2025-2026 Catalog

Accredited Internet-based
Distance Education Program of
TechMission, Inc.

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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.

2025-2026 Academic Calendar

500 level and above courses are for graduate programs, while 400 and below are for undergraduate.

Fall 1 Term - August 18 - October 12, 2025

- ADC101: Introduction to Christian Addiction Counseling (take early in program)
- ADC201: Spirituality & Addiction
- ADC202: Family Issues & Recovery
- ADC302: Case Management
- ADC431: Fundamentals of Addiction Counseling (undergrad section of graduate course)
- ADC436: Counseling Theories and Treatment Planning (undergrad section of graduate course)
- ADC441: Ethical & Legal Issues in Counseling (undergrad section of graduate course)
- ADC501: Fundamentals of Addiction Counseling
- ADC502: Counseling Theories & Treatment Planning
- ADC503: Ethical & Legal Issues in Counseling
- BUS202: Introduction to Management and Leadership
- BUS302: Retail Management
- BUS303: Food Service Management
- BUS401: Marketing for Nonprofits and Businesses (undergrad section of graduate course)
- BUS601: Marketing for Nonprofits and Businesses
- ENG101: English Composition
- GEN103: Personal Finance (using Financial Peace)
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN201: Old Testament Foundations
- MIN305: Christian Community Development and the Social Justice Tradition
- MIN602: Christian Community Development & the Social Justice Tradition
- ORG101: Introduction to Nonprofit & Ministry Management (take early in program)
- ORG435: Nonprofit Financial Management (undergrad section of graduate course)
- ORG439: Major Gifts and Planned Giving
- ORG440: Strategic Management (undergrad section of graduate course)
- ORG606: Nonprofit Financial Management
- ORG617: Major Gifts and Planned Giving
- ORG620: Strategic Management Capstone (take late in program)

Fall 2 Term - October 20 - December 14, 2025

- ADC101: Introduction to Christian Addiction Counseling (take early in program)
- ADC305: Sexual Issues in Addiction
- ADC402: Counseling Alcoholics
- ADC404: Mental Illness, Addiction & Co-occurring Disorders
- ADC407: Trauma and Recovery
- ADC432: Psychopharmacology of Addiction (undergrad section of graduate course)
- ADC437: Multicultural Counseling (undergrad section of graduate course)
- ADC440: Christian Approaches to Counseling and Life Transformation (undergrad section of graduate course)
- ADC504: Multicultural Counseling
- ADC506: Christian Approaches to Counseling and Life Transformation
- ADC514: Psychopharmacology of Addiction
- BUS201: Introduction to Accounting
- BUS203: Customer Service & Servant Leadership
- BUS204: Principles of Business
- GEN110: Holistic Personal Health and Spirituality
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN203: Urban Youth Ministry
- MIN206: Emotional Intelligence in Ministry & Management
- MIN410: Biblical Interpretation (undergrad section of graduate course)
- MIN601: Vocation, Calling & Purpose of Work
- MIN607: Biblical Interpretation
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG403: Nonprofit Fundraising
- ORG602: Social Entrepreneurship
- ORG604: Nonprofit Fundraising
- ORG607: Human Resources

Spring 1 Term - January 12 - March 8, 2026

- ADC101: Introduction to Christian Addiction Counseling (take early in program)
- ADC302: Case Management
- ADC304: Introduction to Psychopharmacology of Addiction
- ADC306: Recovery Coaching & Peer Support Specialist
- ADC405: Group Counseling Practices
- ADC434: Family Counseling and Addiction (undergrad section of graduate course)
- ADC442: Advanced Addiction Counseling Certification Preparation (undergrad section of graduate course)
- ADC512: Family Counseling and Addiction
- ADC540: Advanced Addiction Counseling Certification Preparation
- BUS202: Introduction to Management and Leadership
- BUS301: Introduction to Entrepreneurship

- ENG101: English Composition
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN202: New Testament Foundations
- MIN204: Theology & Strategy of Urban Ministry
- MIN601: Vocation, Calling & Purpose of Work
- MIN640: Aligning Strategy with Theology and Values
- ORG401: Nonprofit Financial Accounting
- ORG430: Organizational Behavior: Developing Healthy Organizations (undergrad section of graduate course)
- ORG433: Grant Writing
- ORG437: Nonprofit Program Planning and Evaluation
- ORG605: Organizational Behavior: Developing Healthy Organizations
- ORG610: Nonprofit Program Planning and Evaluation
- ORG611: Grant Writing

