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Reservation of the Right to Modify
City Vision University has attempted to provide information, which, at the time of preparation for publication, most accurately described policies, procedures, regulations and requirements of the university. However, catalogs do not establish contractual relationships. The university reserves the right to alter or change any statement contained herein without prior notice.

2018-2019 Academic Calendar

Note: any of the courses below which are outside your major may be used as electives in any City Vision degree program.

**all 1 Term - August 20-October 14, 2018**

**Course 304** - Management & Leadership (Nonprofit Management)(Business Administration)(Christian Ministry & Leadership)

**Course 331** - Introduction to Christian Community Development (Urban Missions)(Nonprofit Management)

**Course 403** - Urban Evangelism and Discipleship (Urban Missions)(Christian Ministry & Leadership)

**Course 404** - Case Management (Addiction Studies)(Urban Missions)

**Course 406** - Vocation, Calling and the Purpose of Work (Theology of Work) (Business Administration)(Nonprofit Management)(Urban Missions)(Christian Ministry & Leadership)

**Course 409** - Biblical Theology (Christian Ministry & Leadership)

**Course 418** - Sexual Issues in Addiction (Addiction Studies)

**Course 419** - Family Issues and Recovery (Addiction Studies)(Urban Missions)

**BUS101** - Introduction to Business (Business Administration)

**Course 442** - Internship/Practicum SLI/CVI (restricted to interns/new ministry staff only)

*Master's Courses: (Also available to undergraduates with 90+ credits and a 3.0+ GPA)*

**Course 503** - Vocation, Calling and the Purpose of Work (MTSE, MBA Core)

**BUS601 Managerial Accounting** (MBA Core)

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**Fall 2 Term - October 22-December 16, 2018**

**Course 305** - Human Resources (Business Administration)(Nonprofit Management)(Urban Missions)

**Course 306** - Managing Residential Recovery Programs (Addiction Studies)(Nonprofit Management)(Urban Missions)

**Course 330** - Introduction to Urban Youth Ministry (Urban Missions)(Nonprofit Management)

**Course 405** - Financial Planning for Nonprofits (Nonprofit Management)(Business Administration)

**Course 414** - Counseling Alcoholics (Addiction Studies)
Course 415 - Professional Counseling Practices (Addiction Recovery)
Course 416 - Mental Illness and Addiction (Addiction Studies)
Course 431 - Technology, Cross-Cultural Organizations and the Poor (Business Administration)(Nonprofit Management)(Urban Missions)
Course 435 - Organizational Systems (Business Administration)(Nonprofit Management)
Course 440 - Church Planting & Ministry Startup (Christian Ministry & Leadership)
Course ECON101 - Microeconomics (Business Administration)
Course 443 - Internship/Practicum SLI/CVI (restricted to interns/new ministry staff only)

Master's Courses: (Also available to undergraduates with 90+ credits and a 3.0+ GPA)
Organizational Behavior (MBA Elective)
BUS602 Managerial Economics (MBA Core)
BUS611 Cross-Cultural Management (MBA Elective)

Spring 1 Term - January 7 – March 3, 2019

Course 309 - Fund Raising Basics (Nonprofit Management)(Business Administration)(Ministry Elective)
Course 401 - Counseling in the City (Addiction Studies)(Urban Missions)(Ministry Elective)
Course 406 - Vocation, Calling and the Purpose of Work (Theology of Work) (Nonprofit Management)(Business Administration)(Urban Missions)
Course 411 - Recovery Dynamics (Addiction Studies)(Urban Missions)
Course 412 - Counseling Foundations (Addiction Studies, Ministry Elective)
Course 417 - Group Counseling Practices (Addiction Studies, Ministry Elective)
Course 408 - Bible Interpretation (Christian Ministry & Leadership Elective)
Course ACC101 - Accounting Principles I (Business Administration)
Course BUS305 - Entrepreneurship/Small Business Management (Business Administration, Ministry Elective)
Course ENG101 - English Composition I (General Education)

Master's Courses (Also available to undergraduates with 90+ credits and a 3.0+ GPA)
Course 503 - Vocation, Calling and the Purpose of Work (Theology of Work and Personal Calling in the STEM Professions) (MBA, MTSE)
BUS603 Marketing Management (MBA Core)
BUS604 Human Resources (MBA Core)

Spring 2 Term - March 18 – May 12, 2019
**Course 310 - Intermediate Fund Raising** (Business Administration)(Nonprofit Management)
**Course 340 - Old Testament Survey** (Christian Ministry & Leadership)(General Education)
**Course 402 - Life Skills Training** (Addiction Studies)(Urban Missions)
**Course 407 - Chaplaincy** (Addiction Studies)(Urban Missions)
**Course 401 - Counseling in the City** (Addiction Studies)(Urban Missions)
**Course 412 - Counseling Foundations** (Addiction Studies)
**Course 413 - Drugs of Abuse** (Addiction Studies)
**Course 414 - Counseling Alcoholics** (Addiction Studies)
**Course 430 - Social Entrepreneurship** (Business Administration)(Nonprofit Management)(Urban Missions)
**Course 434 - Grant Writing** (Business Administration)(Nonprofit Management)(Urban Missions)
**Course ECON102 - Macroeconomics** (Business Administration)

**Master’s Courses: (Also available to undergraduates with 90+ credits and a 3.0+ GPA)**
**Course 511 - Social Entrepreneurship** (MBA Elective, MTSE)
**Course 512 – Grant and Proposal Writing** (MBA Elective)

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**Summer Term - June 3-July 28, 2018**

**Course 301 - History of Urban Missions** (Urban Missions)
**Course 302 - Nonprofit Administration** (Nonprofit Management)
**Course 303 - Nonprofit Accounting** (Business Administration) (Nonprofit Management)
**Course 311 - Theology and Strategies of Urban Missions** (Urban Missions)(Christian Ministry & Leadership)
**Course 341 - New Testament Survey** (Christian Ministry & Leadership)(General Education)
**Course 401 - Counseling in the City** (Addiction Studies)(Urban Missions)
**Course 412 - Counseling Foundations** (Addiction Studies)
**Course 432 - Technology, Life Balance and Addiction** (Addiction Studies)(Business Administration)(Christian Ministry & Leadership)
**Course BUS105 - Business Communications** (Business Administration)
**BUS402 - Project Management** (Business Administration)

**Master’s Courses: (Also available to undergraduates with 90+ credits and a 3.0+ GPA)**
**Course 506 - Technology, Life Balance, and Addiction** (3 credits, elective)
**BUS 613 Project Management** (MBA Elective)

Courses are offered as accelerated semesters in five eight-week terms per year. Students should plan to spend an estimated 17-20 hours per week in course work while the classes are in session.

City Vision’s academic year definition is that our regular academic year is 24 credits across 32 academic weeks. This includes four 8-week terms of Fall 1, Fall 2, Spring 1 and Spring 2. Students may also elect to take summer course outside the regular academic year.
About City Vision University

City Vision University prepares men and women for successful careers with Christian ministries and nonprofit organizations, particularly those working with the poor and at-risk communities.

Students may enroll year round in one of City Vision University’s degree programs: a Bachelor of Science in Addiction Studies, a Bachelor or Associate of Science in Business Administration, a Bachelor of Arts in Nonprofit Management, a Bachelor of Arts in Missions, or a Master of Science in Technology and Social Entrepreneurship.

The university is also an Approved Education Provider for NAADAC, the association for addiction professionals.

History of City Vision University

City Vision University is based in Kansas City, Missouri. It was established in 1998 as Rescue College by the Association of Gospel Rescue Missions to train leaders and workers at their member missions. The AGRM, founded in 1913, is an association of over 300 ministries that each year serve nearly 42 million meals, provide more than 15 million nights of lodging, bandage the emotional wounds of thousands of abuse victims, and graduate 18,000-plus individuals from addiction recovery programs.

In 2008, the college became the distance education program of TechMission and was renamed City Vision College. In fall 2008, the college began offering a degree in Addiction Studies that had been developed in partnership with the NET Institute. In 2014, the college began offering a master’s degree in Technology and Social Entrepreneurship (MTSE), and in 2015 it became City Vision University and began offering an undergraduate degree in Business Administration.

TechMission was founded in 2002 with the values of Jesus, Justice and Technology. Its mission is to empower others to transform at-risk communities in Jesus’ name through technology. TechMission’s first program was the Association of Christian Community Computer Centers (AC4) with over 500 member ministries focused on addressing the digital divide. Since then, TechMission developed additional programs including the TechMission Corps AmeriCorps program; ChristianVolunteering.org, an online volunteer matching website; and UrbanMinistry.org, which provides over 100,000 free training resources for Christians serving the poor. In 2013, the TechMission Corps program was renamed City Vision Internships and was taken off AmeriCorps funding to expand it to a wider audience of Christian ministries.

Mission

The mission of City Vision University is to provide radically affordable Christian education to underserved communities via distance learning.

Goals & Objectives

Goal 1: Christian Social Service Education: to provide practical undergraduate education to Christians to equip them in their field in social service and social entrepreneurship careers.

Goal 2: Technology & Ministry Education: to provide practical education to Christians from the Science, Technology, Engineering and Math (STEM) fields to use their skills in ministry and business to bring transformation to the world.
Goal 3: Replication: to equip other leaders and organizations in developing their own online training and educational programs through graduate education and consulting to further our mission through replication.

Goal 4: Faculty and Staff: to develop faculty and staff to support their own professional development and calling to enable them to provide effective education to our students and further our mission.

Goal 5: Internships: to provide opportunities for students to gain practical hands-on experience through internships while serving as a resource for ministries serving at-risk communities.

Goal 6: Stewardship: to provide effective accounting, finance and administrative support to City Vision University’s programs and services in a way that reflects our values and achieves our mission.

Goal 7: Expanded Enrollment: to significantly expand enrollment in undergraduate and graduate programs.

Goal 8. Applied Research: to serve as an incubator for developing projects to use technology and training to transform the world.

Goal 9. Service: to provide an open platform of technology and training to enable the global Christian community to transform at-risk communities.

Goal 10: Financial Growth: to secure significantly increased resources enabling City Vision to add new programs, expand existing programs and further its mission.

Accreditation

City Vision University is accredited by the Distance Education Accrediting Commission. DEAC is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) as a national accrediting agency for distance learning schools. As such, our programs and administrative policies are frequently reviewed to ensure that we continue to meet the DEAC’s exacting standards of excellence.

The DEAC headquarters is at 1101 17th Street NW, Suite 808, Washington, D.C. 20036. Their phone number is (202) 234-5100 and their website is http://www.deac.org

City Vision University is also certified to operate as a postsecondary education provider by the Missouri Department of Higher Education.

Other Affiliations

Association for Biblical Higher Education (ABHE) - As an affiliate institution of the ABHE, City Vision University participates in and contributes to collegial and professional development activities of the association. Organized in October 1947, ABHE was formerly known as the American Association of Bible Colleges. Affiliate status does not, however, constitute, imply, or presume ABHE accredited status at present or in the future.

Christian Leadership Alliance (CLA) – City Vision University graduates who complete the Nonprofit Management program are granted 20 points toward the 100 points required for the Certified Stewardship Professional certification offered by the Christian Leadership Alliance. Normally only 10 points are granted for a college degree. CLA determined the content of the courses offered were applicable enough to offer a second 10 points for the completion of our program.
NAADAC Approved Academic Education Provider

City Vision University is an Approved Academic Education Provider for NAADAC (National Association for Alcoholism and Drug Abuse Counselors), the association for professional addiction counselors. (APO17) The Addiction Studies program has been examined by an independent body for content applicability to state and national certification standards and is approved by the National Certification Commission (NCC). This rigorous review process ensures that students receive a consistent, reliable and quality learning experience that is applicable to their careers and advances their understanding of addiction-related issues. Those participating in these courses are assured that the continuing education credits (CEs) provided will be accepted toward national credentialing by the NCC, as well as many of the individual state licensing/certification bodies.

Method of Study

City Vision University offers an interactive Internet-based distance educational experience. Many of the courses have on-site learning components that incorporate the actual operations of an urban mission or other approved nonprofit organization as both “laboratory” and “classroom.” Students are involved in directed observation, analysis, data gathering, and evaluation of various aspects of the operations and programs of nonprofit organizations depending on their chosen major.

The independent study component includes:

- Assigned readings
- Audio and video lectures
- Written research projects
- Proctored examinations
- Online discussion and collaboration with other students and faculty members
- Other guided learning experiences

Assignments and examinations are submitted online. Students also register and pay for their courses online. Therefore, all students are required to have their own personal Internet e-mail address and regular access to the Internet.

For courses with assignments that require access to the operations of an urban mission or other organization, students will need to work with a local organization of their choosing. If this is a requirement for a particular course, it will be listed on the course’s description page.

Students may also choose to participate in a supervised internship. See the “City Vision Internships” section of this document for more information.

Computer Requirements

- Windows Vista/7/8 or comparable Macintosh/Linux operating system
- High speed Internet connection; cable, DSL, etc. (Dialup connections are not recommended.)
- Word Processor (MS Word recommended)
  - Some courses will also require spreadsheet and presentation software.
  - OpenOffice, a free equivalent to Microsoft Office, is available at http://www.openoffice.org/.
- Internet Web Browser (Chrome or Firefox recommended)
- Personal E-mail Address (may use Gmail or Yahoo free accounts)
- Adobe Acrobat Reader
Academic Eligibility Requirements

To enroll in City Vision University, prospective undergraduate students must have at least have graduated from high school or the equivalent, and master’s students must have at least a bachelor’s degree, except for Dual Enrollment students (see below).

Students enrolling in the undergraduate program, except for Dual Enrollment high school students, may certify their academic eligibility in one of the following ways:

1. When allowed by federal regulations, by completing an online self-certification form of their high school graduation or equivalent indicating the institution name, city, state, and year of graduation, which is electronically signed.
2. By providing any of the following items of documentation:
   a. A copy of a high school diploma.
   b. A copy of a final, official high school transcript that shows the date when the diploma was awarded.
   c. A copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam.
   d. Certification of a passing score on a test that the student’s state authorizes and recognizes as the equivalent of a high school diploma. This includes tests similar to the GED, such as the High School Equivalency Test or the Test Assessing Secondary Completion. A test transcript is also acceptable if it indicates that the final score is a passing score or that the student’s state considers the test results to meet its high school equivalency requirements.
   e. A copy of the “secondary school leaving certificate” or similar document from the proper government agency for students who completed secondary school in a foreign country.
   f. An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree at any participating school, such as an associate’s degree program.
   g. A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), if state law requires homeschooled students to obtain that credential.
   h. A transcript or the equivalent, signed by the parent or guardian of a homeschooled student, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting, if this is acceptable proof according to state law.

For students enrolling in the master’s program, the university must receive an official college transcript indicating the receipt of a bachelor’s degree from an accredited institution by the time the student has completed 12 credits of the program or before receiving financial aid, whichever is earlier.

Any documentation should be sent to the Registrar’s office via fax at 816-256-8471, email to registrar@cityvision.edu or by mail to City Vision University, 3101 Troost Ave. Suite 200, Kansas City MO 64109-1845.
Dual Enrollment Policy
High school students may also enroll in City Vision University for dual enrollment credit. As per our accredditor’s policies, these students may only enroll if it does not interfere with their high school studies.

Dual enrollment students do not qualify for financial aid, and thus are not required to submit the document of high school graduation or equivalent which is required of other students. Rather, they are admitted on the basis of a signed letter of approval from their parent(s) or guardian(s).

This letter should be sent to the Registrar’s office via fax at 816-256-8471, email to registrar@cityvision.edu or by mail to City Vision University, 3101 Troost Ave. Suite 200, Kansas City MO 64109-1845.

Policy on Students with Unusual Enrollment History
Students that have been flagged as having "Unusual Enrollment History" in their financial aid application are required to pay for their first term in advance before the term starts. Exceptions may be made for students that either can provide documentation justifying their unusual enrollment history or if they are affiliated with a partner ministry that provides an advisor to the student.

Undergraduate Admissions
To enroll in City Vision University, students must meet the Academic Eligibility Requirements, as described on page 12 and be accepted by City Vision University. Students that are accepted are done so provisionally and are not considered fully matriculated students until they have successfully passed 18 credits worth of courses with City Vision University.

For non-native English speakers, we require students to demonstrate English proficiency based on the TOEFL, or have successfully completed at least one year in post-secondary education where the primary language of instruction was in English. For those having completed the TOEFL, the below chart shows the minimum acceptable scores for people seeking a bachelor’s degree. Exceptions can be made based on letters of recommendation by those proficient to evaluate the English proficiency of candidates.

<table>
<thead>
<tr>
<th>Internet</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>500</td>
</tr>
</tbody>
</table>

Undergraduate students may also demonstrate proficiency via a score of 2.8 or higher on the Duolingo Test at https://englishtest.duolingo.com.

Enrollment Procedures
Before registering for a City Vision University course, students must formally enroll. With five eight-week terms, enrollment is open year round. There are several steps to follow, so the process should be started at least one month prior to the beginning of the first term of study with City Vision University. If federal student aid or another form of financial assistance is to be used, the process should be started even earlier.

Please read the following steps carefully and complete each of them in order. If assistance is needed, contact Student Services at (816) 960-2008.

Step One: Complete the Enrollment Form Online

For undergraduates: Complete the following enrollment form online at no cost:
Requirements

1. City Vision University students must meet the Academic Eligibility Requirements, as described on p. 12.

Therefore students must either self-certify their academic eligibility upon enrollment, when allowed by federal regulations, or supply the appropriate documentation before beginning their fifth course. Students will not receive any Federal financial aid (Pell grants) until their academic eligibility for aid has been confirmed by one of those methods.

If you have completed prior college work for which you wish to receive credit, this must be documented via official college transcripts. College transcripts must be sent directly from the institution. No photocopies or faxes of college transcripts will be accepted.

You are responsible to inform the university if the documentation being sent has your maiden name instead of your current last name.

High school transcripts may typically be requested by doing a web search of your school district’s name and contacting them to order a transcript. You can order college transcripts by doing a web search of your college name and the words “transcript request”.

Transcripts should be mailed to:

Office of the Registrar
City Vision University
3101 Troost Ave. Suite 200
Kansas City MO 64109-1845

If you have submitted a college transcript, an official transcript evaluation will be done to determine the number of transfer credits that will be granted for previous college work.

Transfer credits will be awarded only if they are from institutions of higher learning that are accredited by a body that is recognized by the US Department of Education or the Council of Higher Education Accreditation (such as those listed here),

Non-U.S. institutions must have an accepted foreign equivalent at an institution listed in the International Handbook of Universities.

2. City Vision will review your application and will send
3. You will need to e-mail a copy of a government-issued photo ID to registrar@cityvision.edu before you may register for courses.

• Students may either scan in their ID or take a photo of it with a digital camera or smartphone.

4. Before taking proctored exams, you will need to select an exam proctor and have him or her be approved by the organization. This is needed for the undergraduate program only.

Before applying for enrollment, please review the Standards of Admission in this catalog or at
Step Two: Financial Aid

City Vision University offers several types of financial assistance to help students pay for their studies. Visit the Financial Aid section on page 30 of this catalog to learn more about available grants, scholarships and internships.

Step Three: Registering For Courses

After the enrollment process is complete, students use the online registration system to sign up for their courses.

Make sure to use the same email account for course purchases that you used originally upon enrollment.

Special Situations: Those receiving reduced tuition through scholarships, internships, or working with an AGRM mission or other partnering organization must contact the university office to receive discount codes for use when registering for courses.

Step Four: New Student Orientation

All new students must complete the New Student Orientation before beginning work on their first course.

Important Considerations

1. Enrollment in City Vision University is open year round. Students may enroll in five eight-week terms beginning in January, March, June, August and October. New students should begin the enrollment process at least one month before the beginning of the class in which they wish to participate.
2. Course registration does not include textbooks. These must be ordered separately from our online bookstore or another source such as Amazon.com or a local bookstore.
3. To take City Vision University courses, students must have their own personal e-mail address that is used only by themselves. Free web-based e-mail accounts can be obtained with Gmail or Yahoo.
4. City Vision University courses are accelerated semester classes that cover a full regular semester of course work in just eight weeks. Therefore, participating in two courses simultaneously is that equivalent of full-time enrollment in a traditional college/university. Plan to spend at least 17 hours a week involved in learning activities related to each course.

Transfer Credit Policies

A total of 120 college credits is required to earn a bachelor's degree. A maximum of 90 transfer credits will be accepted toward the degree. At least 30 credit hours must come from courses offered by City Vision University.

A total of 60 college credits is required for the associate's degree; a maximum of 45 transfer credits will be accepted toward the degree.

The Master's of Technology and Social Entrepreneurship degree requires 36 credits. Students can transfer up to 9 graduate credits from any accredited institution.
Transfer credits must be from schools that are accredited by a body that is recognized by the US Department of Education or the Council of Higher Education Accreditation. Non-US institutions must have an accepted foreign equivalent from an institution listed in the International Handbook of Universities.

It is the student's responsibility to contact academic institutions at which they have studied to ask them send an official copy of his or her transcript directly to the City Vision University registrar's office. These must be official transcripts issued by the college or university. Photocopies or faxes will not be accepted.

Transfer credit is granted only for courses in which the equivalent to City Vision University’s standard for a “C-” or better has been earned, and which fit the university's academic program requirements. Courses in which a grade of “pass” is received must be certified by the school as being equivalent to City Vision University’s standard for a “C-” or higher in order to be accepted in transfer.

City Vision University will also allow students to test out of up to 30 hours of college credit. See the information about Credit by Examination to learn more about this option. City Vision University also accepts Credit for Life Experience through a portfolio process. These are considered non-transcripted credit and only 30 non-transcripted credits can count toward a degree.

Those who have served in the US military, worked in government, or received CEUs from certain companies and organizations may also be eligible to receive college credits for work-related training. Check with the Transcript Service of the American Council on Education (acenet.edu). Finally, City Vision University accepts high school AP credit on a case-by-case basis.

Transfer Credits for Students Outside of North America

Transcripts and official documents must be in English or be accompanied by an official translation into English. Where official transcripts are unobtainable due to circumstances beyond the student’s control, City Vision University may accept for review a valid affidavit that substantiates the student’s academic record. In all cases, City Vision University reserves the right to determine whether it will accept transfer credits from another academic institution.

For foreign students, we use the transcript evaluation services of World Education Services or NARIC.

International students should check to see if their school is accredited in: http://whed.net/home.php.

International students from schools not listed in that directory may develop a prior learning assessment portfolio or have their transcripts evaluated by the World Education Services or NARIC.

