarship category does not guarantee that funding will be available or that a student will receive an award.

Institutional Scholarship

A general WJU scholarship awarded based on institutional priorities, student need, ministry preparation, or other approved criteria.

Ministry or Church Partnership Scholarship

A scholarship awarded in connection with an eligible church, ministry, or partner organization when the relationship and award are properly documented and approved by WJU.

Mission and Ministry Scholarship

A scholarship awarded in support of approved mission or ministry service and preparation.

Financial Need-Informed Scholarship

A scholarship that may consider the student's financial circumstances, ministry context, family situation, or other relevant hardship.

President's Discretionary Scholarship

A scholarship awarded with written approval based on WJU's mission, ministry needs, exceptional circumstances, or institutional priorities.

FAMILY OR HOUSEHOLD TUITION ASSISTANCE

Limited tuition assistance that may be considered when two legally married spouses or other qualified household members are enrolled at WJU during the same semester. This assistance is not automatic and does not guarantee a full tuition waiver.

GENERAL ELIGIBILITY REQUIREMENTS

To be considered for an institutional scholarship or tuition assistance, a student must:

1. Be admitted to or enrolled in an eligible WJU program;
2. Submit a completed scholarship application by the stated deadline, if an application is required;
3. Remain in good academic, financial, and disciplinary standing;
4. Provide truthful and complete information in all scholarship materials; and
5. Meet any additional requirements stated in the official scholarship award notice.

Meeting the eligibility requirements does not guarantee that a scholarship will be awarded. All awards remain subject to available funding, institutional review, and final written approval.

APPLICATION AND REVIEW PROCESS

Students seeking scholarship consideration must submit the required scholarship application by the announced deadline unless WJU determines that a separate application is not required for a particular award.

WJU may request supporting documentation relevant to the scholarship review. Applications are reviewed by the Chief Financial Officer or another administrator designated by the President/CEO, with consultation from appropriate academic or student-service personnel as needed. Submission of an application does not guarantee an award.

All scholarship awards are subject to final written approval by the President or an authorized institutional officer and are not effective until

communicated to the student in an official written award notice.

AWARD TERMS AND APPLICATION TO THE STUDENT ACCOUNT

The official scholarship award notice will state the amount or percentage of the award, the applicable semester or academic year, the duration of the award, any conditions or documentation requirements, and whether the award is eligible for renewal.

Approved scholarships and tuition assistance are normally applied directly to the student's tuition account or other eligible institutional charges. Institutional awards do not create a cash payment or cash refund to the student unless specifically approved in writing by WJU or required by applicable law.

The total institutional scholarship support applied to a student's account may not exceed the student's tuition and eligible institutional charges for the applicable semester unless WJU approves an exception in writing.

A student may not receive more than one WJU institutional scholarship during the same semester unless WJU approves a written exception. When multiple forms of scholarship support apply, WJU may determine the order in which the awards are applied.

RENEWAL, REDUCTION, AND CANCELLATION

Scholarships are not automatically renewed unless otherwise stated in the official scholarship award notice.

WJU may reduce, cancel, or decline to renew a scholarship when:

1. The student withdraws, is dismissed, or does not enroll;
2. The student fails to meet academic, financial, disciplinary, or scholarship-specific requirements;
3. The student provides false, misleading, or incomplete information;
4. Institutional funding becomes unavailable or is reduced;
5. The scholarship was awarded because of an administrative error; or
6. Continued scholarship support would be inconsistent with WJU policy or mission.

A scholarship adjustment may affect the student's account balance and any refund calculation under the applicable tuition and refund policies.

RELATIONSHIP TO TUITION, FEES, AND REFUNDS

Scholarships and tuition assistance are administered together with WJU's published tuition, fee, and refund requirements.

Institutional scholarships are normally applied as reductions to tuition or eligible institutional charges. They are not cash payments or refundable credits to the student unless WJU specifically approves otherwise in writing or applicable law requires it.

If a student withdraws, does not enroll, or becomes ineligible for an award, WJU may reduce or reverse the scholarship before calculating any refund. Any remaining refund will be determined under the Cancellation and Refund Policy

Student Services, Rights, and Due Process

NEW STUDENT ORIENTATION AND ACADEMIC ADVISING

Washington Jabez University provides a comprehensive orientation for newly enrolled students. The orientation introduces students to the University's mission, academic requirements, student policies, and available institutional services and resources. Orientation is made available to enrolled WJU students.