Spring 2 Term - March 23 - May 17, 2026

- ADC201: Spirituality & Addiction
- ADC302: Case Management
- ADC401: Managing Residential Recovery Programs
- ADC406: Addiction Counseling Certification Preparation
- ADC435: Trauma and Crisis Counseling (undergrad section of graduate course)
- ADC439: Counseling Skills and Techniques (undergrad section of graduate course)
- ADC505: Counseling Skills and Techniques
- ADC520: Trauma and Crisis Counseling
- BUS202: Introduction to Management and Leadership
- BUS304: Thrift Store Management
- GEN103: Personal Finance (using Financial Peace)
- GEN110: Holistic Personal Health and Spirituality
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN206: Emotional Intelligence in Ministry & Management
- MIN302: Biblical Theology
- MIN310: Chaplaincy
- MIN411: New Testament Survey (undergraduate section of graduate course)
- MIN606: New Testament Survey
- ORG101: Introduction to Nonprofit & Ministry Management (take early in program)
- ORG303: Cross-Cultural Management & Ministry
- ORG436: Nonprofit Executive Leadership & Board Development (undergrad section of graduate course)
- ORG601: Cross-Cultural Management & Ministry
- ORG612: Nonprofit Executive Leadership & Board Development

Summer Term: June 8 – August 2, 2026

- ADC301: Counseling in Urban & Multicultural Environments
- ADC303: Theories of Psychology and Counseling
- ADC307: Technology, Life Balance & Behavioral Addictions
- ADC403: Addiction Counseling Assessment & Treatment Planning
- ADC433: Psychopathology, Co-Occurring Disorders and Addiction (undergrad section of a graduate course)
- ADC438: Group Counseling (undergrad section of graduate course)
- ADC510: Group Counseling
- ADC513: Psychopathology, Co-Occurring Disorders and Addiction
- ADC521: Technology, Life Balance & Behavioral Addictions
- BUS102: Business Communications
- BUS305: Facilities Management
- BUS402: Project Management (undergrad section of graduate course)
- BUS602: Project Management
- GEN103: Personal Finance (using Financial Peace)
- GEN110: Holistic Personal Health and Spirituality
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN301: Introduction to Biblical Interpretation
- ORG101: Introduction to Nonprofit & Ministry Management (take early in program)
- ORG405: Volunteer Management
- ORG430: Organizational Behavior: Developing Healthy Organizations (undergrad section of graduate course)
- ORG431: Leadership in Diverse and Under-Resourced Communities
- ORG432: Nonprofit Educational Program Design (undergrad section of graduate course)
- ORG603: Leadership in Diverse and Under-Resourced Communities
- ORG605: Organizational Behavior: Developing Healthy Organizations
- ORG614: Nonprofit Educational Program Design

Courses Offered Every Term

Students may also take the following courses which are offered every term. Note the Fundraising, Grant Writing and Major Gifts courses listed below are **only available** to students in our self-paced Fundraising Certificate program. Students may not be in the self-paced Fundraising Certificate program simultaneously with any other program due to US Department of Education regulations.

- ADC420: Addiction Counseling Practicum
- ADC550: Counseling Practicum
- ORG201 Job & Internship Search Strategies (1 credit)
- ORG350: Mentored Ministry & Leadership
- ORG460: Nonprofit Fundraising
- ORG461: Major Gifts and Planned Giving
- ORG462: Grant Writing
- ORG630: Nonprofit Fundraising
- ORG631: Major Gifts and Planned Giving

- ORG632: Grant Writing
- ORG650: Mentored Ministry & Leadership
- PLA201: Prior Learning Assessment Portfolio Development
- PLA601: Prior Learning Assessment Portfolio Development

Students should register for courses before the first day of the term, if possible. Students may register no later than the end of the second day of the term.

Students may find a schedule of live Zoom meetings here.

September 17th is Constitution Day.

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 coursework per course while the classes are in session.

About City Vision University

Our mission is to use online education to transform lives through Jesus, Justice and Technology. We prepare people for successful careers with Christian ministries and nonprofit organizations, particularly those working with the poor and at-risk communities. For more on our history, vision, and values, see here.