If students have additional questions, they are encouraged to call the university at 816-960-2008 or email registrar@cityvision.edu.

Credit by Examination

City Vision University will accept up to 30 hours of transfer credit earned through these credit-by-examination and credit recommendation services:

- College Board’s College-level Examination Program (CLEP)
- DANTES Subject Standardized Tests (DSST)
- Excelsior Exams
- TECEP Exams
- American Council on Education (ACE) Credit Recommendation Service
NCCRS (National College Credit Recommendation Service)

The charge for the exams is about $80.00. Study guides can also be purchased to prepare for the exams. Sites may also charge a modest administrative fee.

The amount of credit awarded is based on the American Council on Education (ACE) recommendations for the minimum scores required.

Contact the university admissions office for more information at 816-960-2008.

Credit for Life Experience/Prior Learning Assessment

City Vision University will accept up to 30 hours of transfer credit for learning from life experience as a prior learning assessment. This may be used for students that have:

1. Received non-accredited training where they can demonstrate that they have achieved the learning outcomes and developed the same level of expertise and comparable to a similar accredited course.
2. Where they have developed skills or knowledge through work or life experience that they can demonstrate that they have achieved the learning outcomes and developed the same level of expertise and comparable to a similar accredited course.

Example 1. Ministry Training. a student took a very intensive Old Testament survey course that involved rigorous tests as a part of their ministry training. She can demonstrate that this course was of comparable intensity to a 3 credit course (135 hours of effort between reading, class time and assignments). She does this for 10 different courses for a total of 30 credits.

Example 2. Learning Demonstrated from Work. An individual has been working as a professional fundraiser for 15 years. He can demonstrate that there level of competency is above that of students completing accredited courses in Fundraising and Grant writing. He does this for 3 different, 3-credit courses in fundraising for a total of 9 credits.

Steps to Receive Credit for Prior Learning Assessment:

1. Contact Andrew Sears at asears@cityvision.edu to let him know that you are interested in Prior Learning Assessment and to ask any questions.
2. Sign up for a Prior Learning Assessment online and pay the fee of $700 for up to 30 credits to be evaluated ($300 for 30 credits in developing countries). Note, this fee is based on the evaluation, not on the number of credits awarded. See: http://www.cityvision.edu/prior-learning-assessment
3. Gather and submit documentation in a portfolio. We will provide a portfolio template with instructions on how to develop the portfolio.
4. City Vision will evaluate credits after payment has been made and all required information has been received.
5. Students may appeal the credit determination or resubmit material if they are unsatisfied with the credit determination within 4 weeks of the ruling.

In addition to other graduation requirements, all students must take at least 10 courses at City Vision in order to graduate. Prior Learning Assessment only counts as 1 of those courses, regardless of how many credits are earned as a part of a student’s Prior Learning Portfolio. Prior learning credits may satisfy
requirements in the major or general education. Any additional credits beyond the first 3 that are earned count the same as if they were transfer credits.

City Vision University follows the standards of the Council for Adult and Experiential Learning (CAEL), which include:

1. Credit or its equivalent will be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed.

Graduate Admissions

Master’s in Technology and Social Entrepreneurship Admissions Requirements

To be admitted in the MTSE program, you must either have an undergraduate degree in a Science, Technology, Engineering or Math-related field or have an unrelated bachelor’s degree and at least one year of work or volunteer experience in a position that significantly involves science, technology, engineering or math. Documentation must be submitted to verify completion of an accredited bachelor’s degree.

For non-native English speakers, we require students to demonstrate English proficiency based on the TOEFL, or have successfully completed at least one year in post-secondary education where the primary language of instruction was in English. See the below chart for minimum acceptable scores.

<table>
<thead>
<tr>
<th>Internet</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>530</td>
</tr>
</tbody>
</table>

Graduate students may also demonstrate proficiency via a score of 3.8 or higher on the Duolingo test at englishtest.duolingo.com.

Enrollment Procedures

Before registering for a City Vision University course, students must formally enroll. With five eight-week
terms, enrollment is open year round. There are several steps to follow, so the process should be started at least one month prior to the beginning of the first term of study with City Vision University. If federal student aid or another form of financial assistance is to be used, the process should be started even earlier.

Please read the following steps carefully and complete each of them in order. If assistance is needed, contact Student Services at (816) 960-2008.

**Step One: Complete the Enrollment Form Online**

Online: Complete the enrollment form online: [http://www.cityvision.edu/mtm-enroll?destination=cart/checkout](http://www.cityvision.edu/mtm-enroll?destination=cart/checkout).

This fee is non-refundable unless the refund request is made within 5 business days from when the student submits their application, not including holidays and weekends.

**Other Requirements**

1) Master’s students must meet the graduate-level Academic Eligibility Requirements, as described on page 12.

College transcripts must be mailed to City Vision directly from the institutions. *Faxes or photocopies will not be accepted.*

You are responsible to inform City Vision if your transcripts will be sent with your maiden name on them instead of your current last name. You can find out how to order college transcripts by doing a web search on your college name and the words “transcript request”.

Transcripts should be mailed to:

Office of the Registrar  
City Vision University  
3101 Troost Ave. Suite 200  
Kansas City MO 64109-1845

Transfer credits will be awarded only if they are from institutions of higher learning that are accredited by a body that is recognized by the US Department of Education or the Council of Higher Education Accreditation (such as [those listed here](#)),

Non-U.S. institutions must have an accepted foreign equivalent at an institution listed in the International Handbook of Universities.

2) You will need to e-mail a copy of a government-issued photo ID to registrar@cityvision.edu before you may register for courses. Students may either scan in their ID or take a photo of it with a digital camera or smartphone.

3) City Vision will review your application and will let you know if you have been accepted by sending you an enrollment agreement and account login.
Step Two: Financial Aid

City Vision University offers several types of financial assistance to help students pay for their studies. Visit the Student Financial Aid section of the catalog (page 30) to learn more about grants, loans, scholarships and internships.

Step Three: Registering For Courses

After the enrollment process is complete, students use the online registration system to sign up for their courses. Once payment is received, students will access will be granted to the online classrooms.

Special Situations: Those receiving reduced tuition through scholarships, internships, or working with an AGRM mission or other partnering organization must contact the university office to receive discount codes for use when registering for courses.

Step Four: New Student Orientation

All new students must complete the New Student Orientation before beginning work on their first course.

Important Considerations

1. Enrollment in City Vision University is open year round. Students may enroll starting in five eight-week terms beginning in January, March, June, August and October. New students should begin the enrollment process at least one month before the beginning of the class in which they wish to participate.
2. Course registration does not include textbooks. These must be ordered separately from our online bookstore or another source such as Amazon.com or a local bookstore.
3. To take City Vision University courses, students must have their own personal e-mail address that is used only by themselves. Free web-based e-mail accounts can be obtained with Gmail or Yahoo.
4. City Vision University courses are accelerated semester classes that cover a full regular semester of course work in just eight weeks. Therefore, participating in two courses simultaneously is the equivalent of full-time enrollment in a traditional college/university. Plan to spend at least 17 hours a week involved in learning activities related to each course.

Undergraduate Degree Programs

City Vision University offers five undergraduate degree programs: a Bachelor of Science in Addiction Studies, a Bachelor of Science in Business Administration, an Associate of Science in Business Administration, a Bachelor of Science in Nonprofit Management, and a Bachelor of Arts in Missions with an urban ministry emphasis. The bachelor’s degrees each require 120 credits of academic work and are equivalent to a 4-year academic degree awarded by an accredited residential college in the United States; the associate’s degree requires 60 credits of academic work.

To earn a degree, students must complete a minimum of 30 credit hours from City Vision University. The additional required hours must come from transfer credit hours, credit by examination, credit for life experience though prior learning assessment (maximum 30 hours for credit by examination and prior learning assessment) or additional City Vision University courses.
Additionally, the student must meet the university’s General Education requirements as outlined in the General Education section of this catalog.

Bachelor of Science in Addiction Studies

This program focuses on preparing students to become addiction counselors, providing training in how individuals can be treated for addictions and related behavior problems, and the coping skills needed by relatives and friends of addicted individuals.

It provides full coverage of the Twelve Core Functions of Substance Abuse Counseling and is intended to prepare students to attain the Certified Addiction Counselor credential or equivalent in the states in which they reside. (See our Twelve Core Functions page - [http://www.cityvision.edu/city-vision-courses-tap21-12-core-functions-competencies-addiction-counseling](http://www.cityvision.edu/city-vision-courses-tap21-12-core-functions-competencies-addiction-counseling) - for a breakdown of which courses satisfy which of the Eight Areas of Competency and Twelve Core Functions.) The courses can also be taken for continuing education credits for those already holding certification.

Students who complete the program will:

- Understand the Twelve Core Functions of addiction counselors to be academically prepared to become a certified addiction counselor.
- Understand and demonstrate the essential practices of addiction treatment including screening, intake, assessment, treatment planning and aftercare. (Core Functions 1-5)
- Understand and use basic counseling skills such as effective listening, assessment, crisis intervention, group therapy and working with other professionals (Core Functions 6, 8, 12)
- Understand and apply basic counseling professional practices including ethics, working with various client groups, case management and record keeping skills. (Core Functions 7, 10, 11)
- Understand and apply understanding of other issues related to addiction recovery such as mental illness, family dynamics and sexual and spiritual issues. (Core Function 9)

This program generally fulfills the formal education requirements of addiction counselor certification. Check with your state certifying body to learn what additional requirements must be met to become a Certified Addiction Counselor (SOC 21-1011).

City Vision cannot guarantee that our program will meet the licensing standards of all states. Please check with the requirements of your state.

To earn a degree, students choose at least ten of these three-credit courses:

- 306 - Managing Residential Recovery Programs
- 401 - Counseling in the City
- 402 - Life Skills Training
- 404 - Case Management
- 411 - Recovery Dynamics
- 412 - Counseling Foundations
- 413 - Drugs of Abuse
- 414 - Counseling Alcoholics
- 415 - Professional Counseling Practices
- 416 - Mental Illness and Addiction
- 417 - Group Counseling Practices
- 418 - Sexual Issues in Addiction
- 419 - Family Issues and Recovery
Bachelor of Arts in Christian Ministry and Leadership

This program is designed to equip leaders of churches, and secondarily parachurch ministries and nonprofit organizations, with the theoretical and practical tools in order to ministry effectively in their local context.

Through the program, students are prepared to do the following:

**Bible/Theology**
1. **Bible.** Use sound principles of Biblical interpretation to understand the structure, themes and content of the Bible and apply that to local contexts.
2. **Theology.** Develop an understanding of the foundational truths of Christian theology that is grounded in Scripture and apply this understanding to local contexts.

**Spiritual Formation**
3. **Calling.** Create a synthesis of a reflective life vision and plan to enable 24/7 ministry based on God’s purposes for work and their own unique calling.
4. **Leadership.** Understand principles of leadership and effective ministry management and develop a personal philosophy and plan for leadership.
5. **Life Balance.** Develop plan for him/herself and others to establish life balance in a society saturated with technology and addiction.

**Ministry & Missions**
6. **Urban Ministry.** Understand and develop strategies for Christian community development, urban youth ministry, and urban evangelism and discipleship.
7. **Church Planting.** Develop a comprehensive plan and synthesis for planting a new church or ministry.
8. **Specialization.** To develop skills and apply learning and concepts in one area of specialty.

**General Education**
9. **Communication.** Ability to communicate effectively and professionally through physical or virtual presence via writing, speaking, listening, and/or electronic media.
10. **General Christian Education.** Apply basic Christian liberal arts knowledge and skills to work in a professional environment, pursue further study, and promote social good.

This program prepares students to serve in positions under SOC 21–0000: Community and Social Service occupations such as 21-2011.00, Clergy; 21-2021.00, Directors of Religious Activities and Education; 21-2099.00, Religious Workers.

To earn a degree, students must take all of the following core courses:

- Old Testament Survey
- New Testament Survey
- Bible Interpretation
- Biblical Theology
- Vocation, Calling and the Purpose of Work
- Management and Leadership
- Technology, Life Balance and Addiction
- Introduction to Christian Community Development
- Introduction to Urban Youth Ministry
- Church Planting and Ministry Startup
Additionally, students must take at least three courses from one of the following concentrations, or choose the Diversified concentration to select any 3 courses from the list below.

**Church Ministry**
- Urban Evangelism & Discipleship
- Homiletics, Teaching and Preaching
- Theology & Strategies of Urban Missions
- Internship/Practicum

**Counseling Ministry**
- Managing Residential Recovery Programs
- Counseling in the City
- Life Skills Training
- Case Management
- Recovery Dynamics
- Counseling Foundations
- Drugs of Abuse
- Counseling Alcoholics
- Professional Counseling Practices
- Mental Illness and Addiction
- Group Counseling Practices
- Sexual Issues in Addiction
- Family Issues and Recovery
- Internship/Practicum

**Media & Technology Ministry**
- Emerging Media Ministry
- Technology, Cross-Cultural Ministry & the Poor
- Theology of Technology
- Social Entrepreneurship
- Internship/Practicum

**Homeless Ministry**
- History of Urban Missions
- Human Resources
- Managing Residential Recovery Programs
- Facilities Management
- Food Services
- Theology & Strategies of Urban Missions
- Counseling in the City
- Life Skills Training
- Case Management
- Recovery Dynamics
- Family Issues and Recovery
Finally, students must meet all of City Vision’s general studies requirements for graduation.

**Associate of Applied Science in Christian Ministry and Leadership**

This program is designed to equip leaders of churches, and secondarily parachurch ministries and nonprofit organizations, with the theoretical and practical tools in order to ministry effectively in their local context.

Through the program, students are prepared to do the following:

**Bible/Theology**
1. **Bible.** Use sound principles of Biblical interpretation to understand the structure, themes and content of the Bible and apply that to local contexts.
2. **Theology.** Develop an understanding of the foundational truths of Christian theology that is grounded in Scripture and apply this understanding to local contexts.

**Spiritual Formation**
3. **Calling.** Create a synthesis of a reflective life vision and plan to enable 24/7 ministry based on God’s purposes for work and their own unique calling.

4. **Leadership.** Understand principles of leadership and effective ministry management and develop a personal philosophy and plan for leadership.

5. **Life Balance.** Develop plan for him/herself and others to establish life balance in a society saturated with technology and addiction.

**General Education**

6. **Communication.** Ability to communicate effectively and professionally through physical or virtual presence via writing, speaking, listening, and/or electronic media.

7. **General Christian Education.** Apply basic Christian liberal arts knowledge and skills to work in a professional environment, pursue further study, and promote social good.

This program prepares students to serve in positions under SOC 21–0000: Community and Social Service occupations such as 21-2011.00, Clergy; 21-2021.00, Directors of Religious Activities and Education; 21-2099.00, Religious Workers.

To earn a degree, students must take all of the following core courses:

- Old Testament Survey
- New Testament Survey
- Bible Interpretation
- Biblical Theology
- Vocation, Calling and the Purpose of Work
- Management and Leadership
- Technology, Life Balance and Addiction

Additionally, students must meet all of City Vision’s general studies requirements for graduation.

**Bachelor of Science in Business Administration**

The program focuses on preparing students for mid-level management positions in either the business or nonprofit sector. In addition, students that choose a Technology/Social Entrepreneurship or General Management emphasis will be well equipped to start their own business.

Upon completion of the Bachelor’s program, students will be able to:

1. Communicate effectively and professionally in business situations through writing and electronic media.
2. Understand the core functions of a business and demonstrate their application to achieve desired organizational goals.
3. Apply traditional theories of management and Christian leadership in business and nonprofit contexts.
4. Make use of the principles of basic accounting and managerial accounting, through developing, using, and evaluating financial documents in business.
5. Demonstrate an understanding of micro- and macroeconomic principles and practices and evaluate their implications for business strategy.
6. Apply principles to develop and grow businesses and nonprofit organizations in a way that is socially responsible and that reflects God’s love and purposes for the world.
7. Create a synthesis of a reflective life vision and plan to enable 24/7 ministry based on God’s purposes for work and their own unique calling.
8. Apply traditional theories and concepts in one area of specialty: nonprofit management, managerial accounting, technology or general management.

**Required: Business Core (33 credits required)**

- ACC101 Accounting Principles I (or 303 Nonprofit Accounting)
- ACC102 Accounting Principles II (or 405 Financial Planning for Nonprofits)
- ECON101 Microeconomics
- ECON102 Macroeconomics (or Managerial Economics MBA)
- BUS101 Introduction to Business
- BUS105 Business Communications
- CVC 303 Nonprofit Accounting (or Managerial Accounting MBA)
- CVC 304 Management & Leadership
- CVC 430 Social Entrepreneurship
- CVC 406 Theology of Work
- CVC 305 Human Resources

**Business Electives (12 credits required)**

Students may pick one of the following emphasis in their degree program through their business electives. Additionally, students may choose the Diversified concentration to select any 4 courses from the list below.

**Nonprofit Management Emphasis (4 courses required for emphasis)**

- CVC 434 Grant Writing
- CVC 309 Fund Raising Basics
- CVC 405 Financial Planning for Nonprofits
- CVC 310 Intermediate Fund Raising
- CVC 437 Independent Study
- CVC 330 Introduction to Urban Youth Ministry
- CVC 331 Introduction to Christian Community Development
- CVC 302 Nonprofit Administration
- CVC 436 Internship/Practicum

**General Management Emphasis (4 courses required for emphasis)**

- ACC150 Managerial Accounting
- ACC151 Financial Accounting
- BUS106 Business Ethics
- BUS120 Organizational Behavior
- BUS201 Principles of Marketing (or Marketing Management MBA)
- BUS300 Operations Management
- BUS402 Project Management
- CVC 435 Organizational Systems
- CVC 436 Internship/Practicum
- CVC 437 Independent Study

**Technology Emphasis (4 courses required for emphasis)**
Associate of Science in Business Administration

This program focuses on preparing students to begin their careers in mid-level office support positions or lower-level business administration positions.

Because of our core competency in the nonprofit and social services sector, many graduates of this program may take positions in the nonprofit sector. In addition, students that choose a Technology/Social Entrepreneurship or General Management emphasis will be well equipped to start their own business.

Upon completion of the Associate’s program, students will be able to:

1. Communicate effectively and professionally in business situations through writing and electronic media.
2. Describe the core functions of a business to achieve desired organizational goals.
3. Understand traditional theories of management and Christian leadership in business and nonprofit contexts.
4. Demonstrate understanding of the basic principles of accounting, through developing, using, and evaluating financial documents in business.
5. Demonstrate broad understanding of microeconomic principles and practices and evaluate their implications for business strategy.
6. Describe and apply principles to develop and grow businesses and nonprofit organizations in a way that is socially responsible and that reflects God’s love and purposes for the world.
7. Create a synthesis of a reflective life vision and plan to enable 24/7 ministry based on God’s purposes for work and their own unique calling.

Required: Business Core (24 credits required)

- ACC101 Accounting Principles I (or 303 Nonprofit Accounting)
- ECON101 Microeconomics
- BUS101 Introduction to Business
- BUS105 Business Communications
- CVC 304 Management & Leadership
- CVC 430 Social Entrepreneurship
- CVC 406 Theology of Work
- CVC 305 Human Resources

Business Electives (6 credits required)
Students may pick one of the following emphasis in their degree program through their business electives.

- CVC 303 Nonprofit Accounting
- CVC 309 Fund Raising Basics
- CVC 310 Intermediate Fund Raising
- CVC 405 Financial Planning for Nonprofits
- CVC 434 Grant Writing
- ACC150 Managerial Accounting
- ACC151 Financial Accounting
- FIN101 Personal Finance
- BUS106 Business Ethics
- BUS110 Business Law
- BUS120 Organizational Behavior
- BUS201 Principles of Marketing
- BUS202 Principles of Finance
- BUS300 Operations Management
- BUS402 Project Management
- BUS 206 Management Information Systems
- BUS305 Entrepreneurship/Small Business Management
- CVC 438 Emerging Media Ministry
- CVC 431 Technology, Cross-Cultural Ministry and the Poor
- CVC 432 Technology, Life Balance and Addiction
- CVC 433 Theology of Technology
- CVC 435 Organizational Systems
- CVC 436 Internship/Practicum
- CVC 437 Independent Study

Bachelor of Science in Nonprofit Management

The City Vision University Nonprofit Management program prepares individuals to manage the business affairs of non-profit corporations, including ministries, churches, foundations, educational institutions, associations, and other such organizations. The focus is business management, principles of accounting and financial management, fund raising, human resources management, social services outreach, and taxation and legal issues that affect nonprofit organizations. Because City Vision University is a Christian institution, we integrate faith and Biblical principles throughout our courses. By completing the City Vision University Nonprofit Management program, students will:

- Understand and apply the roles and responsibilities of a nonprofit board of directors and the management team to provide governance and leadership to the nonprofit organization.
- Understand and apply basic accounting and budgeting principles in order to successfully manage the finances of a nonprofit organization.
- Understand and apply basic marketing, communication and fundraising strategies in operating a successful nonprofit organization.
- Understand and apply nonprofit management principles related to program development, ethics, decision-making and nonprofit legal and regulatory requirements.
- Understand and apply the essential elements of nonprofit human resource management including volunteer management, hiring, firing, supervision and legal considerations.

This position will prepare graduates to be a Community Organization Director (SOC 187.167-234),
Fundraising Director (SOC 165.117-010), Social Service Director (SOC 195.117-010) and Program Director (SOC 187.137-014).

302 – Nonprofit Administration
303 – Nonprofit Accounting
304 – Management and Leadership
305 – Human Resources
306 – Residential Recovery Programs
307 – Facilities Management
308 – Food Services
309 – Fund Raising Basics
310 – Intermediate Fund Raising
330 – Introduction to Urban Youth Ministry
331 – Introduction to Christian Community Development
405 – Financial Planning for Nonprofits
406 – Theology of Work
434 – Grant Writing
430 – Social Entrepreneurship
435 – Organizational Systems
436 – Internship/Practicum
438 – Emerging Media Ministry
431 – Technology, Cross-Cultural Ministry and the Poor

Bachelor of Arts in Missions with Emphasis in Urban Ministry

The program focuses on the theory and practice of Christian ministry with a special focus on urban missions. It includes instruction in theology, evangelism/discipleship, and social services outreach. Through this program students are prepared to:

- Understand and apply the history, philosophical and theological basis of movements of Christians serving the poor, the oppressed and urban communities.
- Use spiritual care skills such as preaching, counseling, evangelism and discipleship in the urban context.
- Lead others to accomplish the missions of the organizations with which they are affiliated.
- Understand and apply principles from the various programs that are offered to people in the urban context including addiction recovery, community development, and services to the homeless, women, youth work and family ministries.