WJU provides academic advising and career and ministry guidance appropriate to its educational programs through designated faculty or administrative personnel. Advising may address course selection, academic progress, program requirements, graduation planning, and preparation for ministry or related vocational service. These services are available to enrolled WJU students.

LIBRARY AND LEARNING RESOURCES

Washington Jabez University provides students and faculty with access to library and learning resources appropriate to the University's mission and academic programs. These resources and related assistance are available to WJU students.

Designated library personnel oversee the University's library and learning resources and provide students and faculty with information and assistance concerning access and use.

TECHNOLOGY SUPPORT

Washington Jabez University provides technical assistance to students using institutionally approved systems for academic instruction, communication, registration, and access to academic and library resources.

Students may request assistance from designated University personnel with WJU-issued accounts, University email, login credentials, registration systems, approved academic systems, digital library access, and other institutionally supported technology.

Students are responsible for safeguarding their account credentials and for using University technology resources in accordance with applicable WJU policies. Any technology requirements specific to an individual course will be communicated through the course syllabus or other official notice.

Washington Jabez University does not offer Distance Education or correspondence education. The University's approved instructional delivery method is on-campus, in-person instruction at its main campus in Woodbridge, Virginia.

DISABILITY ACCOMMODATIONS

Washington Jabez University provides reasonable accommodations to qualified students with documented disabilities when necessary to provide access to the University's educational programs and services.

Students requesting an accommodation should contact the University's designated Accessibility Coordinator as early as reasonably possible. WJU may request documentation sufficient to understand the student's functional limitation and evaluate the requested accommodation.

Accommodations are determined individually and do not waive essential academic, spiritual, technical, or program requirements. Information concerning a disability or accommodation request will be handled with appropriate confidentiality.

Accommodation requests and supporting documentation should be submitted to:

Accessibility Coordinator: Junghwa Ko Cho
Email: junghwacho@wjuniv.org
Telephone: 703-340-5542

STUDENT RIGHTS AND RESPONSIBILITIES

Washington Jabez University seeks to provide an educational environment consistent with its Christian mission and to apply its published policies fairly and consistently.

All students must acknowledge in writing or electronically that they have received, read, and agree to abide by the Student Code of Conduct.

Students have the right to:

Receive accurate information concerning academic programs, requirements, costs, policies, and available student services;

Have reasonable access to academic and student services;

Have education records and other protected student information handled in accordance with applicable University policies; and

Receive notice and an opportunity to respond when subject to an academic or disciplinary decision under applicable University procedures.

Students are responsible to:

Read and comply with the Academic Catalog, Student Handbook, Student Code of Conduct, course requirements, and official University notices;

Fulfill applicable academic, attendance, conduct, and financial obligations;

Maintain academic honesty and treat faculty, staff, students, and others with respect;

Conduct themselves in a manner consistent with the Christian mission and community standards of WJU; and

Use University facilities, technology, learning resources, accounts, and credentials responsibly.

Additional rights, responsibilities, conduct standards, and procedures are stated in the applicable sections of this Catalog and in the Student Handbook.

STUDENT CONDUCT AND DISCIPLINARY DUE PROCESS

Washington Jabez University expects students to conduct themselves in a manner consistent with the University's Christian mission, the Student Code of Conduct, and other published University policies.

WJU seeks, when appropriate, to encourage correction and restoration through spiritual instruction, a warning, a required meeting, or other reasonable corrective measures. Repeated, serious, or unresolved misconduct may result in disciplinary action.

Conduct subject to disciplinary review may include, but is not limited to:

1. Violation of the Student Code of Conduct or another published University policy;
2. Dishonesty, disruptive conduct, harassment, threats, intimidation, or retaliation;
3. Conduct that endangers the safety or welfare of another person;
4. Theft, damage, misuse, or unauthorized access involving University property, technology, accounts, systems, or records; or
5. Other conduct that materially interferes with the University's educational activities or Christian community.

Academic misconduct is reviewed under the Academic Integrity and Academic Due Process policy. Conduct involving both academic misconduct and a separate nonacademic violation may be reviewed under both applicable procedures.

DISCIPLINARY PROCEDURE

Except when temporary action is reasonably necessary to protect health or safety, before a final disciplinary sanction is imposed, the student will receive:

1. Written notice describing the alleged conduct and the applicable policy;
2. A reasonable opportunity to respond and submit relevant information;
3. Review by a designated University official without a material conflict of interest; and
4. A written decision stating whether a violation was established, any sanction imposed, and any available appeal procedure.