Students may enroll year-round in one of City Vision University's degree programs:

- Addiction Counseling, AS
- Addiction Counseling, BS
- Addiction Counseling, Certificate
- Nonprofit Management, BS
- Nonprofit Management, Certificate
- Business Administration, BS
- Business Administration, AS
- Business Administration, Certificate
- Christian Ministry and Leadership, BA
- Christian Ministry and Leadership, AAS
- Christian Ministry, Certificate (Undergraduate)
- Master of Business Administration (MBA)
- Master of Science in Addiction Counseling
- Master of Science in Nonprofit Management
- Master of Arts in Christian Ministry and Leadership
- Graduate Certificate in Nonprofit Management
- Graduate Certificate in Christian Ministry
- Graduate Certificate in Fundraising & Development
- Graduate Certificate in Addiction Counseling

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 Counseling that had been developed in partnership with the NET Institute. In 2015 it became City Vision University and began offering an undergraduate degree in Business Administration. In 2019, City Vision launched City Vision Institute to provide free courses to tens of thousands of ministry leaders. Within the past few years, City Vision also has launched Master's degrees in Business Administration, Nonprofit Management, Christian Ministry & Leadership, and Addiction Counseling.

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 provided over 100,000 free training resources for Christians serving the poor.

Mission, Vision and Values

Our Mission

Our Mission is to use online education to transform lives through Jesus, Justice and Technology.

Our Vision

We are reinventing Christian higher education to make it radically affordable and relevant to the needs of those serving the poor and addicted. Our goal is to be twice as relevant at half the cost of comparable options. We spread best practices to help a movement of faith-based organizations be more effective in transforming the lives of millions of homeless, addicted and low-income individuals each year. We also dramatically expand educational access to those who were recently homeless, addicted or imprisoned, providing them with education that leads to life transformation and employment.

Our Core Values

Jesus

'Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind' and 'Love your neighbor as yourself.' – Luke 10:27

- **Bible-centered.** The foundation for all we do is our faith in Jesus, grounded in the Bible. We were initially founded to provide online education to staff at Bible-centered organizations serving the poor as well as their program participants. While this still remains a core focus, we have since expanded to also provide Christian education to students pursuing nonprofit and counseling careers. Our goal is to "be in the world, but not of it" in order to maximize relevance while avoiding the tendency toward secularization.
- **Relational Health.** We prioritize emotional health and believe that Christian counseling and recovery are important aspects of spiritual formation. We are all called to be wounded healers. We prioritize the larger family and community relationships of our staff. While remote work can help our family relationships, we recognize that it creates a tendency toward shallow work relationships, so we invest effort to offset this tendency. We believe in peacemaking and proactively address conflict. We are not only a university, but also a ministry. As such, our goal is that we would minister to all members of our community: students, faculty, staff, partners and others.
- **Spiritual Integration.** We avoid the dualistic separation between the secular and the sacred. We are not a church or a business, but our organizational culture is a unique blend of the spiritual culture of a church and the professional culture of a business. We ensure our academic programs provide deep faith integration reflecting Christian values and worldview.

Justice

Whatever you did for one of the least of these brothers and sisters of mine, you did for me. – Matthew 25:40

- **Focus on the Poor and Addicted.** We primarily focus on training students and partner organizations that serve those who are poor and addicted. With this niche focus, we believe our programs and courses are twice as relevant to those we serve. We use education to diffuse innovations and best practices within larger Christian movements serving under-resourced communities. While much of Christian higher education is increasingly reflecting the values of the affluent, our goal is to be culturally fluent and relevant to diverse movements serving under-resourced communities. We have a core competency in educating students for cross-cultural contexts and invest heavily in contextualizing education to the diverse students and partners we serve.
- **Radically Affordable Education.** Christian higher education is becoming increasingly unaffordable for those serving the poor and addicted. Our programs are typically less than half the cost of comparable online Christian higher education institutions. Our goal is that each of our academic programs provide the highest return on investment among Christian higher education institutions. We prioritize frugality and efficiency to keep our education affordable.
- **Practical Education.** Our organizational design and academic programs reflect our values of practicality and practitioner experience over theory. We avoid the traditional academic disconnect from practice. Rather than taking students out of their environment to a remote campus, our online education allows students to continue working in the field while learning online. We design highly customized courses and programs so that students can learn exactly what they need to know for their work environment.
- **Student-Centered.** Traditional higher education is faculty-centered and designed similar to a caste system with tenured faculty at the top. By contrast, all our systems are designed to focus on students' needs while also balancing the needs of staff and faculty. We work extremely hard to better understand the needs and goals of our students and their organizations so we can continuously improve.