This position will prepare graduates to be a Religious Worker (SOC, 21-2099), Minister (SOC 120.107-010), Missionary (SOC 120.107-010) and rescue mission Chaplain (120.107-010). Some roles in these fields will require higher education, such as an MDiv.

To earn a degree, students choose at least ten of these three-credit courses.

105 – Introduction to Missions
301 – History of Urban Missions
305 – Human Resources
306 – Residential Recovery Programs
307 – Facilities Management
Master of Business Administration

Our MBA program covers the core subjects of running a business (accounting, strategy, human resources). Our core strengths are in preparing managers and leaders in the nonprofit, education, technology and social sectors from a Christian perspective.

The goal of our MBA program is to prepare individuals to be senior managers in businesses and nonprofits. Through our specializations, students may start and own their own business or nonprofit, or be in technology management or education management.

Students who complete the MBA program will achieve the following outcomes:

1. **Finance.** Analyze the complexities of financial and administrative systems and apply that to make effective business decisions.
2. **Innovation.** Develop strategies and plans to effectively use technology and innovation to achieve organizational goals.
3. **Relational.** Develop and implement human capital, talent management and general human resource plans sensitive to the dynamics of corporate human behavior in different cultural contexts.
4. **Values.** To develop plans to achieve their own personal vocation and calling as well as bringing social change to the world in line with Christian values.
5. **Strategy.** To develop a synthesis to integrate a wide range of business skills into a plan for starting or growing an organization.
6. **Specialization.** Demonstrate professional competencies in a specialty area appropriate for managerial roles in private industry, public sector institutions, and not-for-profit agencies.

All MBA students must take the following six core courses:
• Managerial Accounting
• Managerial Economics
• Marketing Management
• Strategic Management Capstone (or Social Entrepreneurship Capstone)
• Human Resources
• Vocation, Calling & Purpose of Work

Additionally, all students must take six courses in one of the following concentrations.

**General Management**

• Managerial Finance
• Business Law
• Organizational Behavior
• Social Entrepreneurship
• Management of Technology and Innovation
• Cross-Cultural Management
• Project Management
• Organizational Systems

**Social Entrepreneurship & Nonprofit Management**

• Grant and Proposal Writing
• Emerging Media
• Organizational Behavior
• Social Entrepreneurship
• Management of Technology and Innovation
• Cross-Cultural Management
• Fundraising
• Organizational Systems

**Technology Management**

• Management of Technology and Innovation
• Emerging Media
• Cross-Cultural Management
• Organizational Behavior
• Social Entrepreneurship
• Technology, Life Balance & Addiction
• Theology of Technology
• Organizational Systems
• Project Management
• Disruptive Innovation in Education (coming soon)

**Education Management (coming soon)**

• Instructional Practice (coming soon)
• Instructional Design (coming soon)
• Assessment and Accreditation (coming soon)
• Disruptive Innovation in Education (coming soon)
• Organizational Behavior
• Social Entrepreneurship
• Management of Technology and Innovation
• Cross-Cultural Management
• Fundraising
• Grant and Proposal Writing

Students may also select a Diversified Concentration where they can choose any combination of the courses listed in this section to create their own custom concentration. Any student may choose to take one of the following as a part of their concentration: Survey of Business, Internship/Practicum, Independent Study and Prior Learning Assessment.

We accept transfer of up to 9 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 9 credits for unaccredited training and experience.

To graduate from this program, students must complete 36 credit hours, and have a graduate-level GPA of at least 2.0.

**Master of Science in Technology and Social Entrepreneurship**

The vision of the Master’s in Technology and Social Entrepreneurship (MTSE) program is to equip Christians from the fields of Science, Technology, Engineering and Math (STEM) to use their skills in ministry and business to transform the world.

The MTSE program will help students learn how to use your technology skills for God’s Kingdom from leading tech ministry and business leaders. Our faculty-practitioners have successfully learned what it takes to use technology for the Kingdom in both ministry and business contexts. The program was modeled off interdisciplinary programs at leading technology schools like MIT and Stanford that equip tech-savvy social entrepreneurs and world changers. The program is designed to help students answer the following questions:

• How can my current career path in technology and tech skills be used in the God’s Kingdom?
• How can I expand my interdisciplinary understanding of technology including theological, historical, social, psychological, systems, business and other perspectives on technology?
• How can I expand my “soft skills” and knowledge in order to move up and improve my effectiveness in my current ministry or professional field?

At the conclusion of their MTSE program, the student will able to:

1) Develop effective technology initiatives in a way that takes into account the unique cultures they will be serving and how to use technology to serve the poor through social entrepreneurship.
2) Understand the Biblical basis, theology and historical context of technology and how to apply that in the professional settings of social enterprises.
3) Understand the Christian vocation of social entrepreneurship so that students may discover their unique identity and role in the field.
4) Understand complex systems in a way that helps them to effectively lead others and apply technology in the professional environments of social enterprises.
5) Understand some of the limits of technology and how to counter some of the negative implications of technology and its effect on relationships and creation of new addictions.
6) Develop effective strategies for developing sustainable social enterprise initiatives by monitoring and understanding the latest theories, trends, tools and opportunities in technology.

To graduate with a Master of Science in Technology and Social Entrepreneurship, a student must fulfill the below program requirements.

1. 36 graduate hours: 30 of which are from City Vision University’s MTSE Program.
2. Completion of City Vision MTSE core classes: 501, 502, 503, 504, 505, 507, and 508
3. Graduate GPA of 2.0.

This position will prepare graduates to be more efficient in their current workplace or for a new career. Graduates will be prepared to work in a variety of fields such as Chief Digital Officer (See Link), Web Developer (15-1134.00), Information Technology Project Managers (15-1199.09), and other occupational areas relating to computers (15-1199.00) and religion (21-2099.00).

See this link to learn more about how the MTSE can enhance your career.

Undergraduate Tuition and Fees

Charges to students for City Vision University courses are divided into two categories:

1. **Tuition.** The academic or tuition fee will be paid to the university when the student registers for a course. This is the charge for instruction or instructional services. The tuition cost for the bachelor programs is $200 per credit hour. A three-credit course therefore costs $700 in tuition. The only fee City Vision University charges is a one-time application fee. There are no recurring fees. Tuition will remain fixed for a given academic year, but may change from one academic year to the next.

   **Undergraduate Tuition:**
   - Junior Year (City Vision) $7,000
   - Senior Year (City Vision) $7,000
   - TOTAL 2 Years $14,000
   * Excludes cost of books and other materials

   Please note: this amount does not cover the cost of textbooks which must be purchased separately. The total net price of a course is listed in the course description, which contains the cost of books.

City Vision University now also offers freshman and sophomore level general education courses. Students entering with no prior college credit will pay $28,000 for four years of undergraduate education at City Vision.

2. **The cost of required textbooks/instructional materials.** Textbooks that are used in the courses may be obtained from a local library or online bookstore. Students who have difficulty obtaining particular texts should contact the university. City Vision University does not sell textbooks. Consult our textbook service for the current prices: [http://astore.amazon.com/cityvision-20](http://astore.amazon.com/cityvision-20). The bookstore offers competitive prices on the necessary textbooks but we recommend that students shop around to purchase textbooks online and locally. The costs of course materials listed in class descriptions in the catalog and online are estimated and are subject to change at any time.
Payment must be received in advance before students may participate in a course. The only exception is those who qualify for federal student aid or are attending on scholarships or other special forms of financial assistance.

3. Graduation Fee. Students graduating any program from City Vision are required to pay a $50 fee to cover the administrative cost of graduation and the cost of their diploma.

Graduate Tuition and Fees
Charges to students for City Vision University courses are divided into three categories:

1. **Tuition.** The academic or tuition fee will be paid to the college when the student registers for a course. This is the charge for instruction or instructional services. The tuition cost for graduate classes is $300 per credit hour. A three-credit course therefore costs $900 in tuition. Tuition will remain fixed for a given academic year, but may change from one academic year to the next.

   **Graduate Tuition:**
   
   36 credits x 266.67/credit = **$9,600**
   * Excludes cost of books and other materials and graduation fee of $50.

   Please note: this amount does not cover the cost of textbooks which must be purchased separately. The total net price of a course is listed in the course description which contains the cost of books.

2. **The cost of instructional materials.** Textbooks that are used in the courses may be obtained from a local library or online bookstore. Students who have difficulty obtaining particular texts should contact the university. City Vision University does not sell textbooks. Consult our textbook service for the current prices: [http://astore.amazon.com/cityvision-20](http://astore.amazon.com/cityvision-20). The costs of course materials listed in class descriptions online are estimated and are subject to change at any time.

Tuition Refund Policy

Tuition refunds may be obtained when a student drops all courses or drops out of the college. A tuition refund is also available to students who drop a course within the first two weeks of the term, but remain enrolled in at least one other course.

In order to obtain a tuition refund from City Vision University, students should do one of the following: either fill out the appropriate drop form, email support@cityvision.edu or call (816) 298-0455.

If you wish to discuss your decision to drop a course or drop out of the college, you may call the university office at (816) 960-2008 or email the Academic Deans at dean@cityvision.edu.

Refunds are calculated based on when a student submits any graded assignment or forum, based on the date of when the assignment is submitted (not when it is due).

If a student withdraws from all courses currently being taken, students will be refunded at the following rates:

- During days 0 to 5 (0-5 days) - 100%
- During day 5 to 2nd week (6-14 days) - 80%
- During 3rd week (15-21 days) - 65%
- During 4th week (22-27 days) - 50%
- During 5th week to day 33 (28-33 days) - 40%
- After 5th week (35 days to end of term) - 0%

If a student withdraws from a single course, while remaining in another course, the following refund policy will apply for the course from which the student is withdrawing:

- Before the end of the first week (0-5 days) - 100%
- During 2nd week (6-13 days) - 80%
- After 2nd week to end of term (14 days or more) – 0%
- scho

For students who withdraw from all courses in a given term, and have a credit balance as a result, any overpayment will be refunded within 30 days of dropping out.

Student Financial Aid

Federal Student Aid: Pell Grants Procedures

City Vision University has been approved by the US Department of Education to participate in the Title IV federal student aid program, for Pell grants only. Eligible students in undergraduate programs may qualify for Pell grants. The primary eligibility requirements are described below. For a full list, see here

Requirements: Since Title IV funds (Pell grants) are a US government program, you must be a US citizen or an eligible non-citizen (typically the holder of a Permanent Resident Card - green card). See this FAQ for more on eligible non-citizens.

Also note that the Pell grant has the following requirements:

- There is no age limit for federal student aid
- Students must be pursuing their first bachelor’s degree.
- Males must be registered with Selective Service.
- Individuals with a student loan in default or have a balance at another school that is past due will not qualify.
- Lifetime Pell Eligibility: The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding (i.e., 600% of one year’s maximum Pell award). Your current usage can be seen when you log in to NSLDS (the government’s database on student loans & grants). See more details here.

Step 1: Complete FAFSA Application

Complete the Free Application for Federal Student Aid (FAFSA) for the school year in which you plan to attend. Starting with Summer 2018, you should fill out the 2018-19 FAFSA. The school code is: 041191
We recommend you use the Data Retrieval Tool to fill out your 18/19 FAFSA, since it makes completing the FAFSA easier and you will be less likely to be requested to submit additional verification documents.

After completing the FAFSA, you will be given the amount for the Expected Family Contribution (EFC).

Please note: if your EFC is above 5487 you will not qualify for the Pell grant, and must use alternative means of financial aid to pay for your education, since we do not offer federal student loans. Anything above 0 but less than 5487 means that you will receive a partial Pell grant and will be expected to contribute some of your own funds toward your tuition expenses.

Students can estimate their financial aid at: [http://web.cityvision.edu/np-calc-step-1/](http://web.cityvision.edu/np-calc-step-1/). Some students use the following estimates for other expenses for their estimate: off-campus room and board $7,000; other $500.

You can also calculate an estimate of your aid before completing the FAFSA by using the FAFSA4caster.

**Step 2: Complete Financial Aid Interview**

Once you have completed your FAFSA, please visit our [Virtual Financial Aid Office (VFAO)](http://web.cityvision.edu/np-calc-step-1/) to complete your financial aid interview for the 18-19 financial aid year. **Do not** select a year before 18-19.

Once on that site, create an account, then click on Interview, and then Start an Interview. This interview will ask you several questions about your financial situation as a student, including your EFC, which you will get from your 18-19 FAFSA.

It will then ask you to indicate the terms in which you expect to be enrolled. Unless you are sure you will only be enrolled for part of the year, just select the next four terms - at either full time or part time status depending on whether you plan to take one or two courses per term.

Note that you can only select four terms at a time - for example, Summer 2018 through Spring 2 2019, or Fall 1 2018 through Summer 2019. If you plan to attend from Summer 2018 all the way through Summer 2019, you will be required to fill out another interview in Summer 2019.

**Do not include terms that have already passed, unless you were enrolled in them but haven’t yet received aid for them.**

If you have already completed the interview for an aid year, you do not need to complete it again, unless we specifically request that you do.

After you've completed the interview it will give you an estimate of your financial aid. Note that this is only an estimate, and it may change later when we have received more information about your financial situation and your previous

financial aid history (if any). Note that any cost estimated for living expense is not a charge from the school - the only costs for your school directly would be tuition and books.

To complete the form, you will sign off that the information is accurate and you accept the estimate.

Note that you will need to complete a new interview at the start of a new aid year. At that time, you will also need to complete the FAFSA for that year.

Step 3: Submit Required Documents (if selected for verification)

After completing your FAFSA and the financial aid entrance interview, you will be notified whether there are additional documents will be required or you will receive a financial aid award email letter. If you receive an award letter, you can skip to step 3. If additional documents are required, you can download them from the City Vision Virtual Financial Aid Office. Once you have downloaded the required documents, you can submit them through one of the following options:

1. Upload through the Virtual Financial Aid Office.
   Link: https://cityvision.vfao.com/formsdocuments/trackingdocumentsschool/default.aspx
2. Fax to (816) 256-8471 or
3. Scan and email to financialaid@cityvision.edu

Do not email any documents containing personally identifying information, such as Social Security Numbers.

We prefer documents to either be uploaded or faxed, since this makes them easiest to process. Contact us first if there are documents that you believe must be mailed, so we can see whether that is actually required.

Instructions for Specific Documents

1. Tax Documents. If selected for verification, you must provide your tax transcript(s) and your spouse's tax transcript, if married.

   If available for you in the FAFSA site, we highly recommend that you submit this using the FAFSA IRS Data Retrieval Tool. (But see comments above under Step 1 regarding its unavailability in the 17-18 aid year.)

   Alternatively, you may order a copy of your Tax documents from the IRS. To request a copy of your IRS Tax Transcript, please go to www.irs.gov or call the IRS directly at 800-908-9946 or 800-829-1040. If you have amended your tax return, you will also need to submit an IRS Account Transcript.

   As of the 2017-2018 aid year and moving forward, you will need your tax information from 2 years ago, not the previous year. Therefore, for 2018-19, you will need to fill out the FAFSA using your 2016 tax information. However, if you made significantly less in 2017, you may be able to get more in Pell grants if you submit a Professional Judgment for Income Reduction form. See the instructions here on how to do that.

2. Determining Independent Student vs. Dependent Student. If you are older than 24 you are considered an independent student. If you are under 24, see the section below to determine if you are an independent or dependent student.Dependency is a technical category determined by the government, not by City Vision University.

   Students are considered dependent of their parents unless they meet at least one of the criteria listed in this page. Note that parental income is factored into the student's estimated family contribution for dependent students. Below is a summary of the most common criteria to be an independent student, but there are a few others.
• Being born before January 1, 1995 (for 2018-2019 aid year)
• Married or separated (but not divorced)
• Student has a child and the child receives more than half of their support from the student
• In foster care, ward of the state, or both parents were deceased any time after the age of 13.
• Student is a veteran of the U.S. Armed Forces (See link for full definition)

If you have questions please refer to the linked document and/or contact the financial aid department.

**Please note that students who have been selected for verification will not be determined to be eligible for financial aid until the review process is complete.**

**Step 4. Receiving Award**

To receive your financial aid award, you must [enroll in City Vision University](#) and [register for courses](#).

- In order to remain eligible for federal student aid, you must comply with the university's policy on Satisfactory Academic Progress.
- Students who are eligible for federal student aid (i.e., have completed all requirements) will be issued an award letter. Receipt of the award letter is considered to be acceptance of the funds offered, if no reply is made requesting a change in the award. Students can decline funds offered or request a change in offered amounts by emailing financialaid@cityvision.edu. If changes are requested, this will require our financial aid servicer to re-process your aid, before a new award letter can be issued and funds disbursed.
- If a student has submitted all required items in their financial aid file and been determined to be eligible and completed the first 5 weeks of their term, their financial aid will be disbursed on the first day of the seventh week of the term. Students will not be billed until the first day of the seventh week of the term. City Vision then has 14 days to issue a check. Students meeting these requirements can expect to have their check sent to them by the end of the term.
- **Half-time students will only receive half of their Pell grant award.** To be considered full-time in a term, a student must participate in 2 courses (or more). Students who participate in one course are counted as half-time.
- Once you have enrolled and registered for courses, the charges for tuition will be automatically credited to your balance with the university. If you have a credit balance after these charges are applied, it will be refunded as per our Credit Balance Policy.

For any questions, please contact Traci Hedlund at (617) 282-9798 x108, financialaid@cityvision.edu.

**Veterans and Military Benefits and Discount**

City Vision University is certified to receive veterans benefits and provides a 15% discount to all military and veterans and their dependents who are currently using VA benefits. Beginning in June 2016, City Vision is also a member of the VA’s Yellow Ribbon program, which means that the VA will match the veterans’ discount dollar-for-dollar, in some circumstances. See our veterans and military benefits page for more information.

**Other Forms of Financial Aid**

**Payment Plans** - In certain circumstances, students may arrange a payment plan with the business office. Normally, this involves paying half of tuition at the beginning of the term and, then, paying the second half in the middle of the term.

Contact the university for more information.
**Internship Program** - We have a network of over seventy ministries throughout North America that host student interns. This includes many urban missions and youth programs. During their time of service and learning, these ministries provide housing free of charge and pay for students’ City Vision University tuition for up to one year. Follow this link to learn more about the Internship Program.

**Veteran’s Educational Benefits** - The degree program is approved for educational assistance benefits for qualified veterans and their dependents under programs administered by the United States Department of Veterans Affairs (VA). City Vision University is also a certified Yellow Ribbon provider as of June 2016, which means that the VA will match our 25% veteran's discount dollar-for-dollar, in some circumstances. For application and enrollment procedures, call toll free at 1-888-GIBILL1 or visit the VA educational web site. Because it is a four-year educational institution, City Vision University does not participate in the V-RAP program for veterans.

**Workforce Investment Act** - WIA is the nation’s principal workforce development program providing funds to address the employment and training needs of dislocated workers, low income adults and youth. The funding for WIA comes from the Federal Department of Labor. WIA provides support to participants to increase their education, training, employment, job retention. The ultimate goal is to improve the quality of the workforce, reduce dependency, and enhance the productivity and competitiveness of the nation. Contact your local office to apply for WIA educational funding.

**Vocational Rehabilitation** - City Vision University is a qualified institution for vocational rehabilitation in many states. Our admissions staff can work with your vocational counselor to have City Vision approved as a vendor in your state if we are not yet in their system. Contact your local agency for more information.

**AmeriCorps Education Award** - AmeriCorps Members who choose to take the education award can see instructions on how to use it to pay for City Vision University classes.

**Private Loans** - Students may apply for private loans via Sallie Mae, but City Vision strongly encourages students to avoid incurring student loan debt, unless absolutely necessary. See this page for more on private loans.

**Third-Party Scholarships** - You may search for third-party scholarships to which you could apply by going to the Department of Labor's scholarship site.

**Third-Party Scholarships for Students with Disabilities** - Students with disabilities may review this guide to financial aid for students with disabilities.

**Institutional Scholarships** - We also offer various tuition discounts / institutional scholarships to qualified individuals, including students from rescue missions, City Vision internship sites, and students from developing countries. See our tuition discounts and scholarships page for more information.
Academic Policies

Undergraduate General Education Requirements
Bachelor's degree students must take a total of 30 credits, with at least 3 being from each of the four general education areas (English & Communications, Social & Behavioral Sciences, Mathematics & Natural Sciences, Humanities & Fine Arts). Associate's degree students must take a total of 15 credits, with at least 3 from each.

If a student already has a bachelor's degree from an accredited school, then the General Education requirements are waived.

At minimum, general education credits must include:

<table>
<thead>
<tr>
<th>Area</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>English &amp; Communications</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>Mathematics &amp; Natural Sciences</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>3</td>
<td>21</td>
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<tr>
<td><strong>Total General Education</strong></td>
<td><strong>30</strong></td>
<td><strong>Bachelor's / 15 Associate's</strong></td>
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To learn more about the types of accreditation accepted, the conversion of quarter hours to semester hours and related topics, view our [Transfer Credit Policies](#) page.

The following is a list of how City Vision courses may be used to fulfill general education requirements.

**English & Communications (min 3 / max 21)**

Students who have not previously attended college are required at least to take English Composition I and/or Business Communications.

Based on feedback from faculty and staff, we may require students to take English Composition if their writing is not at a sufficient level to meet the requirements of more advanced courses.

- English Composition I
- English Composition II
- Business Communication

**Social & Behavioral Sciences (min 3 / max 21)**

- Introduction to Urban Youth Ministry
- Introduction to Christian Community Development
- Managing Residential Recovery Programs
- Counseling in the City
- Life Skills Training
- Urban Evangelism & Discipleship
- Case Management
• Recovery Dynamics
• Counseling Foundations
• Drugs of Abuse
• Counseling Alcoholics
• Professional Counseling Practices
• Mental Illness and Addiction
• Group Counseling Practices
• Sexual Issues in Addiction
• Family Issues and Recovery

Mathematics & Natural Science (min 3 / max 21)

• Business Statistics
• College Algebra

Humanities & Fine Arts (min 3 / max 21)

• Theology & Strategies of Urban Missions
• Theology of Work
• History of Urban Missions

The list below shows how common courses from other institutions would be classified for transfer credit.