In determining an appropriate sanction, WJU may consider:

- The nature and seriousness of the violation;

- The effect of the conduct upon other persons and the University community;
- The student's response and corrective efforts;
- Any relevant prior confirmed conduct violations; and
- Any other material circumstances.

DISCIPLINARY SANCTIONS

Disciplinary sanctions may include:

1. Written warning;
2. Required spiritual instruction, education, restitution, meeting, or other corrective condition;
3. Conduct probation;
4. Suspension; or
5. Dismissal from the University.

Sanctions are not required to be imposed in progressive order. WJU may impose a sanction reasonably related to the nature and seriousness of the established violation.

The written decision will state the sanction, its effective date, any applicable conditions, and the consequences of failing to satisfy those conditions.

APPEAL OF SUSPENSION OR DISMISSAL

A student may appeal a disciplinary suspension or dismissal by submitting a written appeal to the President within ten (10) calendar days after the disciplinary decision is officially issued.

The appeal must identify one or more of the following grounds:

1. A material factual error affected the decision;
2. The available information was insufficient to reasonably support the finding;
3. A published University policy or procedure was not properly followed;
4. Significant new evidence exists that was not reasonably available during the original review;
5. The sanction was substantially disproportionate to the nature and seriousness of the established violation; or
6. A conflict of interest or documented bias materially affected the decision.

An appeal may not be based solely on disagreement with the decision or a request for a lesser sanction. The appeal must explain the specific grounds and include all reasonably available supporting documentation.

The President may affirm, reverse, or modify the decision or return the matter for additional review.

The President will issue a written decision within ten (10) business days after receiving the complete appeal and all reasonably required supporting materials.

If the President participated substantially in the original decision or has another material conflict of interest, the Chair of the Board of Trustees will designate an impartial reviewer. The designated reviewer will exercise the same authority and follow the same procedural standards applicable to the President.

The decision of the President or designated impartial reviewer is WJU's final institutional decision.

RELATIONSHIP TO OTHER PROCEDURES

A disciplinary finding or sanction subject to appeal under this section may not receive a second appeal through the Student Complaint and Grievance Policy.

This limitation does not prevent a student from reporting a separate allegation of discrimination, harassment, retaliation, procedural misconduct, or another independent policy violation under the applicable University policy.

RECORDS AND CONFIDENTIALITY

Disciplinary notices, student responses, supporting materials, decisions, sanctions, appeals, and final dispositions will be maintained securely and confidentially in accordance with University recordkeeping policies.

Access is limited to University officials with a legitimate educational or administrative need for the information or as otherwise permitted or required by applicable law.

Records concerning an allegation that was not substantiated will be maintained only as reasonably necessary to document the review and disposition and will not be treated as a confirmed conduct violation.

STUDENT COMPLAINT AND GRIEVANCE POLICY

Washington Jabez University provides students with a fair and orderly process for submitting complaints concerning University policies, services, actions, or decisions.

Students may use this procedure. WJU prohibits retaliation against a student for submitting a complaint or participating in a complaint review in good faith.

MATTERS GOVERNED BY OTHER PROCEDURES

The following matters must be addressed through the procedure specifically established for that matter:

1. Grade appeals;
2. Academic integrity decisions;
3. Academic standing, suspension, or dismissal;
4. Student conduct sanctions;
5. Discrimination, harassment, or retaliation reports, which are governed by the Nondiscrimination and Anti-Harassment Policy.

A final decision made under another applicable appeal procedure may not be appealed again through this section. A student may, however, submit a separate complaint alleging that the applicable procedure was not followed or that an independent conflict of interest, bias, discrimination, harassment, or retaliation occurred.

Review under this policy is limited to the alleged procedural or independent policy violation and does not reopen the merits of the underlying decision.

INFORMAL RESOLUTION

When appropriate, a student should first attempt to resolve a concern directly with the faculty member, staff member, or University official responsible for the matter.

Informal resolution is not required when it would be inappropriate because of the nature or seriousness of the complaint, an immediate safety concern, an allegation of discrimination, harassment, or retaliation, or a conflict of interest.

FORMAL COMPLAINT

A student may submit a formal complaint directly to the Chief Operating Officer at Admin@wjuniv.org or by sealed written communication marked “Confidential—Student Complaint” delivered or mailed to the University at the address listed in this Catalog.