Technology

See, I am doing a new thing! Now it springs up; do you not perceive it? I am making a way in the wilderness and streams in the wasteland. – Isaiah 43:19

- **Technology Leadership.** We believe that technology is a gift from God. Given the importance of technology in shaping society today, technology fluency and leadership are critical skills. We have a core competency in using technology and online education in leveraged ways to transform lives. We are a global thought leader in new models of Christian higher education to increase affordability and access. Our staff work towards high fluency in technology and seek to be bilingual translators of tech concepts to non-technical audiences.
- **Disruptive Innovation.** We pursue disruptive innovation for the sake of transforming lives, by making higher education accessible to all who need it. We believe that the traditional system of higher education will inevitably become increasingly unaffordable unless a new system is designed. This will make it inaccessible to the poor, the addicted, and those who seek to serve them. Therefore, we are building a new system of Christian higher education from the ground up, particularly for those serving the poor and addicted. To do that, we use the lean startup and other methods that enable us to maximize our speed of innovation. This requires that staff be willing to adapt quickly to a changing environment. We work to translate tech startup best practices and innovations into our context to transform lives.
- **Efficiency.** We use the latest technologies, sustaining innovations and best practices to improve the quality and efficiency of our educational programs and organization. A significant part of how we achieve both radical affordability and quality is by scaling in size and maximizing the speed and efficiency of our operations.

Since 1998, these values have guided us in providing online education and resources to students in thousands of Rescue Missions, Salvation Army sites, Christian social service organizations and nonprofits.

Goals

For City Vision's 2019-2024 strategic plan, our goals are:

Goal 1: Christian Social Service Education: to provide affordable, practical education enabling Christian leaders to transform the lives of the poor, addicted and underserved.

Goal 2: Radically Affordable Education: to use disruptive innovation to provide free educational content and radically affordable programs to diffuse innovation and best practices for Christians serving the poor and increase our global presence.

Goal 3: Faculty and Staff Development: 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 4: Stewardship: to provide effective accounting, finance, technology and administrative support to City Vision University's programs and services in a way that reflects our values and achieves our mission.

Goal 5: Financial Growth: to secure significantly increased resources and expanded enrollment enabling City Vision to add new programs, expand existing programs and further our mission.

For City Vision's 2025-2029 strategic plan, our goals are:

Goal 1: Wounded Healers: to enable those who were formerly addicted, homeless or in prison to gain life skills and employment.

Goal 2: Staff Training: to train leaders in Christian ministries to more effectively serve the poor and addicted.

Goal 3: Human Capacity: to recruit and develop faculty and staff so they can provide effective education to our students, further our mission and pursue their own calling.

Goal 4: Systems Capacity: to provide effective student services, accounting, finance, technology and administrative support to City Vision University's programs and services in a way that reflects our values and achieves our mission.

Goal 5: Financial Capacity: to secure significantly increased resources and expanded enrollment enabling City Vision to add new programs, expand existing programs and further our 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

State Licensing

City Vision University is certified to operate as a provider of post-secondary education by the MDHE. The central focus of the Proprietary School Certification Program is consumer protection. This is accomplished through the establishment of standards for school operation and regular monitoring of the operations of the university. City Vision University's operating license is currently granted by the Department of Education of its home state, Missouri. City Vision is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Other Affiliations

NAADAC Approved Academic Education Provider

City Vision University is an Approved Academic Education Provider by NAADAC , the association for professional addiction counselors. We have aligned our Addiction Counseling courses and programs with the federal SAMHSA TAP21 standards for addiction counseling. 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.

Evangelical Council for Financial Accountability (ECFA) Member

TechMission and City Vision University is a member of the Evangelical Council for Financial Accountability (ECFA). ECFA maintains the oldest and largest association of ministries ensuring they follow standards for financial accountability, transparency, fundraising, and board governance. ECFA is not an academic accreditor, but instead ensures that ministries are following their standards for ministries and nonprofits.

Contact Information

- **Admissions and Potential Students:** (816) 708-0795 or newstudents@cityvision.edu or Live Chat
- **Financial Aid or Tuition/Billing:** (816) 708-0797 or financialaid@cityvision.edu
- **Existing Student Support:** (816) 708-0794 or support@cityvision.edu or Live Chat (includes technical support & degree planning)
- **Student Records & Transcripts:** registrar@cityvision.edu

If you have academic questions (grading decisions, clarifying assignment instructions), you should email the professor who is grading your assignments. You can find your professor's email address on the Meet Your Instructors page inside your course in Canvas.

Fax:

You may fax our office at (816) 256-8471.

Address:

City Vision University
1100 E 11th Street
Kansas City, MO 64106-3028
USA

Note: For information on the governing board for the institution, see the City Vision University and TechMission Board section, below.