Classification of Courses for Transfer Credit – Typical Courses

Mathematics

English / Communications

• Survey of American Literature
• Survey of English Literature
• Survey of World Literature
• Shakespeare I
• Analyzing & Interpreting Literature
• Technical Writing
• Poetry Writing
• Descriptive Grammar of the English Language
• Children’s Literature
• Writing for Children & Adolescents
• Foundations of Education
• Literacy Instruction in the Elementary School

• Algebra
• Geometry
• Trigonometry
• Calculus
• Differential Equations
• Graphs and Networks
• Topology
• Number Theory
• Complex Variables
• Scientific Computation
• History of Mathematics
• Cryptography
• Control Systems
• Mathematical Logic
• Functional Analysis

Natural Sciences

• Astronomy
• Biology
• Ecology and Environmental Science
• Chemistry

Humanities

• History
• Literature
• Philosophy And Ethics
• Foreign Languages And Cultures
• Geology
• Hydrology
• Meteorology
• Physical Geography and Oceanography
• Soil Science
• Physics
• Linguistics
• Jurisprudence or Philosophy of Law
• Archaeology
• Comparative Religion
• The History, Theory, and Criticism of the Arts

Social Sciences

• Anthropology
• Sociology
• Psychology
• Political science
• Government
• Economics
• Communications Studies

Fine Arts

• Painting
• Sculpture
• Music
• Film
• Photography

Termination of Enrollment

1. Students may withdraw voluntarily at any time by notifying the university, via the following means: writing the university, calling the university office, or emailing registrar@cityvision.edu. However, the preferred method for termination of enrollment is by filling out the form located online at http://www.cityvision.edu/drop/college

2. Termination may occur if a student fails to maintain academic good standing with the university, as per the academic probation policy.

3. Internships will be terminated because of conduct that is detrimental to the training site, its programs and/or its clients. This includes outrageous, unprofessional, or dangerous behavior, illegal or immoral activities, willfully destroying property belonging to others, and the like.

Assessment of Achievement

The City Vision University evaluation system is based on the ideal of mastery learning, objective-based course content, formative and summative evaluation, and criterion-referenced testing. Each course presents the student with broad goals and specific objectives. An instructional design guides the learning process. Formative evaluation takes place throughout the course, and a summative evaluation is its capstone.

Students are given the opportunity to demonstrate that he or she has gained the requisite learning and skills. This is accomplished through valid and reliable evaluation, the completion of projects, the reading of relevant literature, and various forms of written responses requiring the demonstration of analytical ability, critical thinking, evaluation skills, and clarity of communication in written form.

In addition to specific course outcomes, each course is designed to foster creativity and critical thinking as key objectives.
Proctoring and Examinations

Mastery of a course is determined by the successful completion of written work and examinations. The number and frequency of such demonstrations of proficiency will vary according to the nature of the course. Students should proceed with the course work in a systematic manner and follow the instructions for all written assignments and examinations.

To assure the integrity of the degree-level courses, the mid-term and final examinations must be taken in the presence of a proctor who has been approved by City Vision University. Before taking any examination, the student must make arrangements with a proctor who meets the requirements stated on the Proctor Application Form.

The proctor cannot be a relative of the student, nor a student of City Vision University. Possible proctors could be a college or university administrator or faculty member, a school superintendent or principal, a school or public librarian, a ministry director, or a pastor.

Each proctor must complete the Proctor Application Form at the link below. When the form is received and approved, the proctor will be contacted with instructions for administering the examinations. http://www.cityvision.edu/proctor-apply

For mid-terms and finals, student will meet with their proctor. Student should show their proctors a copy of their government-issued photo ID. Proctors then log into the password protected site to get the login code for the test, click on the link for the tests, and then enter the test id. Students should then complete the tests in the presence of their proctor. Unless specified otherwise in the course syllabus, students cannot use books, notes, or other sources of information on the test.

If a student fails a final examination, a retake may be requested. The request must be made no later than 90 days after the completion of the first exam. Retakes are granted only for those who fail a final examination. If a student fails the examination a second time, he/she must re-enroll in the course to receive credit.

Academic Counseling

City Vision University personnel are available to advise and assist students to clarify their educational objectives and help them with their course work. However, ultimately, the interest and self-discipline of students is the main determinant of success in meeting their educational goals through participation in City Vision University.

Attendance Policy

Students’ attendance in City Vision University courses will be evaluated at least every 14 days. Because this is an online program, attendance is based exclusively on the date of submission of coursework which would receive a grade, such as a written assignment, class forum post, or quiz. Simply logging into the online classroom is not counted as attendance; neither is simply sending a message to a professor.

If a student has not attended a course, by the definition above, within the past 14 days, it will be determined whether the student is withdrawn from that course.

If a student could not submit gradable work in the past 14 days, this determination will be made on the following basis:
1. Communication with the instructor or staff and/or
2. A review of their course progress and grade by Student Services staff assessing the student’s ability to successfully pass the course.
3. How late the student’s current assignments are, based on their due dates.

Students may be notified weekly by City Vision if they are late in submitting assignments. If they are at risk of being dropped from their course, they will be emailed detailed expectations on what they need to do to continue in the course. If they do not meet these expectations they will be dropped unless granted an extension by the President or Dean that requires specific goals to be met.

If it is determined that the student should not be continued as enrolled, then the student’s Date of Determination of Withdrawal will be no greater than 14 days after their Last Date of Attendance.

**Last Date of Attendance Policy**

Week Eight is the last class session with assignments posted. All course work must be completed by the student and submitted to the instructor by the end of the week after the course ends (the ninth week since the start of the course). No credit will be given for work submitted after this date, unless the student is granted an extension on the course, as described below. This policy applies to weekly assignments, as well as examinations and final projects, unless the exams specifically give students until the 9th week to complete it.

**Late Assignment Policy**

Week Eight is the last class session with assignments posted. All course work must be completed by the student and submitted to the instructor by the end of the week after the course ends (the ninth week since the start of the course). No credit will be given for work submitted after this date, unless the student is granted an extension on the course, as described below. This policy applies to weekly assignments, as well as examinations and final projects, unless the exams specifically give students until the 9th week to complete it.

**Course Extension Policy**

Applications for extension must be submitted via the online extension request form no later than two days before the course ends.

Extension requests should only be made if you are not going to finish a course before it officially ends. If you need an extension on a specific assignment, you should contact your professor directly. Extensions are typically granted only for exceptional circumstances, such as an illness that would prevent you from doing course work at this time, or the death of a family member.

Course extensions will only be granted if you have completed at least half of the assignments in a course. While you are working to complete a course for which an extension has been granted, you can only take a maximum of one additional course. In order for a course extension to be approved, you and your professor must agree upon a date by which you will have completed all the remaining assignments in the course. Course extension requests will be reviewed by your professor and the Academic Dean for your department. No course extension may be granted beyond the start of the next term unless approved by City Vision’s president. Special consideration will be given in the case of the Technology and Social Entrepreneurship Capstone Project. Contact the MTSE Program Director for more information.
Incomplete Grades Policy
Incomplete grades are assigned at the discretion of the instructor, with consultation from the Academic Dean and other academic staff as needed. When incomplete grades are issued, the student will be informed as to how they may be resolved and the timeframe for resolution. If the student does not meet the agreed upon timeframe, the grade will be converted to whatever grade the student would have received based on the work completed up to that point.

Dropping Courses and Grading
Students should drop courses using the official drop request form.

Students have until the end of the 5th week of the term to drop courses (34 days after the first day of courses) and receive a mark of "W" for the course. The drop date for a course will be counted as the date on which the student last submitted any graded assignment or forum, based on the date of when the assignment was submitted (not when it was due).

If a student stops participating in a class or the class forum before completing the fifth week and does not present a withdrawal request, then they will be marked as having withdrawn on the last day they submitted an assignment.

Courses that are dropped by the end of the second week of classes do not appear on the transcript. Courses dropped before completing the 5th week result in a mark of "W", and will not count toward GPA calculations.

If a student stops working on a course after the 5th week, they will receive credit for all work already submitted. If the result would be a failing grade, it will be recorded as failing as a "WF". Otherwise, it will be recorded as the appropriate passing letter grade. This grade will appear on the transcript and figure into the overall GPA.

In exceptional cases students may petition to withdraw from a course with a grade of "W" after the 5th week. Such petitions are rarely approved.

The names of students who have officially withdrawn from a course before the 5th week will appear with a pre-assigned mark of W in the Final Grade column. Also note that a student may not withdraw without penalty from a course in which they have committed an academic integrity violation – if the student chooses to withdraw, he/she will receive a “WF” for the course.

Leave of Absence
Students may request a leave of absence by emailing registrar@cityvision.edu and dean@cityvision.edu. The student must state their reason for the leave of absence, and supply any appropriate documentation. Leaves of absence may be for no more than 180 days.

Standards of Academic Integrity
Continuing enrollment in City Vision University requires adherence to the university’s standards of academic integrity. Many of these standards may be intuitively understood and cannot in any case be listed exhaustively. The following examples represent some basic types of behavior that are unacceptable:

1. Cheating: using unauthorized notes, aids, or information when taking an examination; submitting work
done by someone else as the student’s own; copying or paraphrasing someone else’s essays, projects, or other work and submitting it as the student’s own.

2. **Plagiarism:** submitting someone else’s work and claiming it as the student’s own or neglecting to give appropriate documentation when using any kind of reference materials.

Plagiarism, whether done purposefully or unintentionally, includes copying or paraphrasing materials from study guides, textbooks, someone else’s writing, or any other source (published or unpublished). Any words, thoughts, or ideas taken from any other source must be properly documented according to an accepted style manual. (At City Vision, APA style is used.)

It is also plagiarism to submit an assignment in a class that is the same or substantially the same as one previously submitted for credit in another.

3. **Fabrication:** falsifying or inventing any information, data, or citation; falsely claiming that documents or interviews were received from an organization when they were actually written by the student.

4. **Obtaining an Unfair Advantage:**
   - Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor.
   - Unauthorized collaborating on an academic assignment.
   - Retaining, possessing, using, or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the advisor or to the City Vision University offices at the conclusion of the examination.
   - The sale of completed assignments for the use of other students.

5. **Misrepresentation:** forgery of official academic documentation; presentation of altered or falsified documents or testimony to a university office or official; misrepresenting one’s identity or that of another for academic purposes, such as taking an exam for another student; or lying about personal circumstances to postpone tests or assignments.

6. **Obstruction:** conduct that interferes with other students’ ability to learn, such as deleting their computer files or disruption of class forums.

Disciplinary action may range from lowering a grade for a paper to dismissal from the program, depending on severity of the offense.

**Code of Conduct and Non-Academic Dismissal**

We expect that all students will follow the following code of conduct. Failure to do so may result in dismissal:

1. All students demonstrate courtesy for all others in regard to choice of language. Foul and abusive language does not help to build community, but tends to intimidate and alienate others. Our goal is that students encourage others.
2. All students respect others by demonstrating love in confronting others. Each student has the right to confront those who they may have an issue with; but in so doing each student should do so in manner that helps to build community and not cause division.
3. All students consider others when choosing their actions. It is an act of disrespect to place others in the position of having to defend University policies being broken because one student chooses to break those policies. City Vision University students are expected to obey University policies as a matter of respect for others in the community.

4. Standards of conduct violations that may constitute grounds for termination include but are not limited to both the items above and the following:
   - Firearms/weapons violations
   - Use of profanity or foul language
   - Immoral conduct
   - Stealing
   - Inappropriate use of the Internet
   - Dishonesty
   - Insubordination
   - Possession or use of non-prescribed controlled substances
   - Consumption of alcoholic beverages while engaged in school activities
   - Destruction of private or school property
   - Willfully engaging in conduct that is detrimental to the best interest of students and the educational system.

**Copyright Infringement Policies and Sanctions**

Unauthorized distribution of copyrighted materials (Copyright Infringement) includes, but is not limited to, unauthorized peer-to-peer file sharing. Students who violate copyright will be subject to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

**Computer Use and File Sharing**

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement.

Since City Vision University is a fully online institution, it does not have its own information technology system for student use. However, students should be advised that any copyright violations, including peer-to-peer file sharing, that come to the knowledge of the administration may constitute grounds for termination.

**Due Process of Student Rights**

In all cases involving student grievances, including academic dishonesty and breaches of the City Vision University Code of Conduct, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. A prompt investigation of all charges conducted, insofar as possible, in a manner that prevents disclosure of the student’s identity to persons not involved in the offense or the grievance process.
a. Investigations may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.

2. Reasonable written notice of the facts and evidence underlying the rule violation.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time within which to prepare a response to the charge prior to the implementation of any sanctions.

Academic Good Standing

The academic good standing policy of City Vision University is designed to meet ultimately the graduation requirement of a "C" average (2.00 GPA) on all work taken through the university, or accepted via transfer from other institutions.

To remain in good standing, a student must maintain a minimum cumulative grade point average according to the number of credits completed at City Vision University, or accepted via transfer. The unit of credit is the semester hour.

The following minimum grade point averages apply to associate’s degree students:

- Up to 15 credits: 1.50 GPA
- 16-30 credits: 1.70 GPA
- 31 credits and above: 2.00 GPA

The following minimum grade point averages apply to bachelor’s degree students:

- Up to 30 credits: 1.50 GPA
- 31 through 59 credits: 1.70 GPA
- 60 through 89 credits: 1.85 GPA
- 90 credits and above: 2.00 GPA

Graduate students must maintain at least at 2.0 GPA throughout the course of their studies.

Additionally, after two years of study at City Vision University, all students must have a GPA of at least 2.0.

The Satisfactory Academic Progress policy described below applies this standard specifically to students receiving financial aid.

Academic Probation

Students who fail to earn the grade point average indicated above will be placed on Academic Probation for the next 6 credits of study. Students who are on Academic Probation and whose term achievements show substantial improvement but whose cumulative GPA is still below the appropriate GPA for their Credits Completed level and thus would be subject to Academic Dismissal may instead be placed on Probation Continued status at the discretion of the Academic Dean.
Policy on Repeated Withdrawals for New Students

If a new student (who has not passed any City Vision courses) has withdrawn from six or more City Vision courses, they must either wait a year or complete a course at another school before they can sign up for courses again.

Satisfactory Academic Progress

Students receiving Federal financial aid (Pell grants) must maintain “Satisfactory Academic Progress” at City Vision University in order to remain eligible for aid.

The Financial Aid Office evaluates Satisfactory Academic Progress (SAP) after the completion of each term (Fall 1, Fall 2, Spring 1, Spring 2 and Summer) in order to determine award eligibility for the following term. All terms of enrollment, including Summer, will be considered in the determination of SAP (even periods in which the student did not receive federal student aid must be counted).

The Satisfactory Academic Progress standard has three components:

1. a qualitative component (measured by grade point average),
2. an incremental quantitative component (number of credits attempted and earned for each term, also known as the completion rate), and
3. an overall quantitative component (maximum time frame for the completion of a student’s degree or program).

Students academically dismissed from their academic programs are automatically recognized as failing to meet SAP standards.

Grades and Credits

Courses receiving grades of A through F as well as WF (withdrawn with failure - after 5th week) are counted as courses attempted and count toward the maximum time frame. Courses with grades of “WF” and “F” also count in the GPA evaluated. Transfer credits (accepted for the student's academic program or degree) are counted when measuring the maximum time frame to complete the degree program and establishing benchmark points for the qualitative standard, but do not impact the grade point average tested.

If a student fails a course, and later repeats it and passes, the failed course will not count against the student's GPA. Repeated courses do count toward the total number of courses attempted, however.

Remedial and ESL courses count as courses attempted for the SAP standards.

If grades change, including a prior grade of "I" that has now been assigned a letter grade, then City Vision will recalculate SAP accordingly.

Definition of Three SAP Standards

1. Qualitative Grade Point Average and Academic Standing:

Students academically dismissed from their academic program are automatically recognized as failing to meet City Vision University's Satisfactory Academic Progress standards. Otherwise, as a student progresses through their academic program, their cumulative GPA for courses taken at City Vision must meet the following benchmarks:
• Up to 30 credits 1.50 GPA
• 31 through 59 credits 1.70 GPA
• 60 through 89 credits 1.85 GPA
• 90 credits and above 2.00 GPA

These benchmarks are the same as those used to determine academic good standing for the college as a whole.

The GPA used in this measure is the student's Total GPA, calculated as described on our GPA calculation page (also found in this catalog, as “GPA Calculation Procedure”).

Additionally, after two years of study at City Vision University, students must have a GPA of at least 2.0.

2. Quantitative Completion Rate:

The quantitative completion rate includes both credits from City Vision and credits transferred from other institutions.

Students must successfully earn attempted credit hours according to the following rates:

• 1 to 30 credits 50%
• 31 to 60 credits 60%
• 61 credits to the end of the program 66 2/3%

3. Quantitative Maximum Credit Hours

Undergraduate students’ maximum attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree. The maximum credit hours is not increased for dual-degree or combined degree candidates, but rather is always based on the program length associated with a student's primary academic program.

If a student changes majors or program levels, the quantitative maximum is assessed based on the credits that count toward the program in which they are now enrolled. (For example, if they were previously in Urban Missions and had earned credits that only count in that program and not in their new program, then those don't count against the 150% limit.)

Automatic Warning Term

Students who fail to meet any of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Warning Term associated with their next term of enrollment to restore their Satisfactory Academic Progress standing. During the Warning Term a student will be awarded Federal aid (Pell grants) for which they have applied and are otherwise eligible. A student is not allowed to receive consecutive Warning Terms in which he/she receives aid. A Warning Term assignment is not contingent on the student's application for federal student aid.

Appeal for Probationary Term

Students who fail to meet any of the minimum requirements for Satisfactory Academic Progress at the conclusion of their Warning Term will lose all Federal aid eligibility until the student regains minimum
satisfactory academic progress standards. A student who is rendered ineligible to receive Federal aid because of a failure to meet Satisfactory Academic Progress standards may appeal this determination to the Dean by completing a Student Appeal Form, located here.

An appeal must be based on significant mitigating circumstances that seriously impacted academic performance. Examples of possible mitigating circumstances are serious illness, severe injury, death of a family member, and other similar situations. In order to be approved, an appeal must state what has changed in the student’s circumstances that will eliminate the problem that caused him/her not to meet satisfactory academic progress standards. Note that merely filing an appeal does not guarantee continued eligibility for Federal aid.

If an appeal for a probationary term is denied by the Dean, the student will be notified and the decision is final for that term. The student will be eligible for Federal aid again once he/she is once again meeting the SAP criteria stated above.

If a student's appeal is approved by the Dean, the student will be notified. The student will be considered for federal aid during the probationary term for which the student has applied and is otherwise eligible. In order to receive aid while on probation, you must follow an academic plan issued by the Dean.

Credit System
City Vision University requires that students complete 120 credits to earn a bachelor’s degree, 60 to earn an associate’s degree, or 36 to earn a master’s degree.

To standardize credit transfer between schools, City Vision University uses a formula established by the American Council on Education (ACE), College Credit Recommendation Service. In this system, a credit (sometimes referred to as a semester credit hour) represents the equivalent of 15 hours of formal classroom study, including examinations, plus another 30 hours of study outside of the classroom. Therefore, one City Vision University credit is equivalent to 45 hours of time spent in study by the student.

City Vision University courses are designed to require this standard amount of study for the average student. Thus, a three-credit course requires 135 hours of study time. The actual time that any individual student may spend in study will depend on his or her background preparation for the course. City Vision University also uses the same study-time equivalencies in computing transfer of credits from other schools.

Credit Hour Policy
City Vision follows the Carnegie Unit requirement of “one credit is equivalent to 45 hours of student work”. Thus, a three (3)-credit course incorporates approximately 135 hours of student work.

Grading Scale
City Vision University courses are graded according to the following numerical scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Quality Points</th>
<th>Grade %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
<td>90-94.99</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
<td>87-89.99</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3</td>
<td>84-86.99</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
<td>80-83.99</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>3.33</td>
<td>77-79.99</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2</td>
<td>74-76.99</td>
</tr>
</tbody>
</table>
The minimum passing score for any individual course is 60 percent. A cumulative grade average (CGA) of all City Vision University course work attempted will be maintained. A minimum CGA of 2.0 is required to graduate.

Students may repeat courses in order to earn a higher grade and more quality points.

The credits will be counted only once, and the grade earned the second time will supersede the earlier grade. The record of the earlier grade will remain on the transcript, although it will not enter into the computation of the grade point average.

See the “Dropped Courses and Grading” policy for information on how courses will be graded if they are not completed within the prescribed timeframe.

GPA Calculation Procedure

A student’s total GPA is calculated in three steps:

**A) The City Vision GPA is calculated:**

1. Convert the letter grade for each course attempted that counts toward GPA to a numeric quality point score, according to Grading Scale on the preceding page.
2. Multiply the quality point score by the number of credits for the course.
3. Sum up the quality points to get the Quality Point Total.
4. Sum up the credits to get the Total Credits Attempted.
5. Calculate the overall GPA as:

   Quality Point Total / Total Credits Attempted

Note the following regarding which courses count toward GPA:

- Students may repeat courses in order to earn a higher grade and more quality points. The credits will be counted only once, and the grade earned the second time will supersede the earlier grade. The record of the earlier grade will remain on the transcript, although it will not enter into the computation of the grade point average.
- Courses with a letter grade of "P" (Pass) will not count toward the GPA.
- Courses attempted are defined as any courses on which a student earns a grade of A through F, or a grade of WF (withdrawals after week 5). Courses with a grade of W are not counted as courses attempted in the GPA calculation.

**B) If the student has transfer credit accepted, the Transfer Credit GPA is calculated, as a weighted average of the GPA from each institution.**

The following gives an example for a student with transfer credit from 2 institutions:

\[
\frac{(\text{Institution 1 GPA} \times \text{Institution 1 # of Credits Accepted}) + (\text{Institution 2 GPA} \times \text{Institution 2 # of Credits Accepted})}{\text{Total # of Transfer Credits Accepted}}
\]
C) If the student has transfer credit accepted, the Total GPA is calculated from the City Vision GPA and Transfer Credit GPA as a weighted average:

\[
((\text{City Vision GPA} \times \text{Total City Vision Credits Attempted}) + (\text{Transfer Credit GPA} \times \text{Transfer Credits Attempted})) / (\text{City Vision Credits Attempted} + \text{Transfer Credits Attempted})
\]

If the student does not have transfer credit accepted, the Total GPA is equivalent to the City Vision GPA.

**Undergraduate Graduation Requirements**

There are 6 requirements for graduation:

- Have a total of 120 approved credit hours for bachelor’s degree students, or 60 for associate’s degree students.
- Complete all required credit hours in the major area of study.
- Fulfill the General Education Requirements listed above.
- Have a cumulative GPA of at least 2.0.
- Have no outstanding balance with the school.
- If have received Federal loans in the past, have completed exit counseling.