The complaint should include:

1. The student’s name and contact information;
2. A clear description of the complaint;
3. Relevant dates, persons, offices, and policies;
4. Any efforts already made to resolve the matter;
5. The resolution requested by the student; and
6. Relevant supporting documentation.

WJU will handle the complaint and the student’s identity with appropriate confidentiality.

Information may be shared with persons who have a legitimate institutional need to participate in reviewing, responding to, or resolving the complaint.

CONFLICT OF INTEREST

If the complaint concerns the Chief Operating Officer or the Chief Operating Officer has a material conflict of interest, the complaint must be submitted to the President.

If the complaint concerns the President or the President has a material conflict of interest, the complaint must be submitted to the Chair of the Board of Trustees.

If the Board Chair also has a material conflict of interest, the Board of Trustees will designate an impartial reviewer.

REVIEW AND DECISION

The designated reviewer will:

1. Review the written complaint and supporting information;
2. Request additional information when reasonably necessary;
3. Provide any person whose actions are materially questioned with a reasonable opportunity to respond;
4. Consider the applicable University policies and relevant facts; and
5. Issue a written decision to the student.

The written decision will state the general findings, the disposition of the complaint, and any corrective action or available appeal procedure, to the extent appropriate.

If additional time is reasonably necessary to complete the review, WJU will inform the student of the status of the complaint.

APPEAL

A student may appeal the written complaint decision by submitting a written appeal to the President within ten (10) calendar days after the decision is officially issued.

The appeal must identify one or more of the following grounds:

1. A material factual error affected the decision;
2. The available information was insufficient to reasonably support the decision;
3. A published University policy or procedure was not properly followed;
4. Significant new evidence exists that was not reasonably available during the original review; or

5. A conflict of interest or documented bias materially affected the decision.

An appeal may not be based solely on disagreement with the decision or dissatisfaction with the resolution.

The President will issue a written appeal decision within ten (10) business days after receiving the complete appeal and all reasonably required supporting information. The President may affirm, reverse, or modify the decision or return the matter for additional review.

If the President participated substantially in the original decision, is the subject of the complaint, or has another material conflict of interest, the appeal must be submitted to the Chair of the Board of Trustees.

If the Board Chair participated substantially in the original decision or has a material conflict of interest, the Board of Trustees will designate an impartial reviewer who did not participate in the original decision.

No person may decide an appeal from that person's own original decision. The resulting appeal decision is WJU's final institutional decision.

COMPLAINT RECORDS

The Chief Operating Officer will securely maintain records of formal student complaints, including:

1. The original complaint;
2. Supporting materials;
3. Information collected during the review;
4. Written decisions;
5. Appeals and appeal decisions; and
6. The final disposition of the matter.

Complaint records will be maintained confidentially for at least five (5) years after final disposition and may be disclosed when required or permitted by applicable law.

EXTERNAL COMPLAINTS

A student must complete WJU's internal complaint process and all available appeals before submitting the same matter to an external agency.

After completing WJU's internal complaint process and all available appeals, the affected student may submit the same matter to the State Council of Higher Education for Virginia. SCHEV will determine whether the complaint falls within its legal or regulatory authority.

Information concerning the applicable complaint procedure is available through SCHEV's official Student Complaints webpage.

NONDISCRIMINATION AND ANTI-HARASSMENT

Washington Jabez University is committed to maintaining an educational environment free from unlawful discrimination, harassment, and retaliation.

WJU does not unlawfully discriminate in access to its educational programs, services, or activities on the basis of race, color, national or ethnic origin, sex, age, disability, or any other status protected by applicable law.

As a Christian institution, WJU maintains its religious identity, Statement of Faith, mission, biblical standards, and published academic, spiritual, and conduct requirements. This policy does not prevent the University from applying religious or mission-related requirements that are consistent with its institutional purpose and applicable law.

HARASSMENT

WJU prohibits harassment based on a characteristic protected by applicable law.

Harassment means unwelcome verbal, written, visual, electronic, or physical conduct that is based on a protected characteristic and is sufficiently serious or repeated to materially interfere with a student's access to or participation in the University's educational programs, services, or activities.

Disagreement with another person's beliefs, expression of WJU's religious doctrine, or application of a published academic, spiritual, or conduct requirement does not by itself constitute prohibited harassment.

RETALIATION

WJU prohibits retaliation against a person for:

1. Making a good-faith report of discrimination or harassment;
2. Requesting assistance under this policy;
3. Providing information or participating in a review; or
4. Opposing conduct reasonably believed to violate this policy.