Operating Hours and Vacation Days

City Vision University is a fully online university. All of its courses are available 24 hours a day, regardless of holidays and weekends. Individual professors may set academic office hours at which they are available for video conferencing (such as Zoom) or instant messaging, but it is not required. Faculty should be contacted via the Inbox in the Canvas Learning Management system, and should reply within 2 business days.

City Vision offices are typically open Monday through Friday. Hours for individual employees vary. Typically City Vision staff are available for phone, chat, and email support 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
Juneteenth
Independence Day (as observed)
Labor Day
Columbus Day / Indigenous Peoples' Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Method of Study and Technology Requirements

City Vision University courses are entirely online (distance learning). Our online courses are like live courses but instead of live lectures, most are recorded. Instead of live discussion, you have discussion forums with other students.

- **Computer.** Windows 7 or greater, Macintosh OS X or later, Chrome OS or comparable system. We encourage you to access our courses from a computer web browser rather than a tablet or smartphone. You should not attempt to complete your assignments on a smartphone.
- **Internet.** High speed Internet connection (cable, DSL, etc.). A dialup connection will likely not work, due to the required streaming audio & video in each course.
- **Email Account.** You must have an email account that is yours alone. You can use Gmail (or similar free email services)
- **Software**
    - Web browser (Google Chrome, Firefox or Microsoft Edge). Internet Explorer is not compatible with our Canvas LMS. In order to use City Vision University's learning management system, you will need to enable cookies in your Web browser. They should be enabled by default, but if there are not, you may read this article to learn how to do it in various Web browsers.
    - Office suite such as Microsoft Office (Word, Excel, PowerPoint). Free alternatives include Google Docs, Sheets and Slides; OpenOffice; or LibreOffice.
        - To use Google Docs. 1) create a Google Account if you do not have one. 2) If you use Google Docs, you will need to export your documents in order to submit them to your instructor. See here for instructions. 3) Optionally, learn to use Google Docs, Sheets and Slides. These can open Microsoft Word, Excel and PowerPoint documents.
        - **Mac users, please note**: You will not be able to use Pages, Numbers or Keynote to submit documents to your professors, unless you save to an Office format first, like DOCX for Word.
    - Adobe Acrobat Reader (free download). Depending on your Web browser, you may be able to open PDFs without downloading.
- **Video Conference**. Courses use Zoom Live Video Conferencing. To verify your identity, you are required to use a webcam and microphone to participate in the live portions of courses

(via computer or smartphone app for iPhone or Android). Upload a clear photo of yourself, focusing on head and shoulders, to our Canvas learning management system so we can match it to your video. To do this, you can either watch the instructions in the video or follow these text instructions.

- **How to Use Canvas and Populi**. Visit this page to learn how to access your courses, pay bills and more.
- **Additional Optional Training**
    - Basic Computer Skills
    - Introduction to Typing (interactive)
    - Using the Mouse (interactive)
    - Using Windows
    - Introduction to Email
    - Internet Skills & Online Safety
    - Microsoft Office (Word, Excel, PowerPoint)
    - More on Excel
    - How to use Google Docs, Sheets and Slides

Students requiring technical support should email support@cityvision.edu

Standards of Admission

Certifying Academic Eligibility

The following are our academic admissions requirements.

Undergraduate Students: Documentation of High School Graduation or Equivalent

Undergraduate students may certify their academic eligibility either:

1) 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.

2) 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.

Graduate Students: Proof of Bachelor's Degree

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 one regular semester or 12 credits of the program (whichever comes first).

Government-Issued Identification and Exam Proctors (all students)

At the beginning of their first term and before they take their first proctored exam, students should:

1. Email a copy of a government-issued photo ID to registrar@cityvision.edu. Students may either scan in their ID or take a photo of it with a digital camera or smartphone.
2. Select an exam proctor and have him or her be approved by the organization. This is needed for both undergraduate and graduate students.

College or university transcripts must be official copies from the institution. Electronic copies should be sent directly from the institution to registrar@cityvision.edu. Physical copies should be mailed from the institution to: City Vision University, 1100 E 11th Street, Kansas City MO 64106-3028.