**Minors and Double Majors**

A minor may be earned by taking at least 15 credit hours from one of the degree programs that are not a part of a student’s primary major. These must be courses that are unique to that program and cannot include those that are also a part of the student's primary major program.

A second major may be earned by taking an additional 30 hours from one of the degree programs apart from the student's primary major. Students who want to pursue a double major should contact the Academic Dean first.

**Academic Honors**

Graduation honors are awarded for academic work performed by the student during his or her undergraduate program with City Vision University. The baccalaureate degree will be conferred as follows:

- **Summa cum Laude**: 3.90 or above
- **Magna cum Laude**: 3.75 to 3.89
- **Cum Laude**: 3.60 to 3.74

The grade point calculation is made on all credits earned from City Vision University and transfer credits.

**Student Services**

**Student Inquiries and Comments**

Students in need of assistance regarding enrollment or academic policies should call (816) 960-2008. For technical assistance, such as with logging in to student accounts or making use of the online learning environment, call (816) 298-0455.
They may also contact university staff via e-mail (support@cityvision.edu). In most cases, a response to any inquiry will normally be made within 72 hours.

Course evaluations are also included with each course. These provide students with opportunities to evaluate the courses and help in the future preparation of courses, revising of content, etc.

Transcripts

An official transcript of all work completed through City Vision University is available upon written request and/or authorization of the student. Each transcript costs $5 to account for administrative costs. Please see the below link for more details.

http://www.cityvision.edu/transcript-request-form

Graduation & Placement Services

Graduation from City Vision University is not a guarantee of employment with any ministry or other organization.

City Vision University does not have a placement service for its graduates. We do host an online job directory with thousands of jobs in Christian ministries at http://www.christianvolunteering.org/christianjobs.jsp

Library Services

City Vision’s Online Library Resources are located at http://www.cityvision.edu/library. It contains sections with the following materials to assist students of City Vision University with their research:

- City Vision’s Wiki Libraries
- Search Tools
- Writing Resources
- Grant Research
- Christian Ministries and Volunteer Organizations
- Online Business Libraries
- Free Business eBooks
- General Research Libraries
- Theological Resources
- Online Theological Journals
- Online Nonprofit Management Journals

Additionally, the City Vision University library has journal articles provided from ProQuest.

Additional Policies and School Information
City Vision University Students’ Privacy Rights under FERPA

City Vision University is in compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, and later laws amending it, such as the Buckley Amendment of 1984. These laws help protect the privacy of student records. The Act grants students the following four rights: a) the right to inspect and review
educational records, b) to seek to amend those records, c) to limit disclosure or information from the records, d) and to file a complaint with the US Department of Education if the preceding three rights have been violated.

A. Inspection & Review of Records

Official student records are maintained in the Student Records Office; some are also stored electronically. Students and parents of dependent students may request to review official educational records under the following procedure:

1. The student must provide a written request to review the record. Parents of dependent students must supply evidence of the income tax dependency of the student if the student does not sign a release. If the parent provides documentation, the academic advisor and/or instructors will be notified.

2. An appointment to review the record will be set with the university's Academic Dean, within 45 days after the day the university receives a request for access.

B. Requesting Amendment of Records

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

A student who wishes to ask City Vision University to amend a record should write the Academic Dean, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

C. Limitation of Disclosure

Students have the right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

City Vision University is permitted under FERPA to disclose education records without a student’s prior written consent to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the university who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

City Vision University may disclose information to third parties who are not school officials without violating FERPA if the information has been designated as “directory information.”
Directory information is information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA requires each institution to define its directory items.

At City Vision University, directory information has been designated to be the following:

- Student name
- Verification of enrollment status including full-time, part-time, graduate, undergraduate, and classification.
- Student major and minor fields of study, academic honors, and degrees.
- Student address, email addresses and telephone numbers only in connection with campus events and to persons with legitimate reason.
- Dates of attendance.
- Participation in campus activities.
- Most recent education agency or institution attended and hometown.
- Student photograph.
- Student’s organizational affiliation (such as a rescue mission or other ministry).

The primary purpose of directory information in the higher education context is to provide enrollment information to employers or other interested parties.

Students have the right to “opt out” of providing directory information. Requests to limit the release of directory information must be submitted by email to the Student Records Office at registrar@cityvision.edu by the end of the second week of the semester.

Before opting out of providing directory information (also known as requesting a "FERPA directory block"), bear in mind that this may make it impossible for employers or other interested parties to verify your dates of attendance at City Vision University. Lending agencies will still be able to confirm your dates of attendance, however.

Note that federal law allows for several additional circumstances under which PII may be disclosed to third parties without the student’s prior written consent. See the full list below. In all other circumstances, the university must obtain prior written consent before disclosing non-directory information.

**D. Filing a Complaint**

If a student believes his/her rights under FERPA were violated, he or she may file a complaint with the Family Policy Compliance Office, which administers FERPA, at the following address:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

For further details about your rights under FERPA, please contact the Student Records Office at registrar@cityvision.edu.

**List of Disclosures Postsecondary Institutions May Make Without Consent**

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.
Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

City Vision University may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the university whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials (such as medical, emergency, and public health personnel) in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled
substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

City Vision University Grievance Policy

If students have an issue with a City Vision University Staff member or a City Vision University policy or believe we are not following DEAC standards, we ask that students first address the appropriate individual to try and resolve the issue (i.e., if students have an issue with financial aid, please contact the City Vision University Financial Aid Officer first about the problem). If no appropriate resolution can be reached, contact our President, Andrew Sears, at andrew@techmission.org. A written response will be given within 4 weeks of the official complaint. If still no appropriate resolution can be reached, students may file a complaint with the Distance Education Accrediting Commission.

Bear in mind that a complaint, as officially designated, is different from a concern. A complaint is the "expression of dissatisfaction concerning the provision of a course of study", and thus requires that something be materially deficient in how the school is providing education. Errors with the university website or learning management system, or issues with the timing of financial aid, or the like, would not rise to the level of a complaint.

DEAC has an “Online Complaint System” that enables individuals to file a complaint directly from the DEAC website. The complaint form may be found at http://www.deac.org/Student-Center/Complaint-Process.aspx. All complaints should be submitted using this form. For those who cannot access the Internet, written complaints will be accepted provided they include the complainant’s name and contact information and a release from the complainant(s) authorizing the Commission to forward a copy of the complaint, including identification of the complainant(s) to the institution. Where circumstances warrant, the complainant may remain anonymous to the institution, but all identifying information must be given to DEAC.

Written complaints must contain the following: the basis of any allegation of noncompliance with DEAC standards and policies; all relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any available documents or materials that support the allegations; a release authorizing the Commission to forward a copy of the complaint, including identification of the complaint(s) to the institution. In cases of anonymous complaints or where the complainant requests for his/her name to be kept confidential, the Commission considers how to proceed and whether the anonymous complaint sets forth reasonable and credible information that an institution may be in violation of the Commission’s standards and whether the complainant’s identity is not necessary to investigate.

To file a complaint with the Missouri Department of Higher Education you need to make a phone call to the MDHE at 573-751-2361 to indicate a desire to file a complaint. If the MDHE decides it will hear your complaint, it will direct you to a form on which to make the formal complaint.

If you have exhausted the complaints process with the institution, you may also file a complaint with your state of residence using your state's complaints process.

Student Identity Verification

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, City Vision University has established and will periodically evaluate its process to confirm that a person who is enrolling in the University is the person who is completing the enrollment form, that a student taking an examination
is the student who registered to take the examination and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course.

To authenticate identities, City Vision University uses a secure login with username and password and proctored examinations. City Vision University also collects government-issued IDs for all of its students.

City Vision University Policy on Disabilities

City Vision University seeks to be in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

If students have a qualified disability under these acts, including intellectual disabilities, they may contact the City Vision University Student Services office at support@cityvision.edu to request any reasonable accommodations they may need.

Along with their request, they should fax supporting medical documentation of their disability to 816-256-8471.

This documentation should include at minimum the following:

- name or type of disability (i.e., diagnosis)
- the limitations caused by the disability
- length of time the student will be disabled
- the services or accommodations (such as exam or course extensions) that the student will need while in college

It would be helpful if it also included information on the overall barriers and problems that the student may have in college.

We aim to make all reasonable accommodations for disabilities, but note that we are not able to grant accommodations until we have specific documentation of a disability. If you have any questions about our policies and services for students with disabilities, email support@cityvision.edu.

Many resources for students with disabilities may be found on the disabilities services page of our website.

City Vision University Faculty, Staff and Leadership

Faculty
The individuals who serve as City Vision University professors have earned graduate degrees and have significant working experience in their subject areas. Recorded lecturers by individuals with specialized experience and knowledge are also used in the courses.
Jackie Aniebok  
Adjunct Professor Mid-America Christian University  
Monroe, Louisiana

Microeconomics

Dee Bissell  
Ephesians Life Ministries  
Bradenton, FL

Family Issues and Recovery

Steven E. Brubaker  
Chief Vision Officer  
Water Street Rescue Mission  
Lancaster, Pennsylvania

Counseling Foundations  
Theology & Strategies of Urban Missions

Joshua Callahan  
Administrator at Wheeler Mission's Training Center at Camp Hunt  
Bloomington, Indiana Area

Vocation, Calling and the Purpose of Work (Theology of Work)
Debra Dean  
Business Transformation Director / Lead Business Transformation Consultant at Transamerica  
Cedar Rapids, Iowa Area

English Composition I

Paul de Vries  
New York Divinity School  
New York, NY

James M. Harriger  
Director  
White River Community Development Corp.  
Rockaway Beach, MO

History of Urban Missions

Ken Heitland  
Instructional Designer  
City Vision University  
Kansas City, MO

Microeconomics  
Accounting I  
English Composition I  
Prior Learning Assessment
Alireza Hejazi  
Human Resources  
City Vision University

**Principles of Marketing**  
**Organizational Behavior**  
**Marketing Management**  
**Marketing Management (MBA Undergrad Section)**

Lisa Hoffman  
Noblesville, IN

**Counseling Alcoholics**

Crystal Huertas-Baker  
Melbourne, FL

**Counseling in the City**

Valerie Johnson

**Introduction to Business**  
**Business Communications**
Perry T. Jones
Executive Director
Capital City Rescue Mission
Albany, NY

Nonprofit Administration

Michael Liimatta
Founder, City Vision University (formerly Rescue College)
Kansas City, MO
Executive Director, Footprints
Kansas City, MO

Addiction Studies Practicum
Group Counseling Practices
Intermediate Fund Raising

Bill Manduca
International Consultant, Coach, Speaker, & Writer
The Vantage Point Group, LLC
Brandon, MS

Organizational Systems
Management and Leadership

Lorraine Minor
Director of the Servant Leadership Training Institution
City Union Mission
Kansas City, MO

Life Skills Training
Internship Practicum
Lynda M. Mitton  
Addiction Studies Department Chair  
City Vision University

Mental Illness and Addiction  
Managing Residential Recovery Programs  
Recovery Dynamics  
Sexual Issues in Addiction

Charles Nichols  
Ashford University Online  
Louisville, KY

Managerial Economics

Richard Nongard  
Executive Director,  
Peachtree Professional Education, Inc  
Tulsa, OK

Counseling Alcoholics

Victoria Queen  
Victory Trade School Founder  
Springfield, MO

Accounting I
Edna Quiros
Vitas Innovative Hospice Care
Miramar, FL

Urban Evangelism & Discipleship

Bob Rapp
Chaplain Overseer
Portland Rescue Mission
Portland, OR

Professional Counseling Practices

Andrew Sears
Executive Director, TechMission
President City Vision University
Capstone Project Design
Capstone Project
Independent Study
Internship Practicum

Zara Sette-Roach
Zcsdesign, L.L.C.,
Lake Worth, FL

BUS201: Principles of Marketing
Timothy Shaw
Danville, IL

Vocation, Calling and the Purpose of Work (Theology of Work)

Mark Turner
Kansas City, MO

Human Resources
Introduction to Business
Accounting I
Accounting II

Bonita Smith
Public Speaking, Motivational & Training Presentations
C.H. Mason Bible College
Capella University
Leesville, LA

Bible Interpretation
Old Testament Survey
Introduction to Urban Youth Ministry
Introduction to Christian Community Development

Joy Vann-Hamilton
Dean of School of Business
City Vision University
Project Management
James F. VarnHagen  
Executive Director  
New York City Rescue Mission  
New York, NY

Management and Leadership

Greg Voykhansky  
Academic Tutor and Coach,  
Chegg Inc.  
Worcester, MA

Church Planting and Ministry Startup  
Biblical Theology

Peter Watts  
Regional Vice President,  
World Impact Inc  
Los Angeles, CA

Social Entrepreneurship  
Entrepreneurship/Small Business Management

Kevin Yoho  
Denominational Executive/Minister, Presbyterian Church (USA)

Human Resources (MBA Undergrad Section)  
Human Resources (MBA)

Daniel Zimmerman  
University Instructor Colorado Technical University  
Dr. Daniel Zimmerman Consulting  
Dallas/Fort Worth, TX area
City Vision University Staff and Leadership

Dr. Andrew Sears, President
Dr. Joy Vann-Hamilton, Dean of School of Management
Lynda Mitton, Addiction Studies Department Chair
Ann Marie Cameron-Thompson, Director of Financial Aid
Nancy Young, Director of Admissions
Rachael Jarboe, Dir. of Student Services
Evan Donovan, Dir. of Educational Technology

City Vision University Board of Regents

<table>
<thead>
<tr>
<th>Rev. James M. Harriger, Executive Director</th>
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<tbody>
<tr>
<td>Victory Mission, Springfield, MO</td>
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<tr>
<th>Rev. Perry Jones, Executive Director</th>
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<tr>
<td>Capital City Mission, Albany, NY</td>
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<tr>
<th>Dr. Jean LaCour</th>
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<tr>
<td>NET Training Institute, Orlando, FL</td>
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<tr>
<th>Lorraine A. Minor, Assistant Director</th>
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<tr>
<td>City Union Mission, Kansas City, MO</td>
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<tr>
<th>Dr. Brad Smith, President</th>
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<tr>
<td>Bakke University, Seattle, WA</td>
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<tr>
<th>Rev. Mark Siegrist, Director of Education</th>
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<tr>
<td>Denver Rescue Mission, Denver CO</td>
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<tr>
<th>Dr. Barbara Clemenson</th>
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<tr>
<td>Case-Western University, Euclid, OH</td>
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<th>Dr. Fletcher L. Tink</th>
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<tr>
<td>Mid-America Nazarene University, Olathe, KS</td>
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<tr>
<th>Dr. Jack Leonard</th>
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<tr>
<td>University of Massachusetts-Boston, Boston, MA</td>
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<tr>
<th>Dr. Jay Gary, Executive Director of Online Programs</th>
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<tr>
<td>Oral Roberts University, Tulsa, OK</td>
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</table>

TechMission Board
City Vision University is a program of the Christian 501(c)(3) nonprofit corporation, TechMission, Inc. The current board members of TechMission are:

<table>
<thead>
<tr>
<th>Major Bill Hurula</th>
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<tbody>
<tr>
<td>Former Chief Financial Officer, Internal Auditor, Salvation Army</td>
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<thead>
<tr>
<th>Lorraine Minor</th>
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<tr>
<td>Director of the Servant Leadership Training Institute, City Union Mission</td>
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<tr>
<th>Steve Nelson</th>
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<tr>
<td>Harvard Business School, Former Executive Director of HBS, Former Director of HBS Social Entrepreneurship Program</td>
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<tr>
<th>Dr. Amanda Sanchez</th>
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<tr>
<td>Executive Director, Trinity Education,</td>
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</table>
Dr. Jay Gary
Associate Professor of Leadership
Executive Director of Online Programs
Oral Roberts University

Matthew Henry
Chief Information Officer,
LeTourneau University

Dr. Brad Smith
President, Bakke Graduate University

Dr. Walker Tzeng
Executive Director, World Evangelical Theological Institute Association

Commissioner Jim Knaggs
Retired Western Territory Commander
Salvation Army

City Vision & TechMission Advisory Board
The following people have agreed to play an informal advisory function for City Vision and TechMission.

Steve Nelson, Harvard Business School
Former Executive Director of HBS
Former Director of HBS Social Entrepreneurship Program

Dick K. P. Yue
Founder, MIT Open Courseware
Professor, Director of International Programs, Former Associate Dean of Engineering, MIT

Daniel Hastings
Former Director, MIT Technology and Policy Program
Professor of Engineering Systems and Aeronautics and Astronautics, MIT
Dean for Undergraduate Education, MIT

Brad Smith
President, Bakke University

Richard Morris
Director, Learning Technologies Missionary Aviation Fellowship

Rich Bonham
Executive Director, Greater Europe Mission

Dave Hackett
Associate Director, VisionSynergy

Tom Nurkkala
Associate Professor, Taylor University

John Dyer
Director of Web Development, Dallas Theological Seminary

Jon Hirst
President and CEO, Global Mapping International

**Justin Long**
Team Mobilization and Information Specialist, Mission to Unreached Peoples

**Ron Hannaford**
Director of Distance Learning, Biola

**Tony Whittaker**
Founder, Internet Evangelism Day
Web Advocate, SOON Ministries

**Robert Fortner**
Professor, American University, Bulgaria, Hope College

**Pat Bailey**
Associate Professor, Calvin College

**Walker Tzeng**
Chief Operating Officer, Olivet University

**Heidi Campbell**
Associate Professor, Texas A&M

**David Bourgeois**
Associate Professor, Biola University

**Dan Henrich**
Senior Consultant, Communication Resources International

**Sas Conradie**
Global Generosity Network

**Drew Dickens**
President/CEO, Need Him Ministries

**Rudy Carrasco**
US Regional Facilitator, Partners Worldwide

**Lisa Cummins**
President, Urban Strategies
Former Director, White House Faith and Community-Based Initiatives
The costs of course materials listed below are estimated and are subject to change at any time. The university does not sell textbooks.

Consult our textbook service for the current prices: http://astore.amazon.com/cityvision-20. Some course materials may also be obtained from less expensive online sources.

**Course CVC 101 – Student Success** (3 credits)
This course prepares students for academic success in college by training them in time management, study skills, test-taking strategies, and reading comprehension techniques. It also provides technology training that will help students navigate the online learning environment effectively. Finally, in this course, students will also discover their preferred learning styles and begin the process of choosing a major and planning their future career goals.

| Course Materials (estimated) | $40.00  |
| Tuition & Fees               | $700.00 |
| **Total**                    | **$740.00** |

**Course ENG 101 – English Composition I** (3 credits)
In English Composition I, students learn how to develop better writing skills by identifying and understanding the steps involved in the writing process.

The course examines five fundamental types of writing: compare and contrast, argumentative, persuasive, narrative, and descriptive. Lessons in this course also highlight the importance of proper grammar, punctuation, and spelling, and explain effective research techniques, editing, and revision.

| Course Materials (estimated) | $40.00  |
| Tuition & Fees               | $700.00 |
| **Total**                    | **$740.00** |

**Course ENG 102 – English Composition II** (3 credits)
This course builds on the lessons from English Composition I to focuses on analytical writing skills and developing a thesis or argument in an essay. Lessons also explore academic research writing, critical thinking, citation, and documentation.

Students who took the first college English composition course will use a variety of readings to develop several modes of writing, including evaluation, classification, illustration, and research-based writing.

| Course Materials (estimated) | $40.00  |
| Tuition & Fees               | $700.00 |
| **Total**                    | **$740.00** |
Course MAT 101 – College Algebra (3 credits)
This course provides students with a working knowledge of college-level algebra and its applications, emphasizing methods for solving linear and quadratic equations, word problems, and polynomial, rational, and radical equations.

Students in this course perform operations on real numbers and polynomials, and simplify algebraic, rational, and radical expressions. Course material also examines arithmetic and geometric sequences and discusses linear equations and inequalities. Students also learn to graph linear, quadratic, and absolute value, and piecewise-defined functions. They solve and graph exponential and logarithmic equations. Other topics include solving applications using linear systems, and evaluating and finding partial sums of a series.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course MAT 150 – Business Statistics (3 credits)
This course familiarizes students with the basic concepts of business statistics and provides a comprehensive overview of its scope and limitations. Students will examine statistical analysis of samples, compute the measures of location and dispersion, and interpret them for descriptive statistics. Lessons demonstrate linear regression, multiple regression, correlation analysis, model building, model diagnosis, and time series regression using various models. The course also describes basic concepts of probability and applies the discrete and continuous distributions of probability. Other topics in this course include constructing a hypothesis on one and two samples, performing one-way and two-way analysis of variance, applying nonparametric methods of statistical analysis, and making decisions under risk or uncertainty.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course CVC 105 – Introduction to Missions (3 credits)
This course provides an overview of missionary work. Students gain an understanding of the philosophy of mission trips along with the advantages and disadvantages of short term mission trips. This course also examines social justice, working with various cultures and the advantages of teamwork and teambuilding. Additionally, students will take a one week mission trip where they will experience many of the topics studied throughout the course.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00
**Course CVC 106 – Prior Learning Assessment Portfolio Development**  
(credits awarded dependent on evaluation – minimum 0, maximum 30)

This course will help students learn the theory behind prior learning assessment and to develop a portfolio for prior learning assessment. Completion of this course enables the student to have up to 30 credits evaluated for prior learning assessment based on the portfolio developed in this course.