Retaliation may be reviewed as a separate violation regardless of whether the underlying allegation is substantiated.

REPORTING AND REVIEW

A student may submit a report of discrimination, harassment, or retaliation to the Chief Operating Officer.

If the report concerns the Chief Operating Officer or the Chief Operating Officer has a material conflict

of interest, the report must be submitted to the President. If the report concerns the President or the President has a material conflict of interest, it must be submitted to the Chair of the Board of Trustees. If the Board Chair also has a material conflict of interest, the Board of Trustees will designate an impartial reviewer.

Informal resolution is not required.

Reports under this policy will be reviewed under the applicable submission, conflict-of-interest, review, appeal, confidentiality, and recordkeeping procedures stated in the Student Complaint and Grievance Policy.

HEALTH, SAFETY, AND EMERGENCY PROCEDURES

Washington Jabez University maintains written health, safety, security, and emergency procedures appropriate to University facilities and University-sponsored activities.

Students must follow posted emergency instructions and the directions of University personnel during an emergency.

In a life-threatening or immediate emergency, students should call 911. When it is safe to do so, the student should also notify designated University personnel.

Students needing urgent but non-life-threatening medical attention should seek care from an appropriate local health-care provider.

Students should promptly report safety concerns, threats, accidents, injuries, or hazardous conditions to designated University personnel.

Emergency notices and instructions may be communicated through posted notices, official University email, or other communication methods designated by WJU.

SPIRITUAL LIFE AND COMMUNITY ENGAGEMENT

Consistent with its Christian mission, Washington Jabez University provides opportunities for students to grow spiritually and to connect their studies with Christian life and service.

Spiritual-life opportunities may include worship, prayer, biblical instruction, faculty mentoring, fellowship, and other University-sponsored

activities. The specific spiritual-life activities offered may vary by semester and are communicated to students through current University notices and schedules.

WJU encourages students to apply their education through service in local churches, ministries, missions, and communities. Ministry, internship, field-education, or service requirements that form part of an academic program are governed by the requirements of that program.

Students are expected to conduct themselves during University-sponsored spiritual-life and service activities in a manner consistent with WJU's Christian mission and Student Code of Conduct.

GOVERNANCE AND ADMINISTRATION

BOARD OF TRUSTEES

Dr. Elisha Kwang-Sung Park, Chair

Mr. Yeol-Soo Eim, Trustee

Mrs. Ariel Liz Hong, Trustee

Dr. David Pak, Trustee

Mr. Dae Hee Park, Trustee

UNIVERSITY LEADERSHIP

David Pak, Ph.D., President and Chief Executive Officer

OFFICERS OF THE ADMINISTRATION

Sung Chul Hwang, Ph.D., Chief Academic Officer

Sang Geol Lyu, D.Min., Dean of Students

Hyun Soo Bae, D.Min., Dean of Theology and Program Director

Jae Woong Chang, D.Min., Director of Doctoral Studies

Yong Soon Park, Ph.D., Director of General Education

Sun Young P. Chu, D.M.A, Dean of Church Music and Program Director

Esther Kim, DFS, Associate Dean of Church Music

Junghwa Ko Cho, Chief Operating Officer
Kwang Ho Kim, Facilities Manager
Kook Hee Park, Chief Financial Officer
Kyoungwoo Kim, I.E.P. Director, IT Officer

FACULTY

DEPARTMENT OF CHRISTIAN THEOLOGY

Sang Geol Lyu, Professor of biblical language;
D.Min., Liberty University Scholars Crossing

Hyun Soo Bae, Professor of Theology;
D.Min., Wesley Theological Seminary

Jae Woong Chang, Professor of Doctoral Studies;
D.Min., Claremont School of Theology

Thomas Moon Lee, Professor of Doctoral Studies;
Ph.D., Seoul Christian University

Keonki Sohn, Professor of Doctoral Studies;
Ph.D., Midwestern Baptist Theological Seminary

Jinhee Byun, Professor of Doctoral Studies;
Ph.D., Hansei University

Hak Jae Lee, Professor of Doctoral Studies;
Th.D., University of Stellenbosch

Dwight D. Kim, Professor of Doctoral Studies;
Th.D., Dallas Theological Seminary

Woohyun Jung, Professor of Theology &
Counseling;
Ph.D., Liberty University

Sung Chul Hwang, Professor of Church History;
Ph.D., Southern Baptist Theological Seminary

Paul Young Park, Professor of Theology;
Th.D., Fundamental Baptist Seminary

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