

School of Professional and Online Education



Timothy J. Ziebarth
Executive Dean

Introduction

The School of Professional and Online Education houses a wide range of academic programs and services designed to make the “Grace” education experience available to a broad group of learners outside the traditional college setting. Programs run the gamut from industry-specific certificates, to associate degrees, to adult bachelor degree completion programs to a variety of master’s degrees.

Vision

To be the recognized leader in innovative, Christian higher education offering learners engaging opportunities that are affordable and accessible.

Mission

The School of Professional and Online Education exists to expand innovative strategic partnerships and implement high quality and affordable educational programs to a diverse population of learners.

Notice of Nondiscrimination

Grace College and Seminary is a private, not-for-profit, faith-based exempt organization as described in Section 501 (c) 3 of the Internal Revenue code. In compliance with applicable federal and state laws, Grace College and Seminary does not discriminate on the basis of race, color, national origin, age, sex, or disability in its administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs and activities, or in employment.

The following person has been designated to handle inquiries regarding the Notice of Nondiscrimination:

Carrie Yocum, Title IX Coordinator and VP of Administration and Compliance
Grace College and Seminary
McClain 104
200 Seminary Drive
Winona Lake, IN 46590
yocumca@grace.edu
574-372-5100 x6491

Inquiries may also be addressed to the U.S. Department of Education’s Office for Civil Rights at 400 Maryland Avenue, SW, Washington, DC 20202-1100.

Community Lifestyle Pledge

Students agree to show respect for the faith commitment that Grace practices and agree to abide by certain of the institution's community guidelines (avoidance of disrespecting others, sexual misconduct, illegal drugs, gambling, coarse or obscene language, tobacco, alcoholic beverages, and such conduct) while on campus or engaged in Grace activities. The student understands that this extends to any advocacy initiatives in which the individual might participate while a Grace student.

Classification of Graduate Students

Full-time Students: Full-time students are those enrolled in a degree, diploma, or certificate program for at least 6 semester hours of credit during a regular semester.

Part-time Students: Part-time students are those enrolled in a degree, diploma, or certificate program for at least 3 hours of credit during a regular semester.

Auditors: Students who desire to hear the lectures in a course without undertaking the coursework for credit may be admitted as auditors to selected courses by making proper application with the Online Admissions Office. Though no credits or grade points are involved, auditors are required to pay the appropriate fees and to meet class attendance requirements. Those who do not meet attendance requirements will receive the “grade” of “W,” whether or not they have officially withdrawn.

Auditing is not permitted for some courses. (This policy is at the discretion of the department or professor involved.) For some courses, auditing is permitted only if the student completes the course assignments as specified by the professor. An auditor may enroll for only one semester as a “full-time” auditor.

Note about the Catalog

Each program at the institution maintains a catalog in which basic academic information related to the program’s goals, expectations, admission, policies, accreditation, and other pertinent information is described. This applies to undergraduate, non-traditional (e.g., online, adult degree completion), graduate, and seminary programs.

Grace makes every attempt to provide information that, at the time of publication, most accurately describes the policies, procedures, and requirements of the institution and its individual programs.

The provisions of the academic catalogs are, therefore, to be considered a guide and not to be regarded as a contract between any student and the institution. Course content and institutional policies governing admissions, tuition, and campus life are under constant review and revision.

Grace reserves the right to change any statement contained within the catalog at any time and without prior notice including academic provisions, policies, or requirements (e.g., modifications to classes, fees, personnel, academic policies, and programs) and the right to withdraw or amend the content of any courses described in the catalogs as may be required or desirable by circumstances. Grace will, however, make every attempt to give students reasonable prior notice to changes in policies and other catalog content when possible and rarely implements policy changes during an academic year.

Courses of study for non-traditional, graduate, and seminary programs and check sheets for undergraduate students may undergo revisions; however, these are typically implemented in the fall of the new academic year.

All students are expected to be familiar with the catalog(s) associated with their selected program(s) of study with the understanding that policies and procedures of their selected program(s) may change from year-to-year. The current year’s catalog should, in most situations, be considered the catalog applicable to the student.

In some programs, students are asked to acknowledge in writing their receipt of the program’s catalog. Changes to an academic catalog that are necessary following the start of the fall semester will be noted as an addendum to the original catalog.

Archived catalogs are maintained on the institution’s Web site.

It is each student’s responsibility to schedule regular meetings with his or her academic advisor and to be knowledgeable about institutional requirements, academic regulations, and calendar deadlines specified in the catalogs and academic program publications. Students should read the catalog carefully and consult with an advisor to determine how these policies relate to their individual circumstances

Online Courses

Some individual undergraduate courses at the institution are offered in an online format and most courses in the college and seminary use a learning management system to facilitate course delivery. Courses offered online are identified as such on the schedule published by the Registrar's Office.

Degree Programs

Grace College offers residential and online degree programs at the undergraduate and graduate levels, which are described in each program's individual catalog. Residential and online programs include:

Online Associate

- Associate of Science in Liberal Arts

Online Degree Completion (GOAL program)

- Bachelor of Science in Business Administration
- Bachelor of Science in Human Services
- Bachelor of Science in Management
- Bachelor of Science in Psychology
- Bachelor of Science in Ministry Leadership
- Bachelor of Science in Quality Management

Online Graduate

- Master of Science in Athletic Administration
- Master of Science in Business Administration
- Master of Arts in Clinical Mental Health Counseling
- Master of Science in Higher Education
- Master of Arts in Ministry Studies
- Master of Science in Nonprofit Management

Residential Academic Programs

- Degree Completion - GOAL
 - Bachelor of Science in Management
 - Bachelor of Science in Quality Management
- Orthopaedic Regulatory and Clinical Affairs – ORCA
 - Master of Science in Orthopaedic and Clinical Affairs (Pending academic approval, possible Fall 2018 launch)

Please refer to each program's individual catalog section for program and course descriptions, program goals, and additional information regarding admission requirements.

Questions about professional and online programs can be directed to the School of Professional and Online Education, Grace College, 200 Seminary Drive, Winona Lake, IN 46590 (telephone: 888.249.0533) or visit: www.grace.edu and/or www.grace.edu/online for more information.