**Note:** In addition to other graduation requirements, all students must take at least 10 courses at City Vision in order to graduate. Prior Learning Assessment only counts as 1 of those courses, regardless of how many credits are earned as a part of a student’s Prior Learning Portfolio. Prior learning credits may satisfy requirements in the major or general education. Any additional credits beyond the first 3 that are earned count the same as if they were transfer credits.

| Course Materials (estimated) | $40.00 |
| Tuition & Fees               | $700.00 |
| **Total**                    | **$740.00** |

**Course CVC 301 - History of Urban Missions** (3 credits)  
An introduction to the history of urban ministries and the rescue mission movement. The course begins with the early efforts of evangelicals in the nineteenth century and concludes with an up-to-date look at the AGRM (Association of Gospel Rescue Missions).

| Course Materials (estimated) | $42.00 |
| Tuition & Fees               | $700.00 |
| **Total**                    | **$742.00** |

**Course CVC 302 – Nonprofit Administration** (3 credits)  
Principles of operating a not-for-profit organization including the development and purposes of organizing documents, the reporting requirements for maintaining an organization's nonprofit status, the functions of the Board of Directors, and the relationship between the Chief Executive and the Board.

| Course Materials (estimated) | $35.00 |
| Tuition                      | $700.000 |
| **Total**                    | **$735.00** |

**Course CVC 303 - Nonprofit Accounting** (3 credits)  
Covers both the mechanics of nonprofit accounting and the necessity of financial accountability. The outcome of this course is the development of an accounting policy manual for a rescue mission or similar nonprofit organization.

| Course Materials (estimated) | $32.00 |
| Tuition & Fees               | $700.00 |
| **Total**                    | **$732.00** |

**Course CVC 304 - Management and Leadership** (3 credits)  
An exploration of the four primary tasks for successful management: planning, organizing, leading, and controlling. It includes an introduction to utilizing a comprehensive planning process as a workable system for developing and monitoring the success of a nonprofit organization's programs.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Materials Cost</th>
<th>Tuition &amp; Fees</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVC 305</td>
<td>Human Resources</td>
<td>3</td>
<td>An in-depth look at staff development, the proper use of written job descriptions and performance standards, and professional practices regarding proper interviewing, hiring, evaluation and dismissal procedures.</td>
<td>$80</td>
<td>$700.00</td>
<td>$780.00</td>
</tr>
<tr>
<td>CVC 306</td>
<td>Residential Recovery Programs</td>
<td>3</td>
<td>A study of effective strategies for working with addicts in a live-in setting which includes topics such as ethics and policies, multicultural sensitivity, and a general knowledge of addiction and the Twelve Core Functions of counseling of addiction counseling.</td>
<td>$12</td>
<td>$700.00</td>
<td>$712.00</td>
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<tr>
<td>CVC 307</td>
<td>Facilities Management</td>
<td>3</td>
<td>The theoretical and practical approach to maintenance of buildings and equipment. Topics include: preventative maintenance, housekeeping, public image, record keeping, and inventories. Also includes a study of the most common legal issues faced by nonprofit organizations; governmental bodies to which the organization is accountable; issues relating to property and liability insurance; and basic operational, health and safety requirements.</td>
<td>$0.00</td>
<td>$700.00</td>
<td>$700.00</td>
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<tr>
<td>CVC 308</td>
<td>Food Services</td>
<td>3</td>
<td>An introduction to food service operations. Topics include nutrition and menu planning, principles of food procurement and purchase, safe food handling and preparation, systems of serving and food service equipment, sanitation and health standards, budgeting and cost controls. Also includes a look at using volunteers and clients in a nonprofit organization’s operations.</td>
<td>$0</td>
<td>$700.00</td>
<td>$700.00</td>
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<tr>
<td>CVC 309</td>
<td>Fund Raising Basics</td>
<td>3</td>
<td>Along with an introduction to the essential elements of fundraising, direct mail, capital campaigns, annual funds, etc., this course is intended to help the student to develop a Biblical perspective of development.</td>
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### Course CVC 310 – Intermediate Fund Raising (3 credits)
Explores the various approaches to effectively communicating the organization’s message to potential clients, staff, community, churches, and donors. Topics include: major donor research, cultivation of contributors, and using written and digital publications to communicate with an organization’s constituency. Will include a look at working with various forms of media - Internet, TV, radio, newspapers, magazines, and video used to promote nonprofit organizations.

<table>
<thead>
<tr>
<th>Course Materials (estimated)</th>
<th>$57.00</th>
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<tr>
<td>Tuition &amp; Fees</td>
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<td><strong>Total</strong></td>
<td><strong>$757.00</strong></td>
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### Course CVC 311 - Theology & Strategy of Urban Mission (3 credits)
This course deals with the Biblical mandate for urban ministry and presents some of the global issues that impact the lives of city dwellers.

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<tr>
<th>Course Materials (estimated)</th>
<th>$30.00</th>
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<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<td><strong>Total</strong></td>
<td><strong>$730.00</strong></td>
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### Course CVC 330 - Introduction to Youth Ministry (3 credits)
This course introduces students to the theory and practice of holistic youth development in an increasingly interconnected, open-sourced, urban world. Students will be equipped to develop asset-based, student-led, contextually relevant, culturally engaging, transformational relationships with young people. Special emphasis will be placed on issues of multiculturalism, urban poverty, and educational inequity.

<table>
<thead>
<tr>
<th>Course Materials (estimated)</th>
<th>$24.65</th>
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<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<td><strong>Total</strong></td>
<td><strong>$724.65</strong></td>
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### Course CVC 331 - Introduction to Christian Community Development (3 credits)
This course introduces students to the theory and practice of Christian community development in an increasingly interconnected, urban world. Students will be equipped to develop church-based, holistic community development strategies that cultivate community assets and empower indigenous leadership in low-income communities. Special emphasis will be placed on issues of fundraising, shared vision, and resource development for various anti-poverty strategies.

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<tr>
<th>Course Materials (estimated)</th>
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<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$735.00</strong></td>
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### Course CVC 340 – Old Testament Survey (3 credits)
This course provides a general introduction to the Old Testament Scriptures – their historical context, interpretation, primary teachings, and relevance for today.
Course Materials (estimated) $40.00  
Tuition & Fees $700.00  
Total $740.00

**Course CVC 341 – New Testament Survey** (3 credits)  
This course provides a general introduction to the New Testament Scriptures – their historical context, interpretation, primary teachings, and relevance for today.

Course Materials (estimated) $40.00  
Tuition & Fees $700.00  
Total $740.00

**Course CVC 401 - Counseling in the City** (3 credits)  
This course examines the role and theory of lay counseling as it applies to urban ministry settings. The coursework guides the learner into increased awareness, knowledge, and skill in interacting with multicultural and diverse populations. Counselor attributes, cultural sensitivity, and the concept of contextualized counseling will be explored. This course also focuses on client assessment, and approaches to addressing problems common to distressed urban dwellers seeking counseling.

Course Materials (estimated) $30.00  
Tuition & Fees $700.00  
Total $730.00

**Course CVC 402 - Life Skills Training** (3 credits)  
This course is designed to equip Christian workers to more effectively impart basic life skills to those with whom they work, with a focus on the rehabilitation of the homeless. Included are such topics as literacy, employment, readiness, and financial management.

Course Materials (estimated) $27.00  
Tuition & Fees $700.00  
Total $727.00

**Course CVC 403 - Urban Evangelism & Discipleship** (3 credits)  
Biblical and practical motives, methods, and means of bringing the good news of Jesus Christ to unbelievers in the setting of the inner city. The course focuses on helping respondents move toward spiritual and successful Christian life and service. Includes a study of how evangelism and discipleship are practiced in urban ministry, along with how to make a clear presentation of the gospel, how to lead others in discipleship, and how to help ministries improve in these critical efforts.

Course Materials (estimated) $28.00  
Tuition & Fees $700.00  
Total $728.00

**Course CVC 404 - Case Management** (3 credits)  
This course is an introductory course for non-professionally trained staff members involved with case management in homeless shelters and other programs. Emphasis is placed on the need for practical knowledge and application. Content underlines universal standards of case management methodology.
## Course CVC 405 - Financial Planning for Nonprofits (3 credits)
The focus of this course is financial planning, including such topics as: basic planning and leadership principles, underlying organizational issues involved with planning and budgeting, financial planning principles and practices, including in-depth analysis of one organization’s planning process, knowledge of how organizational ethics, norms, strategic planning and direction influence both its income and expenses.

| Course Materials (estimated) | $37.00 |
| Tuition & Fees | $700.00 |
| **Total** | **$737.00** |

## Course CVC 406 – Vocation, Calling, and the Purpose of Work (Theology of Work) (3 Credits)
This course will help students to understand the purpose of work and a Christian understanding of vocation. Students will gain a better understanding of their unique identity and purpose in their vocation. They will also refine their understanding of calling or vocation might be and how it fits into God’s purposes and a Christian worldview. They will then create a synthesis of the above understandings into a reflective life plan.

| Course Materials (estimated) | $62.00 |
| Tuition & Fees | $700.00 |
| **Total** | **$762.00** |

## Course CVC 407 – Introduction to Chaplaincy (3 credits)
This course is designed for people who have received a call from God or are exploring the call to Christian ministry and who may wish to explore the possibility of chaplaincy ministry, either as a full-time calling or in conjunction with other forms of ministry. The course introduces students to the contexts in which chaplains minister, the types of tasks they perform, and the challenging issues that they will face ministering in various settings outside the scope of the traditional church’s ministry, such as the military, the workplace, hospitals and retirement homes, prisons, and rescue missions or homeless shelters.

| Course Materials (estimated) | $37.63 |
| Tuition & Fees | $700.00 |
| **Total** | **$737.63** |

## Course CVC 408 - Bible Interpretation (3 credits)
This course equips students with the intellectual framework and tools necessary to interpret the Scripture and apply it appropriately to their own context. It covers four major subjects: the nature of Biblical inspiration, the technique of Biblical hermeneutics, the genres of Biblical literature, and the tools that are used to interpret Scripture.

| Course Materials (estimated) | $39.70 |
| Tuition & Fees | $700.00 |
| **Total** | **$710.00** |
Course CVC 409 - Biblical Theology (3 credits)
This course presents theology as a unified narrative: the story of a sovereign God redeeming a people for Himself through Christ’s victory over Satan, sin, and death, and restoring creation to the *shalom* (wholeness and peace) of the Kingdom of God.

Course Materials (estimated) $39.70
Tuition & Fees $700.00
Total $710.00

Course CVC 411 - Recovery Dynamics (3 credits)
This course serves as an overview of the process of recovery. Included in the course of study is the examination of the addictive process, the process of moving toward recovery and wholeness and the elements of a community of recovery support.

Course Materials (estimated) $44.50
Tuition & Fees $700.00
Total $744.50

Course CVC 412 - Counseling Foundations (3 credits)
This course covers various aspects of counseling theory, human development and the core counseling functions.

Course Materials (estimated) $85.00
Tuition & Fees $700.00
Total $785.00

Course CVC 413 - Drugs of Abuse (3 credits)
This course enables students to identify the most commonly abused drugs, recognize patterns of use and develop approaches for treatment.

Course Materials (estimated) $105.00
Tuition & Fees $700.00
Total $705.00

Course CVC 414 - Counseling Alcoholics (3 credits)
Provides a complete road map for assessing, diagnosing, and treating alcoholism. Topics include recognizing alcohol problems in clients, understanding the critical concepts of the treatment of alcoholism, the 12-step approach, relapse prevention, and recognizing primary or secondary psychiatric disorders in clients who are chemically dependent.

Course Materials (estimated) $90.00
Tuition & Fees $700.00
Total $790.00
**Course CVC 415 - Professional Counseling Practices** (3 credits)
An overview of the professional practices that counselors utilize in the treatment of clients with substance use and abuse issues. Students will learn to select and implement various screening and comprehensive assessment instruments to best determine client pathology and severity of addictions.

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<th>Description</th>
<th>Cost</th>
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<tr>
<td>Course Materials (estimated)</td>
<td>$90.00</td>
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<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<td><strong>Total</strong></td>
<td><strong>$790.00</strong></td>
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</table>

**Course CVC 416 - Mental Illness and Addiction** (3 credits)
An overview of counseling the clients who have both chemical dependency and mental health issues. Topics include how to recognize the diagnostic features of the more common mental health disorders such as affective and anxiety disorders, but will also study psychotic, cognitive disorders, and many others.

<table>
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<th>Description</th>
<th>Cost</th>
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<td>Course Materials (estimated)</td>
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<td>$700.00</td>
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<td><strong>Total</strong></td>
<td><strong>$728.00</strong></td>
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**Course CVC 417 - Group Counseling Practices** (3 credits)
Exploring various aspects of forming, leading and evaluating groups. Students will be able to describe the aspects of forming, leading and evaluating groups as well as identify specific behaviors that are disruptive in group settings.

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<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Course Materials (estimated)</td>
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<td>$700.00</td>
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<td><strong>Total</strong></td>
<td><strong>$780.00</strong></td>
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**Course CVC 418 - Sexual Issues in Addiction** (3 credits)
A basic course in overcoming sexual addiction and the effects of abuse, along with issues related to HIV/AIDS and recovery.

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<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Course Materials (estimated)</td>
<td>$12.99</td>
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<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$712.99</strong></td>
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**Course CVC 419 - Family Issues and Recovery** (3 credits)
Understanding family dynamics in recovery, including youth issues, codependency, resiliency and self-repair.

<table>
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<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Course Materials (estimated)</td>
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<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$700.00</strong></td>
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</table>

**Course CVC 420 - Addiction Studies Practicum** (3 credits)
This is a practical experience that fulfills the practicum requirement as specified by most state bodies that confer the addiction counselor credentials. Students are required to achieve at least 300 practicum hours over the course of one year under the supervision of a licensed or certified counselor. Monthly reports will
be filed with the university by the field supervisor and students will submit a report on their experiences at the end of the practicum. Please email registrar@cityvision.edu before signing up for the practicum. Your practicum supervisor needs to be approved and there may still be additional requirements for your state.

**Course CVC 430 - Social Entrepreneurship** (3 credits)
This course will explore the discipline of social entrepreneurship focused on high-tech initiatives. Students will learn how to evaluate entrepreneurial opportunities, develop a business plan and implement using “Lean Startup” techniques, develop a sustainable funding strategy for their work, and reflect on their calling as both Christians and entrepreneurs. By the end of this course students will have evaluated their current ideas for entrepreneurial ventures and will have refined them into at least one proposal for a social initiative incorporating the principles taught in this course.

<table>
<thead>
<tr>
<th>Course Materials (estimated)</th>
<th>$0.00</th>
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<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<td><strong>Total</strong></td>
<td>$700.00</td>
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**Course CVC 431 - Technology, Cross-Cultural Ministry, and the Poor** (3 credits)
This course is an introduction to Technology, Cross-Cultural Ministry and the Poor. This course will look at technology approaches and strategies for serving these groups that have been called "the majority world," "the two-thirds world," "the other 90%," "the base/bottom of the pyramid" and "the poor." This course will analyze the cultural and power implications of key trends such as social/peer production, the long tail, mobile and online education that have major implications for the poor and to create organizational strategies to respond to these trends. It will help students apply principles of cross-cultural ministry in developing organizational strategies and new product designs. It will help students understand the digital divide, knowledge divide to be able to develop strategies for Christian organizations to effectively respond. The final project will enable students to analyze case studies of organizations and business strategies that were successful in serving the poor and apply that toward organizational strategy.

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<thead>
<tr>
<th>Course Materials (estimated)</th>
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<tr>
<td>Tuition &amp; Fees</td>
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**Course CVC 432 - Technology, Life Balance, and Addiction** (3 credits)
We live in an epidemic of addiction to sex, pornography, online affairs, gaming, the Internet and Facebook--all addictions that are exacerbated by technology. This course is intended to equip students with an interdisciplinary approach to minister to those with technology-related addictions combining lessons from the disciplines of counseling/psychology, theology, public health and technology.

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<th>Course Materials (estimated)</th>
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<tr>
<td>Tuition &amp; Fees</td>
<td>$700.00</td>
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<td><strong>Total</strong></td>
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Course CVC 433 - Theology of Technology (3 credits)
This course will help students take a biblical approach to understanding technology. Some of the questions that will be considered in this class are:

1. Is technology inherently good, evil or neutral?
2. As a professional in a tech field, am I responsible for how the technology I build might affect the world?

This course will introduce students to the biblical and theological basis for a Christian theology of technology and to the concepts essential to the reflective life and practice of the Christian technologist.

Course Materials (estimated) $20.00
Tuition & Fees $700.00
Total $720.00

Course CVC 434 - Grant Writing (3 credits)
This course will focus on grant and proposal writing covering the research and prospect identification process, foundation grants, government grants and the relational process of grant approvals.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course CVC 435 - Organizational Systems (3 credits)
Students in this course are introduced to systems theory with a focus on organizational systems. They will learn to see the world in terms of interconnected patterns that constitute human, technical and natural systems, and how they can reinforce or change these systems appropriately. Students focus on a technology-focused organization to document its interconnected systems such as goals, strategy, environments, structures, processes and people. They map the alignment of these subsystems in order to consider leverage points for improvement, especially with regard to power dynamics, funding, or organizational communications.

Course Materials (estimated) $90.00
Tuition & Fees $700.00
Total $790.00

Course CVC 436 - Internship/Practicum (3 credits)
Students in this course will receive academic credit for a degree-related internship at an approved location.

Please email registrar@cityvision.edu before signing up for the practicum. Your practicum supervisor needs to be approved and there may still be additional requirements for your state.

Course Materials (estimated) $0.00
Tuition & Fees $700.00
Total $700.00

Course CVC 437 - Independent Study (3 credits)
A directed course of study in a topic of special interest to the student related to their major.
Course Materials (estimated) $0.00
Tuition & Fees $700.00
Total $700.00

Course CVC 438 - Emerging Media Ministry (3 credits)
This is a course in digital strategy and pragmatics that covers Internet ministry, mobile ministry, social media and Internet marketing and analytics.

Course Materials (estimated) $20.00
Tuition & Fees $700.00
Total $720.00

Course CVC 440 - Church Planting and Ministry Startup (3 credits)
This course equips students with the intellectual framework and tools necessary to build churches and ministries through evangelism, cell group formation, discipleship, and leadership development.

Course Materials (estimated) $37.00
Tuition & Fees $700.00
Total $737.00

Course CVC 441 - Homiletics, Teaching, and Preaching (3 credits)
This course equips students with the intellectual framework and tools necessary to both preach and teach the Scriptures, in order to bring non-Christians to faith and to build up the faith of believers and strengthen them in discipleship.

Course Materials (estimated) $27.74
Tuition & Fees $700.00
Total $727.74

Course BUS 101 – Introduction to Business (3 credits)
This overview of how business works is great for entrepreneurs planning on starting businesses, students trying to figure out whether a career in business is right for them, and employees looking to understand more about their companies and build their business acumen.

In Introduction to Business, you will study the concepts, principles and operations of private enterprise. You’ll compare and contrast sole proprietorships, partnerships, and corporations – and the advantages and disadvantages of each. You will explore the functions of modern business management, marketing, and ethics and social responsibility that can improve or tarnish a brand. You’ll also look at the human resource management side of running a business, and learn how employers can motivate their employees. Finally, you’ll address the numbers side of running a business and examine bookkeeping, accounting, financial management, and financial statements.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00
Course BUS 105 – Business Communications (3 credits)
Students taking this course will gain practical experience in workplace communication. They will practice common types of business writing, such as the memo, letter, and report. They will also review their basic writing skills to gain greater mastery of grammar, mechanics, and style.

Furthermore, this course introduces students to the strategies successful business professionals employ to handle a variety of situations. Students will learn techniques for writing informational, persuasive, sales, employment, good news, and bad news communications. They will also learn how to analyze their audience effectively to communicate both inside and outside of their organization.

Finally, students also will gain deeper knowledge of how technology, such as the Web and mobile devices, can improve business communication today. By the end of this course, students will know how to use email and videoconferencing tools appropriately in the business context.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course BUS 106 – Business Ethics (3 credits)
This course provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, and deontology. The lessons explore employee issues and responsibilities, leadership and decision making, morality, diversity, discrimination, and ethics in marketing and advertising. Corporate social responsibility is also examined, as are the topics of environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course BUS 110 – Business Law (3 credits)
This course is designed to familiarize students with various kinds of laws, key elements of the American Constitution, and the concepts of the various schools of jurisprudence. Ethics, values, morality, law, and the various ethical theories are compared and contrasted, and the need for promoting corporate social responsibility is discussed. The elements of tort law, the basic elements of a contract, the sources of laws governing contracts, and the conditions for an offer to be valid are examined. Topics include reality of consent, capacity of minors, consequences of illegal agreements, assignment of rights, transfer of title, and the rights of third parties. Delivery of goods, right to inspection, acceptance and revocation of contract, the remedies available to buyers and sellers, and the nature of property are also discussed.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course BUS 120 – Organizational Behavior (3 credits)
This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today’s dynamic work environment. Specific topics include communications, motivations, leadership, power structure, and organizational culture.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

**Course BUS 201 – Principles of Marketing** (3 credits)
In this course, students will learn about the marketing process, focusing on the needs and wants of the consumer, and will examine the range of marketing decisions that an organization must make in order to sell its products and services.

This course will introduce three stages of marketing: market analysis, product development to meet market demand, and advertising.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

**Course BUS 202 – Principles of Finance** (3 credits)
Students in this course will learn how managers, investors, and government agencies use the financial records that are prepared by businesses and nonprofits. They will also learn how to use these financial statements to make assessments of future return.

Student will learn how to use financial concepts such as the time value of money, pro forma financial statements, financial ratio analysis, capital budgeting analysis, capital structure, and the cost of capital. The course will also provide an introduction to bonds and stocks. Upon completion of this course, they will understand financial statements, cash flow, time value of money, stocks and bonds, capital budgeting, ratio analysis, and long term financing, and apply these concepts and skills in business decisions.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

**Course BUS 206 – Management Information Systems** (3 credits)
This course provides an introduction to information technology from the standpoint of how systems like the Web, email, and desktop software can be used to meet business needs. Students will gain a broad understanding of the components of such systems. Given this understanding, they will be equipped to make decisions about how to select information systems for the business environment and how to supervise their implementation and ongoing use. At the most general level, students will learn how the discipline of MIS connects the needs of business disciplines like finance, marketing, and management with the resources that can be provided by an office IT department.

Course Materials (estimated) $40.00
Tuition & Fees  $700.00  
Total  $740.00

**Course BUS 300 – Operations Management** (3 credits)
Operations management deals with how to allocate scarce resources properly to attain a desired result. In this course, students will learn the fundamentals of operations management as they apply to both production and service-based operations. After completing this course, students should be able to apply operations management principles to the specific processes in their industry or business.

Course Materials (estimated)  $40.00  
Tuition & Fees  $700.00  
Total  $740.00

**Course BUS 305 – Entrepreneurship/Small Business Management** (3 credits)
This course will introduce students to entrepreneurship and business planning. It is suited both to entrepreneurs planning to develop and launch their own businesses as well as to those with established small business ventures that they would like to expand.

The course begins by reviewing the history of small business and identifying a successful entrepreneur’s characteristics. It will then coach students in some basic business skills, teaching you how to write a business plan, launch a new venture, identify market opportunities, create a marketing plan, and finance a business. Finally, the course will introduce principles for building a successful team.

Course Materials (estimated)  $40.00  
Tuition & Fees  $700.00  
Total  $740.00

**Course BUS 402 – Project Management** (3 credits)
Students in this course will learn how to manage client requests, the tasks that issue from them, and the staff and other resources that their organization has available in order to attain the desired goal of a project within a specified period of time. This course relies heavily on the definitions and principles found in A Guide to the Project Management Body of Knowledge, which represents the best practices in the field.

This course explains the five key process groups in any project: initiating, planning, executing, monitoring and controlling, as well as closing. It also covers communication skills and delegation of work. Additionally, it covers setting priorities and expectations, controlling expenses and reporting results, and evaluating project success or failure. It also introduces some of the tools used in contemporary project management.

Course Materials (estimated)  $40.00  
Tuition & Fees  $700.00  
Total  $740.00

**Course ACC 101 – Accounting I** (3 credits)
Accounting I focuses on basic accounting principles and how they function in normal business operations. Students learn to identify and use Generally Accepted Accounting Principles (GAAP), ledgers and journals, and steps of the accounting cycle. The course also introduces bank reconciliation methods, balance sheets, financial statements, assets and liabilities, and equity. Finally, it covers some basic accounting-related topics in business ethics.
Course ACC 102 – Accounting II (3 credits)
Accounting II builds on what students learn in Accounting I by focusing on corporate accounting. This course discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are covered, as well as a general look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course ACC 150 – Managerial Accounting (3 credits)
This course in managerial accounting builds on students’ learning from prior accounting courses, focusing on the identification, gathering, and interpretation of information for planning, controlling, and evaluating the performance of a business. Students in this course will study the measurement of the costs of producing goods or services and how to analyze and control these costs. They will also analyze managerial accounting principles and systems through both process and job order costing. The course also covers topics including: cost behavior, cost-volume-profit analysis, budgeting and standard cost systems, decentralized operations, and product pricing.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course ACC 151 – Financial Accounting (3 credits)
Students in this course explore basic accounting concepts and procedures and the interpretation of financial statements. The principles of accrual and deferral accounting are presented, including proper use of debits, credits, and fiscal year-end procedures. Students also examine merchandising transactions, inventory costing and valuation, cash management, and accounts receivable. The reporting of long-term assets, liabilities, and bonds are also discussed.

Course Materials (estimated) $62.00
Tuition & Fees $700.00
Total $762.00

Course ECON 101 - Microeconomics (3 credits)
Microeconomics focuses on analyzing the manner in which markets resolve the problem posed by a scarcity of resources. Students in this course will construct a model of market efficiency and analyze it through the topics of demand, supply, production, distribution, consumer choice, behavior of the firm, and market
structure. The course also considers market failures, the role of government in a market-driven society, and a brief look at international trade and finance.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course ECON 102 - Macroeconomics (3 credits)
Students in this course will apply many of the basic tools economics use to understand the components of the U.S. economy, analyze its current performance, evaluate predictions of future performance through economic cycles, and assess how the U.S. is linked to the global economy via trade.

The course explains the importance of supply and demand, economic measures such as GDP, growth, employment and inflation, and how these relate to the business cycle and the health of the economy. Students develop knowledge of aggregate expenditures and aggregate supply and demand, in the context of the macroeconomy. In order to complete this course, students will also develop basic graphic skills and learn how to interpret macroeconomic statistics.

In addition to issues affecting U.S. markets, the course examines various international issues important in today's global economy.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course FIN 101 – Personal Finance (3 credits)
Students taking this course will be equipped to understand, plan, and manage their financial affairs. The course focuses on the development of practical methods to organizing personal financial information, interpret one's current financial position and cash flow, set achievable and worthwhile goals, and implement actionable plans and risk management techniques to meet those goals. The course will also specifically cover money management, insurance, and investing.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Course CS 107 – C++ Programming (3 credits)
In this course, students will learn to use fundamental programming concepts such as variables, branching, loops, arrays, and functions, through practical exercises in C++ programming. Students will learn how to follow practices of object-oriented programming using classes and inheritance. The course also covers other key C++ concepts such as pointers and I/O through streams. As they work through the exercises, students will learn a variety of good coding practices, including iterative development, code formatting, identifying and avoiding common errors, and debugging techniques.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Course CS 305 – Web Development (3 credits)
Students who complete this course will be capable of designing and developing basic Web applications. This course covers the fundamentals of the Internet and Web protocols, the different architectures that Web-related applications use, and the programming languages that enable the development of Web applications, placing particular emphasis on JavaScript, HTML, XML, AJAX, and Java Server Pages (JSP). It also introduces principles of Web security and reliability as they relate to Web development.

Course Materials (estimated) $40.00
Tuition & Fees $700.00
Total $740.00

Graduate Course Descriptions and Costs
Undergraduate students may take Master’s level courses if they are seniors with more than 90 credits and higher than a 3.0 GPA. If an undergraduate student takes these courses, they will count as undergraduate credit. Undergraduate students will pay the undergraduate tuition rate for graduate courses.

The costs of course materials listed below are estimated and are subject to change at any time. The university does not sell textbooks.

Consult our textbook service for the current prices: [http://astore.amazon.com/cityvision-20](http://astore.amazon.com/cityvision-20). Some course materials may also be obtained from less expensive online sources.

Course MTSE 501 - Theology of Technology (3 Credits)
This course will introduce students to the biblical and theological basis for a Christian theology of technology and to the concepts essential to the reflective life and practice of the Christian technologist.

Course Materials (estimated) $55.59
Tuition & Fees $800.00
Total $855.59

Course MTSE 502 - Organizational Systems (3 Credits)
Students are introduced to systems theory with a focus on organizational systems to see the world in terms of interconnected patterns that constitute human, technical and natural systems, and to learn how to reinforce or change these systems appropriately. Students focus on a technology-focused organization to document their interconnected systems such as goals, strategy, environments, structures, processes and people. They map the alignment of these subsystems in order to consider leverage points for improvement, especially in respect to power dynamics, funding, or organizational communications.

Course Materials (estimated) $96.23
Tuition & Fees $800.00
Course MTSE 503 – Vocation, Calling, and the Purpose of Work (Theology of Work and Personal Calling in the STEM Professions) (3 Credits)

This course will help students to understand the purpose of work and a Christian understanding of vocation. Students will gain a better understanding of their unique identity and purpose in their vocation. They will also refine their understanding of calling or vocation might be and how it fits into God’s purposes and a Christian worldview. They will then create a synthesis of the above understandings into a reflective life plan.

Course Materials (estimated) $37.63
Tuition & Fees $800.00
Total $837.63

Course MTSE 504 - Emerging Media Ministry (3 Credits)

This is a course in digital strategy and pragmatics that covers Internet ministry, mobile ministry, social media and Internet marketing and analytics.

Course Materials (estimated) $21.51
Tuition & Fees $800.00
Total $822.21

Course MTSE 505 - Technology, Cross-Cultural Ministry, and the Poor (3 Credits)

This course is an introduction to Technology, Cross-Cultural Organizations and the Poor. This course will look at technology approaches and strategies for serving these groups that have been called "the majority world," "the two-thirds world," "the other 90%," "the base/bottom of the pyramid" and "the poor."

Course Materials (estimated) $0.00
Tuition & Fees $800.00
Total $800.00

Course MTSE 506 - Technology, Life Balance, and Addiction (3 Credits)

We live in an epidemic of addiction to sex, pornography, online affairs, gaming, the Internet and Facebook—all addictions that are exacerbated by technology. This course is intended to equip students with an interdisciplinary approach to minister to those with technology-related addictions combining lessons from the disciplines of counseling/psychology, theology, public health and technology.

Course Materials (estimated) $88.88
Tuition & Fees $800.00
Total $888.88

Course MTSE 507 - Capstone Project Design (1 Credit)
This course is designed to introduce the student to the requirements of the Capstone course proposal. A major focus of the course will be to choose and refine their Capstone project based on feedback from faculty, peers and partner organizations.

Course Materials (estimated) $3.95
Tuition & Fees $266.67
Total $270.62

Course MTSE 508 - Technology and Social Entrepreneurship Capstone Project (5 or 8 credits, based on hours of work)

The Capstone represents the culmination of the student experience in the MTSE program where students work on a major project that shows an integrated interdisciplinary understanding of the overall MTSE program.

Course Materials (estimated) $0.00
Tuition & Fees $1,333
Total $1,333.00

Course MTSE 511 - Social Entrepreneurship (3 Credits)

This course will explore the discipline of social entrepreneurship focused on high-tech initiatives.

Course Materials (estimated) $47.26
Tuition & Fees $800.00
Total $847.26

Course MTSE 512 - Grant and Proposal Writing (3 Credits)

This course will focus on grant and proposal writing covering the research and prospect identification process, foundation grants, government grants and the relational process of grant approvals.

Course Materials (estimated) $65.14
Tuition & Fees $800.00
Total $865.14

Course MTSE 513 - Independent Study (3 Credits)

A directed course of study in a topic of special interest to the student, relevant to Science, Technology, Ministry, and Society.

Course Materials (estimated) $0.00
Tuition & Fees $800.00
Total $800.00

Course MTSE 514 - Internship/Practicum (3 Credits)

Students in this course will receive academic credit for a technology-based internship at a Christian ministry organization.

Please email registrar@cityvision.edu before signing up for the practicum. Your practicum supervisor needs to be approved and there may still be additional requirements for your state.
Course Materials (estimated) $0.00
Tuition & Fees $800.00
Total $800.00

Course BUS501 Survey of Business (3 credits)
This course will provide an introduction to the business environment and the language of business. Learners will explore the various functions of businesses and how the programs available at CVU support each of these functional areas. They are expected to be able to explain concepts and their application in today’s business environment. Students will detail how each business discipline studied is applied within the integrated framework of the business organization.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course BUS601 Managerial Accounting (3 credits)
This course focuses on the essential managerial accounting concepts used within organizations for decision-making purposes. The students taking the managerial accounting course study the subject at the general level and are not expected to become accountants. Instead, this course is aimed at helping students make informed business decisions using managerial accounting concepts.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course BUS602 Managerial Economics (3 credits)
This course is concerned with the application of economic concepts and economic analysis to the challenges of formulating rational managerial decisions. Topics include benefits, costs, pricing, investment decisions, economies of scale, markets, and strategy development. The course is expected to enhance learners’ understanding of how markets operate and develop their capability in making economic predictions about market outcomes.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course BUS603 Marketing Management (3 credits)
This course is a study of advanced marketing management, especially product, price, promotion, and distribution problem solving. The legal and social environment within which marketing problems occur is also discussed. The Marketing Management course is designed to take both business practitioners and students on a journey to explore the marketing manager’s world. This journey addresses two essential themes: the nature of marketing, and selecting and targeting markets.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00
Course BUS605 Strategic Management Capstone (3 credits)
This course offers a study of the process and nature of strategic management, including the constraints and opportunities leaders face in strategic planning, the leader’s task in accommodating and minimizing these limitations, and the impact of these constraints on strategic choices.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course BUS604 Human Resources (3 credits)
This course is a study of management of human resources at the organizational level, including human resource forecasting, planning, and training and development. Topics include the legislative environment of human resource management, labor relations, job analysis, recruiting, performance appraisal, and compensation.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course BUS606 Managerial Finance (3 credits)
The study of a number of different sub-fields within finance, with particular emphasis on determining which projects have the best potential payoff, managing investments, and evaluating stocks are investigated in this course. The learners are expected to learn how the structure of a corporation affects financial decisions and explain how the financial manager uses and analyzes the income statement, the balance sheet statement, and the statement of cash flows to make better informed decisions.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course BUS608 Business Law (3 credits)
This course introduces the laws and ethical standards that managers must abide by in the course of conducting business. Laws and ethics almost always shape a company’s decision-making process. By the end of this course, learners will have a clear understanding of the legal and ethical environment in which businesses operate.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course BUS609 Organizational Behavior (3 credits)
This course is an examination of the theory and practice of organizational behavior management from the line manager’s perspective. The course examines the roles of individual differences, perception, learning, motivation, group dynamics, teams, conflict, stress, communication, power, politics, leadership, and other factors having an impact on individual job and overall organizational performance in today’s organizations. Students conduct a workplace survey in order to diagnose an organization’s current culture and preferred design.

**Course Materials (estimated)**
- Tuition & Fees: $800.00
- **Total**: $840.00

**Course BUS610 Management of Technology and Innovation (3 credits)**
This course introduces the concept of MTI and establishes what is in the domain of management of technology and innovation. Learners will gain practical familiarity with a range of concepts including internal innovation, obtaining technology through external means, planning, implementation, and evaluation and control processes. As a result of this course, learners will be able to manage technology and innovation projects effectively.

**Course Materials (estimated)**
- Tuition & Fees: $800.00
- **Total**: $840.00

**Course BUS611 Cross-Cultural Management (3 credits)**
This course is the study of cultural dimensions of individual and organizational cultures. Learners will be able to apply tools to analyze individual and organizational aspects of culture. They will evaluate an organization’s culture and how its cultural distinctive impact and relate to its customers, and employees and overall market. By the end of course, learners will be able to develop a consulting report evaluating an organization’s culture and cross-cultural effectiveness and develop strategic recommendations for improvement.

**Course Materials (estimated)**
- Tuition & Fees: $800.00
- **Total**: $840.00

**Course BUS612 Fundraising (3 credits)**
This course will explore the various approaches to effectively communicating the organization’s message to potential clients, staff, community, churches, and donors. Topics include: major donor research, cultivation of contributors, and using written and digital publications to communicate with an organization’s constituency. The course will cover using various media channels to promote nonprofit organizations, such as the Internet, TV, radio, newspapers, magazines, and video.

**Course Materials (estimated)**
- Tuition & Fees: $800.00
- **Total**: $840.00

**Course BUS614 Emerging Media (3 credits)**
Students in this course will learn how to create a multi-channel online communications and marketing strategy to either raise awareness of a brand or cause, or to promote a product or service. Channels covered will include conventional websites, blogs, video sharing sites such as YouTube, and social media. Students will also learn how to increase your message’s reach through effective email marketing, SEO, landing pages, and pay-per-click advertising (such as Google Adwords). Finally, students will learn how to optimize the effectiveness of their marketing through the use of analytics and studying the conversion funnel.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course PLA501 Prior Learning Assessment Portfolio Development (3 credits)
This course will help students learn the theory behind prior learning assessment and to develop a portfolio for prior learning assessment. Completion of this course enables the student to have up to 30 credits evaluated for prior learning assessment based on the portfolio developed in this course.

Note: In addition to other graduation requirements, all students must take at least 10 courses at City Vision in order to graduate. Prior Learning Assessment only counts as 1 of those courses, regardless of how many credits are earned as a part of a student’s Prior Learning Portfolio. Prior learning credits may satisfy requirements in the major or general education. Any additional credits beyond the first 3 that are earned count the same as if they were transfer credits.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course EDU601 Instructional Design (3 credits)
Students in this course will learn practices of effective instructional design, such as backwards design and the ADDIE framework, as well as how to adapt these to a “lean” environment of rapid change and innovation. After completing this course students will be able to develop specific, measurable and achievable course objectives, align these with program outcomes, and develop assessments that target the objectives. Students will demonstrate their knowledge of their skills by creating a course.

Course Materials (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

Course EDU602 Assessment and Accreditation (3 credits)
In this course, students will learn how to develop an academic program and submit it for accreditation. Students will learn the basics of program accreditation standards for programs, as well as how to do competitive analysis of programs and develop program outcomes that are specific, measurable, and achievable. Students’ grasp of these principles will be assessed through the development of a program proposal.
Course Mater\ls (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

**Course EDU603 Disruptive Innovation in Education (3 credits)**

In this course, students will learn what technologies are reshaping higher education, and making possible the unbundling of functions and courses within universities. They will learn how to be change agents in education and use principles of disruptive innovation in developing educational strategy.

Course Mater\ls (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

**Course EDU604 Instructional Practice (3 credits)**

Students in this course will develop the skills necessary to conduct instruction in an online setting. They will learn how to use an LMS in instruction, as well as effective online classroom management techniques.

Course Mater\ls (estimated) $40.00
Tuition & Fees $800.00
Total $840.00

**Additional Policies and Administrative Guidelines**

**City Vision University Doctrinal Statement**

This statement of faith comes primarily from the statement of faith of National Association of Evangelicals, with a few minor elements of CCDA's statement of faith added to reflect our justice values:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God and through it we are called to live out justice, reconciliation and redemption. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that the church nurtures God’s people gathered as a community to carry out God’s Word.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

**Statement of Non-Discrimination**

City Vision University does not discriminate in its admissions because of race, sex, color, creed, age, religion, or national origin or any characteristic protected by law.
Operating Hours and Vacation Days

City Vision University is a fully online university and all of its courses are available 24 hours a day regardless of holidays and weekends. Individual professors may set academic office hours that they are available for Skype or instant messaging but it is not required. Faculty should respond to emails within 2 business days.

City Vision offices are typically open Monday through Friday. Hours for individual employees vary. Typically our offices are staffed between 9 AM to 5 PM Central Standard Time. City Vision University staff observe the following holidays:

New Year’s Day (or the day after if it falls on a Sunday)
Martin Luther King’s Birthday
President’s Day
Good Friday
Memorial Day
Independence Day (as observed)
Labor Day
Columbus Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year’s Eve

Intellectual Property Rights

City Vision University is an online school that uses discussion boards and the creation of texts that others may see. If students post user content, students agree that their user content will be accessible and viewed by others. Any papers or posts written by students are the intellectual property of that student.

City Vision University Study Suggestions and Course Overview

City Vision University has an orientation course that goes into details about the nature of the coursework and tips to be a successful student. Students can also learn more about a specific class by clicking on the course name in our course listing web page.

You will need to have enrolled in the school before you can access the orientation course.

City Vision University Courses (click hyperlink)

Vaccination Policy

Because City Vision University offers coursework exclusively through distance-education programs, City Vision University does not have any policies regarding student vaccination.

Dress Code Policy

Because City Vision University offers coursework exclusively through distance-education programs, City Vision University does not have dress code requirements.
Drug and Alcohol Abuse Prevention Policy

City Vision University is committed to promoting a drug-free learning environment. The University has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Dignity and self-respect are essential components to the mission of the University. The use of performance-impairing and mind-altering drugs can impair judgment and increase the risk of injuries and death. Consistent with federal law (HEOA Sec. 107, amended HEA Sec. 102; and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)), all students and employees are advised that individuals who violate Federal, State or Local laws and campus policies are subject to University disciplinary action and criminal prosecution.

The possession, use or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess, e.g. marijuana, except as expressly permitted by law, is a violation of law and of the University Code of Conduct. Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions. Students may face disciplinary actions up to and including dismissal from the University for possession or use of non-prescribed controlled substances or for consumption of alcoholic beverages while engaged in school activities.

Students and employees should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome as well as serious damage to vital organs of the body can result from drug and alcohol abuse.

Available Counseling, Treatment, Rehabilitation, and Re-entry Programs:

We recommend the following two affiliated ministries that help individuals suffering from substance abuse issues receive support:

- Christians in Recovery
- Alcoholics Victorious

Furthermore, individuals with alcohol abuse issues are recommended to find a local Alcoholics Anonymous Support Group.

Institutions:

- National Institute on Alcohol Abuse and Alcoholism
- National Council on Alcoholism and Drug Dependence
- Substance Abuse and Mental Health Services Administration

Legal Penalties:

- Federal Drug Trafficking Penalties
- All Federal Drug Laws
- Missouri Drug Possession Laws
Campus Security Policy, Crime Reporting and Emergency Response Procedures

Because City Vision University offers coursework exclusively through distance-education programs, the University is exempt from Federal regulations requiring the release of campus security information, crime statistics, and emergency response procedures. This includes the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Fire Safety Policies, Fire Statistics and Fire Log

Because City Vision University offers coursework exclusively through distance education and does not maintain on-campus housing for our students, City Vision University is exempt from the Higher Education Opportunity Act enacted on Aug. 14, 2008 which requires institutions that maintain on-campus housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

Misrepresentation Policy

As an institution of high integrity, City Vision University is committed to providing the most accurate information through all media to anyone associated with the University. The University complies with the Business Standards of its accreditor, the DEAC, which require accuracy and honesty in all marketing and other university communications.

City Vision University will not engage in misrepresentation of any form as defined by Federal law (34 CFR § 668.71(c)).

That law defines misrepresentation as any false, erroneous or misleading statement that an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services, makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary.

A misleading statement includes any statement that has the likelihood or tendency to deceive. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program.

Additional Financial Aid Policies

Return to Title IV Policy

Federal Pell grants is the only form of federal student aid offered by City Vision University, and thus included in the Return to Title IV (R2T4) calculation.

The amount of Title IV aid earned is based on the amount of time student spends in attendance in a payment period, and the total aid received; it is calculated separately from the school’s refund policy. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.
Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded which is one eight-week term at a time. When a student withdraws completely from the term, he or she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal grant earned must be determined. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned.

The Department of Education’s R2T4 calculation used for this return is documented at http://ifap.ed.gov/aidworksheets/attachments/2010IASGCreditHourFinal.pdf

City Vision University measures progress in eight-week terms and uses them as payment periods for the period of calculation.

The last date of attendance used in the R2T4 calculation is defined as the last date on which the student submitted a graded assignment such as a paper, class forum, or quiz. For more details, see our Last Date of Attendance policy.

In almost every instance, students who participate past 60% of a term, measured in days, will have all of their Pell funds applied to their outstanding tuition.

If the R2T4 calculation shows that the student has received more Title IV aid than the student earned, students are not required to return the overpayment if this amount is equal to or less than 50 percent of the total grant assistance that was disbursed/or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

City Vision University’s Financial Aid officer sends a Grant Overpayment notice to student within 30 days from the date of the school’s determination that student withdrew, giving the student 45 days to either:

- Repay the overpayment in full to City Vision University,
- Make repayment arrangements satisfactory to City Vision University, or
- Sign a repayment agreement with the Department of Education.

Note: If the initial amount of overpayment owed is $50.00 or less, student’s repayment requirement is forgiven.

No further Title IV funds may be issued until the next evaluation when the student meets the satisfactory policy requirements.

As stipulated by 34 CFR 668.22(i), the unearned portion of Title IV funds shall be returned in the following order:

- Remaining funds
  - Federal Pell Grants

City Vision University does not currently participate in the other Title IV aid programs listed in 34 CFR 668.22(i).

Any remaining non-Title IV aid that is required to be returned according to City Vision’s refund policy will be returned to its source after all Title IV funds have been returned.
Refund Policy for Cancellation of Program/Course or Closure of School

If the school is permanently closed and no longer offers instruction, after a student has enrolled, the student shall be entitled to a pro rata refund of tuition.

If a program or course is canceled subsequently to a student’s enrollment and before instructions in the program or course has begun, City Vision University shall at its discretion either:

- provide a full refund of all monies paid,
- provide completion of the program or course

The school at which students continue their education and training shall not charge the students an amount greater than that to which City Vision University I would have been entitled under its contract with the student and for which the student has not yet paid.

If a program or course is cancelled, City Vision University shall notify affected students individually of the availability of the refund or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the schools(s) that are accepting students from City Vision.

City Vision shall dispose of school records in accordance with state laws.

Financial Aid Verification Policy

As part of the financial aid application process, some students are selected for what is termed “verification”. This means that we are requesting additional information to verify the information provided on the FAFSA. Not all students will be asked for the same information. In addition, the need to verify is assessed each year, so a student may be selected one year but not another, or a student may be asked to submit the same information each year. Either way, the goal is to have an accurate assessment of the student and his/her family’s financial situation in order to determine need. Finally, at any point in the award processing, if we find it necessary, we may require additional information.

Students will be notified via email if verification documents are requested. Students are responsible for sharing information requests with their parents, if applicable. Students that are selected for “verification” for a given academic year may not receive any financial aid for that year until they have provided all documents required for verification.

Low Income Form Policy

Students will only be required to complete the Low Income Form when they have been selected for verification and the income they reported on the FAFSA is less than $2000.

Unusual Enrollment History Policy

Students whose ISIRs for a financial aid year are flagged with either a comment code 359 or 360 (Unusual Enrollment History) will be handled according to the procedure described below. These codes are typically assigned when a student stays at an institution long enough to have possibly received a Title IV credit balance, leaves before end of enrollment period, enrolls at another institution, and repeats this pattern.

As described in the procedure, you may email financialaid@cityvision.edu if you have been denied financial aid on the grounds of Unusual Enrollment History.

Code 359 (#2 on UEH field):
1. The financial aid staff will check NSLDS to see whether the student received a Pell Grant or loan at your institution in the four previous aid years.

2. If so, they will indicate this on the Unusual Enrollment History form and mark as “no additional action required.” Attach the student’s unofficial City Vision transcript and NSLDS loan history as supporting documentation.
   a) Note that if City Vision has reason to believe that the student only attended previously for long enough to get aid and then disappeared, the instructions for Code 360 must be followed.

3. If not, the financial aid staff will follow the instructions for Code 360, below.

**Code 360 (#3 on UEH field):**

1. The financial aid staff will look at NSLDS and identify all institutions at which the student received Pell or loans in the four previous aid years.

2. The financial aid staff will request transcripts (or have the student request transcripts) from any institutions where aid was received.

3. When financial aid was received at a previously attended school (including City Vision), and yet academic credit was not earned, the financial aid staff will obtain documentation from the student explaining why the student failed to earn academic credit.

4. Evaluate this documentation to determine whether the documentation provided supports the reasons described by the student and that the student did not enroll only to receive credit balance funds. Acceptable reasons may include personal illness, a family emergency, a change in where the student lives, and military obligations, or an academic complication, such as unexpected academic challenges, or the student having determined that the academic program in question did not meet their needs. Insofar as possible, the documentation should be from third parties, not only from the student him/herself.

5. If the student fails to provide compelling reasons and documentation for a failure to receive academic credit for a period for which they received Title IV funds, their eligibility will be terminated. This determination is final and the student may not appeal it to the Department of Education. Decisions, and the reasons justifying them, will be fully documented in the student’s file for possible review.

6. If the student’s eligibility is terminated, he/she will be notified regarding how he/she may subsequently regain eligibility.
   a) The student will be given an opportunity to question and appeal the decision to your school, by emailing an appeal to financialaid@cityvision.edu.
   b) Since the basis for denial is lack of academic performance, successful completion of academic credit is a basis for renewing the student’s Title IV eligibility, assuming the student is in all other ways eligible for the aid in question. This may require compliance with an academic plan that was issued for the student, if one exists.

7. When a student regains eligibility after losing it due to Unusual Enrollment History, the student’s eligibility is retroactive to the beginning of the current period of enrollment, for Direct Loans, and for all other types of Title IV aid, retroactive to the beginning of the current payment period.

8. If a student’s continuing eligibility is approved, the student may be required to establish an academic plan similar to the type of plan used to resolve SAP appeals. The student will also be counselled about the Pell Lifetime Eligibility Used (LEU) limitation and the impact of the student’s attendance pattern on future Pell Grant eligibility.
**Note:** If a student receives a UEH flag that includes an award year(s) that was resolved by the reviewing school for a previous award year, that school must determine if there was a change in the schools the student attended for that award year(s). If there were no changes to the schools the student attended, no further action is necessary.

However, if the student attended another school(s) that was not previously reviewed and received Pell Grant and/or Direct Loans at that school(s), the reviewing school must determine if the student earned academic credit at the additional school(s) under review. If the student did not earn academic credit at the additional school(s) under review, the student must provide documentation explaining why academic credit was not earned (see the 17-18 Federal Student Aid Handbook, p. 1-59).

**Awarding of Title IV Funds**

1. All Title IV funds are awarded based on the information received from the FAFSA. You must complete the FAFSA to be eligible. The FAFSA can be found at [www.fafsa.gov](http://www.fafsa.gov).

2. For financial aid purposes, our regular academic year is 24 credits across 32 academic weeks. This includes four 8-week terms of Fall 1, Fall 2, Spring 1 and Spring 2. Students may also elect to take courses in the Summer term (also 8 weeks in length) outside the regular academic year.

New students starting in the Summer may apply their financial aid to either the past or next academic year. Students beginning in a term other than Summer should complete the FAFSA for that academic year. For example, students planning to start in Summer 2018 could complete either the 2017-2018 FAFSA or the 2018-2019 FAFSA. However, students planning to start in Fall 1 2018 or later should complete the 2018-2019 FAFSA.

If you have any questions about which FAFSA you should file, please contact Ann Marie Cameron-Thompson, Director of Financial Aid, at [financialaid@cityvision.edu](mailto:financialaid@cityvision.edu) for clarification.

3. Once the FAFSA is received and processed in our office the student’s file will be pulled for awarding in groups based on the date all the information was received, including any required verification documents. Awards are made on a first-come, first-served basis.

As part of processing the FAFSA, an Estimated Family Contribution (EFC) will have been calculated for the student by the Department of Education using the Federal Methodology (FM). The FM is a formula that consider income and assets and size of the family and number in college to determine the EFC. It also applies standard allowances against those resources to determine how much you and/or your family can contribute.

4. An estimated Cost of Attendance (COA) will be assigned by City Vision University for packaging purposes. The COA includes all tuition costs and the cost of books and supplies as direct costs. City Vision
University is an online-only institution, but the COA also includes the cost of the student's living expenses for the year as indirect costs.

The COA for the current financial aid year may be found [here](#). To get an estimated cost for your own living circumstances, visit our [net price calculator](#).

5. The Estimated Family Contribution (EFC) is subtracted from the COA to determine each student's demonstrated financial need.

The College uses Federal Methodology (FM), which is the formula used by the federal government to determine your Expected Family Contribution (EFC) when filing the FAFSA. The formula considers income and assets and size of the family and number in college to determine the EFC. It also applies standard allowances against those resources to determine how much your family can contribute.

\[
\text{COA} - \text{EFC} = \text{NEED}
\]

The sum of all need based awards will not exceed the need of the student.

The sum of all awards (need and non-need) will not exceed the COA.

The packaging methodology for undergraduate students is as follows:

1. Pell Grants are automatically awarded based on the student's EFC and the Pell tables published by the US Department of Education.
2. Other sources of financial aid, such as Workforce Investment Act and Veteran's Educational Benefits, are included.
3. All institutionally awarded tuition discounts are included.
4. Eligibility for Subsidized and/or Unsubsidized Direct Loans is calculated and added to the package.
5. If the student is eligible for AmeriCorps funds, those funds are used to offset Unsubsidized Direct Loans (if any Unsubsidized funds are being awarded).

A COA is calculated to establish the amount that can be awarded. A FAFSA form is necessary to gather the information required for students to participate in the federal Title IV aid programs (Pell and loans).

**Academic Year Definition**

Our regular academic year is 24 credits across 32 academic weeks. This includes four 8-week terms of Fall 1, Fall 2, Spring 1 and Spring 2. Students may also elect to take courses in the Summer term (also 8 weeks in length) outside the regular academic year.

As a crossover term for Pell, the Summer term may be associated with either the award year that is just ending, or the award year that is beginning.

Since we are a non-standard term-based program with terms that are each 8 weeks in length, we use the BBAY3 methodology for packaging & scheduling loan funds, for students that request loans.

**Pell Grant Formula**

Pell grants are calculated using Pell formula 3. For students who are enrolled full-time for an aid year, this is the total Pell awarded for aid year / 4. If the student also takes courses in the Summer term, they will
receive an additional amount for that term equal to total Pell for year / 4, not to exceed 150% of their eligibility for the year.

If a student is half-time in a particular term, instead of full-time, then the Pell grant is pro-rated to be one half of what it otherwise would be.

A student is full-time if he or she takes 6 or more credits in a given term; a student is half-time if he or she takes 3.

Tuition Billing Date

City Vision does not bill students until after they complete the 5th week of each term or until after the 8th week of the term (whether or not they have completed the 5th week), whichever comes first. We do this because as an online-only university, if students are late submitting their assignments, we may not have an accurate estimate of students’ attendance until later in the term. As a result of our Refund Policy, as described on page 29, by waiting to bill students, we are able to have a more accurate attendance and bill.

Credit Balance Refund Policy

Students whose financial aid results in a credit balance will receive a refund within 14 days of the credit balance occurring unless the credit balance occurred before the term began, in which case, the refund will be issued within 14 days of the start of the term.

Should a credit balance occur as the result of an overpayment, the excess will be refunded to the payer.

Uncashed and unclaimed refund checks will be credited back to the student’s account and the funds returned to the program from which they came.

Professional Judgment Policy

A financial aid professional may exercise professional judgment and change elements in the federal need analysis to account for circumstances that he/she feels have not been adequately considered in the original FAFSA.

Instructions to Students/Parents:

All requests for the execution of professional judgment must:

Be initiated by a letter from the student in which the student requests consideration of his/her particular circumstances. It must be legible, signed and dated. The student is encouraged to focus on events in the prior year that have affected or will affect his/her family’s ability to pay for the current year's college expenses.

Require documentation. Please refer to the "Documentation Requirements" when preparing your request for consideration of special circumstances.

Require a valid and verified Student Aid Report. Please file your Free Application for Federal Student Aid according to the instructions provided by the Department of Education. Your special circumstances will be considered only after we have received your SAR. If you have been selected for verification, we must complete that process before considering your special needs.
Require a signed copy of the most recent required tax transcript. If you have not already provided a copy of all required tax documents for verification, please include one with your request for consideration of special circumstances.

Remember: Any adjustments made to your SAR as a result of your request for a professional judgment decision may delay or change your financial aid package.

All requests should be directed to: Ann Marie Cameron-Thompson, Director of Financial Aid
financialaid@cityvision.edu

Circumstances for Professional Judgment

- Parent’s death or divorce for dependent students; death of or divorce from spouse of independent student.
- Loss of employment - Parent of dependent student, student or spouse of independent student.
- Loss of untaxed benefit - Parent of dependent student, student or spouse of independent student.
- Extraordinary medical expenses in the household to which the student belongs. These must exceed the medical allowance in the Income Protection Allowance.
- Tuition for private schooling of siblings of dependent student.
- Dependent child care for children of independent students.
- Travel expenses beyond those allowed in the student expense budget.
- Extreme business or farm debt or bankruptcy payments.
- Dependency overrides
- Computer purchase
- Parent attending college

Documentation Requirements for Professional Judgment

- For Death or Divorce:
  o A copy of the death certificate for the parent of a dependent student, spouse of an independent student.
  o A copy of the divorce decree or separation agreement.
  o A signed copy of the parents and/or student’s prior year income tax return
- For loss of wages:
  o Termination or resignation letter that includes the last date of employment.
  o Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules.
- For loss of benefits:
  o Copy of court order that specifies termination date and amount of child support.
  o Copy of letter from appropriate state or federal agency that specifies termination date and amount of benefits.
  o Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules.
- For extraordinary medical expenses:
  o Receipts for medical expenses that show the total patient liability, that is, the amount due and not covered by insurance.
o If the receipts do not indicate whether or not the expense was covered by insurance, they must be accompanied by a letter from the medical provider or insurer stating that the expense, or a specified portion of the expense, was payable by the patient.

o Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules.

- For private school tuition for siblings:
  o Copies of official tuition invoices. Only tuition for the prior year may be considered.
  o Completed, signed copy of prior year’s income tax return, W2 forms and any relevant worksheets or schedules.

- Extraordinary travel expense:
  o If the expense involves travel via commercial conveyance to/from school, provide a copy of receipts for fare.
  o If the expense relates to the use of the student’s own vehicle, provide a statement of travel needs that includes the origination point, the destination point, the number of trips per week/month, the reason for the travel.
  o The student’s statement must include an acknowledgment that any false statements will result in the cancellation of student financial aid.
  o Federal regulations prohibit including in student expense budgets the direct expenses of purchasing and maintaining an automobile.
  o Completed, signed copy of prior year's income tax return, W2 forms, and any relevant worksheets or schedules.

- Extreme business or farm debt, bankruptcy:
  o Documentation of the debt.
  o Documentation of the value of the business or farm liable for the debt.
  o Copy of court ordered bankruptcy payments.
  o Completed, signed copy of prior year's income tax return, W2 forms and any relevant worksheets or schedules.

Dependency overrides:

Students are considered dependent of their parents unless they meet at least one of the criteria listed in this page. Note that parental income is factored into the student’s estimated family contribution for dependent students. Below is a summary of the most common criteria to be an independent student, but there are a few others.

- Being born before January 1, 1993 (for 2016-2017 academic year)
- Married or separated (but not divorced)
- Student has a child and the child receives more than half of their support from the student
- In foster care, ward of the state, or both parents were deceased any time after the age of 13.
- Student is a veteran of the U.S. Armed Forces (See link for full definition)

A dependency override may be requested in cases of complete alienation between a parent and a student. In support of a request for dependency override the student should submit statements from third-parties having first-hand knowledge of the circumstances. These should include statements on agency letterhead from social workers, school officials, church officials or others in positions of authority who are familiar with the situation.
The Director of Financial Aid will make the final determination in requests for dependency overrides. Federal regulations do not permit a financial aid officer to perform a dependency override because of a parent's unwillingness to pay for education.

**Parent attending College:**

A parent’s participation in postsecondary education should be considered in the need analysis only if it affects the family’s ability to pay for a dependent student’s education. The Office of Financial Aid has developed two options for accounting for a parent’s educational expenses. If you wish for us to modify your FAFSA to reflect a parent’s enrollment in postsecondary education, please review the one that most closely matches your situation.

**Option I – Including the parent in "Number in College"**

In order for the Office of Financial Aid to determine if you are eligible to have your parent included in the "number in college" on the FAFSA, the parent must meet the following condition and provide the necessary documentation:

- Full-time enrollment in a degree or certificate program. (Attach to the application a certified proof of enrollment from the Registrar’s office at the parent’s institution.)

If you wish the Office of Financial Aid to determine if you are eligible to have your parent included in the "number in college" on the FAFSA, please submit the application which may be printed out online or received from the Office of Financial Aid. Attach the above documentation and return to the Office of Financial Aid.

**Option II – Including the parent’s educational expenses in EFC**

If a parent is enrolled in college but does not meet the condition to be included in the "number in college" on the FAFSA, the Office of Financial Aid may still be able to adjust a student’s eligibility for student financial aid using the documentable expenses that the parent incurs related to his/her enrollment in college.

If you wish the Office of Financial Aid to adjust the income reported on your FAFSA to account for a parent’s educational expenses, please submit the application which may be printed out online or received from the Office of Financial Aid. Also, attach the following documentation:

- Verification from the parent’s college of admission to a degree or certificate program and at least half-time enrollment in that program.
- Invoice for tuition for a period of enrollment that is concurrent with the FAFSA and the appropriate academic year at City Vision.
- Receipts for any books, supplies or equipment related to the parent’s enrollment in college.
- Verification from employer that the parent receives no reimbursement for the costs of enrolling in the program.

If your parent(s) can satisfy any of the above conditions, please request an application from the Office of Financial Aid at financialaid@cityvision.edu. Attach the required documentation and fax or mail to the Office of Financial Aid.

Fax: (816) 256-8471
Federal Student Aid Terms and Conditions

Student Financial Aid Rights and Responsibilities

Students receiving federal student aid have certain legal rights. Students' rights include the following:

- The student has the right to know what financial aid programs are available, including all federal, state, and institutional financial aid programs.
- The student has the right to receive a listing from the financial aid office of the agency in each state which may be contacted regarding grants available to residents of that state.
- The student has the right to know the deadlines for submitting applications for each of the financial aid programs available.
- The student has the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- The student has the right to know how his/her financial need was determined.
- The student has the right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of his/her financial need.
- The student has the right to know how much of his/her financial need, as determined by the institution, has been met.
- The student has the right to request an explanation of the various awards in his/her student aid package.
- The student has the right to know the school's refund policy.
- The student has the right to know what portion of the financial aid he/she receives must be repaid, and what portion is grant aid, which does not need to be repaid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount that must be repaid, fees during repayment, the payback procedures, the length of time he/she has to repay the loan, when repayment is to begin, and available options for consolidation.
- The student has the right to know how the school determines whether he/she is making satisfactory academic progress, and the results of not meeting these standards.
- If the student believes a mistake has been made in determining his/her financial aid eligibility, he/she has the right to ask that his/her financial aid application be reconsidered.
- If the student has a loan and the lender transfers (i.e. sells) the loan and the right to receive payments, the student must be sent a notification telling him/her to whom he/she must now make payments.
- Lenders must provide borrowers with a copy of the complete promissory note.
- The student has the right to prepay a loan without penalty. This means that he/she may at any time pay in full the loan balance and any interest due without being charged a penalty by the lender for early payment.
- If the student cannot meet a loan repayment schedule, he/she may request forbearance from the lender under which the payments may be reduced for a specific period of time.

In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise which make it difficult to meet this responsibility, he/she should contact the lender.

Legal Responsibilities of Financial Aid Recipients
Students receiving federal student aid have certain legal responsibilities. Student responsibilities include the following:

- The student must complete all application forms accurately and submit them on time to the appropriate office.
- The student must provide correct information on the FAFSA application and other forms. The intentional misreporting of information on financial aid application forms is a violation of the law and is considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- The student must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application was submitted.
- The student must report to the Financial Aid Office any additional financial resources received by him/her during the period of his/her financial aid award.
- The student is responsible for reading and understanding all forms that he/she is asked to sign and for keeping copies of the forms.
- The student must accept responsibility for all agreements that he/she signs.
- The student must be aware of and comply with the deadlines for application or reapplication for aid.
- The student should be aware of the school's refund policy.
- All schools must provide information to prospective students about the school's programs and performance. The student should consider this information carefully before deciding to attend school.
- If the student receives a loan, he/she must notify the lender if any of the following occurs before the loan is repaid:
  - Graduation
  - Withdrawal from school or less than half-time enrollment
  - Change of address
  - Name change
  - Transfer to other school(s)
- If the student has received a Federal Perkins Loan or Federal Stafford Loan prior to receiving their first disbursement of loan funds. NOTE: Federal Perkins Loan recipients must complete entrance loan counseling each year.
- The student must also complete the online Federal exit interview if he/she is receiving loan funds and graduates, transfers to another school, or withdraws from the school.
- The student must repay any loan received, plus accrued interest, in accordance with the repayment schedule.
- In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise that make it difficult to meet this responsibility, he/she should contact the lender.
- The student must notify the lender of any occurrence which may affect eligibility for a deferment of repayment.
- The student must read and understand all forms that he/she is asked to submit or sign, realizing that he/she is legally responsible for all agreements that he/she signs.
- The student must know and comply with all policies and procedures of City Vision University.
- The student is responsible to manage his/her financial aid experience.
Disbursement Notification Policy
If City Vision credits a student ledger account with a Direct Loan, Federal Perkins Loan, or TEACH Grant program funds, City Vision will notify the student or parent by email or other documented means of—

(i) The anticipated date and amount of the disbursement;

(ii) The student’s or parent’s right to cancel all or a portion of that loan, loan disbursement, TEACH Grant, or TEACH Grant disbursement and have the loan proceeds or TEACH Grant proceeds returned to the Secretary; and

(iii) The procedures and time by which the student or parent must notify the institution that he or she wishes to cancel the loan, loan disbursement, TEACH Grant, or TEACH Grant disbursement.

City Vision will do this no earlier than 30 days before, and no later than 30 days after, crediting the student's ledger account.

Outstanding Checks Policy
If students that are given a financial aid refund check do not cash their check, they will be notified at least once before the 240 day limit on cashing checks to see if they need a check to be reissued. City Vision will reissue checks to students that request them. For checks that are still outstanding, City Vision will issue a stop payment on the checks and refund them to the US Department of Education before 240 days from the original date of the check being issued.

Financial Aid Shopping Sheets Policy
In compliance with the Principles of Excellence for institutions receiving VA funds, City Vision University will issue a Financial Aid Shopping Sheet showing an estimate of the aid eligibility for any student who is eligible to receive VA funds. City Vision will not issue Financial Aid Shopping Sheets to Title IV students who are not eligible for VA funds.

Price of Attendance

The following is the estimated Price of Attendance / Cost of Attendance (COA) for students in the 2017-2018 and 2018-2019 aid years. The academic year definition changed for financial aid year 2017-2018, so it only includes the COA for 4 terms, rather than 5, which is the primary reason for the difference.

Other than the difference between undergraduate and graduate students, the COA figures listed below do not differ based on the academic program in which the student is enrolled.

For half-time students, the undergraduate tuition and books & supplies amounts are prorated to half.

2018-2019
Undergraduate

Academic expenses:

Undergraduate Tuition: $5,600
Books & Supplies (estimated): $400

Graduation Fee (one-time, applied at graduation): $50

Living expenses & other indirect costs (estimated):

Off-campus (not with family):

Room & board: $4,800

Other expenses: $560

Loan Fees (for students with loans): $76

Off-campus (with family):

Other expenses: $800

Loan Fees (for students with loans): $76

Graduate

Academic expenses:

Tuition: $6,400

Books & Supplies (estimated): $400

Living expenses (estimated):

Off-campus (not with family):

Room & board: $4,000

Other expenses: $333

Off-campus (with family):

Other expenses: $467