Additional Admissions Policies and Information

Provisional Acceptance

All students must be accepted by City Vision University through the admissions process. Students that are accepted are done so provisionally and are not considered fully matriculated students until they have successfully passed the following number of credits:

- Graduate Certificates: 3 credits
- Master's 9 Credits
- Undergrad Certificates: 6 credits
- Associate's 9 credits
- Bachelor's 18 credits

English Proficiency Requirement for Non-native English Speakers

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Standardized Test. Most students choose to take the Duolingo test because of its affordability and accessibility (required score of 95 for undergrad 100 for graduate). Other options include any test allowable by our accreditor DEAC. An abbreviated list includes:

    - Undergraduate Degree: A minimum total score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT); 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
    - Master's Degree: A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

2. High school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
3. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of B or higher is required for the master's degree, first professional degree, or professional doctoral degree.
4. Students who are employees, interns or program graduates from City Vision partner employer may have their English proficiency verified by the partner through written documentation from the partner employer.

Requirements for Dual Enrollment: College Credits while in High School

High school students may also enroll in City Vision University for dual enrollment credit. As per our accreditor'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 documentation 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) granting permission and verifying that taking college courses will not interfere with their high school education.

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, 1100 E 11th Street, Kansas City, MO 64106-3028.

Policy on Students with Unusual Enrollment History

Beginning in the 18-19 aid year, students that have been flagged as having "Unusual Enrollment History" in their financial aid application will have 14 days to supply documentation resolving the Unusual Enrollment History flag, or else they will be ineligible for financial aid, pending appeal to financialaid@cityvision.edu. Exceptions may be made to the 14-day deadline for students that are affiliated with a partner organization that provides an advisor to the student.

To see more details on this policy, and on the types of documents that may be requested, visit the Unusual Enrollment History policy and procedure page on our website.

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.

On-Site Requirements

City Vision University courses are delivered totally over the Internet. Some courses have on-site requirements, however, that require access to the operations of a ministry or nonprofit.

Admissions Instructions

To enroll in City Vision University courses, students should follow the steps below. The following steps reference what is required both for undergraduate and graduate students. If you need help, call our admissions office at 816.708.0795.

Step 1: Complete the Application Form

Students can enroll in City Vision through our online application form. There is no application fee.

- Students can enroll at any time. Courses start five times a year. See the Course Schedule.
- All students must meet the Standards of Admission & Technology Requirements (stated in this catalog and online).
- After a student applies, City Vision will send an admissions email to let them know if they have been accepted.

Step 2: Submit Transfer Credits (optional for undergrad)

If you want academic credit for earlier college work, you will need to submit transcripts from the colleges you previously attended. While this process is optional for undergraduate students, graduate students *must* submit a transcript proving they have a bachelor's degree. See the Standards of Admission for details on that process.

Step 3: Apply for Financial Aid (optional)

The Financial Aid page on our website describes how to apply for federal student aid. Other forms of financial aid, including institutional scholarships, are also available.

Step 4: Complete the Enrollment Process

At the beginning of their first term and before they take their first proctored exam, students should:

1. Email a copy of a government-issued photo ID to registrar@cityvision.edu.
   - You may either scan in their ID or take a photo of it with a digital camera or smartphone.
2. Select an exam proctor and have him or her be approved by the organization. This is needed for both undergraduate and graduate students.

Step 5: Register for Courses

After submitting the application form, students can register for courses online.

City Vision will email a login to Populi, our course registration system. This login is also used for Canvas, our Learning Management System.

Note: The course registration fee does not include textbooks. City Vision provides links to purchase the textbooks on each course description page. Textbooks may be purchased from any source the student prefers, such as Amazon.com, or a local bookstore.

Step 6: Complete New Student Orientation

All new students should complete the New Student Orientation course before beginning work on their first course. The New Student Orientation is offered at no cost in the Canvas Learning Management System.

Transfer Credit Policy & Procedures

Transfer Policy Summary

- Student who have completed prior college work for which they wish to receive credit must document this via official college transcripts.
- Students can transfer up to 75% of their degree (90 credits for Bachelor's or 45 credits for Associate's) from any accredited college (undergraduates), or 25% (9 credits) for graduate students.
- Students can transfer credits from any accredited school, in any country.
- Transfer credits can be in any field (including vocational fields).

Process to Send in Transcripts

- Contact previous schools you attended and request an official transcript be mailed to:

  City Vision University,
  1100 E 11th Street,
  Kansas City, MO 64106-3028

- Photocopies, faxes, emails or unofficial transcripts from the student will not be accepted.
- Once you have submitted a college transcript, an official transcript evaluation will be done to determine the number of credits that will be granted for prior college work.

Transfer Credit Acceptance Standards

- 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.
- At both the undergraduate and graduate levels, transfer credits must be from either U.S.-based schools that are accredited by a body that is recognized by the US Department of Education or the Council of Higher Education Accreditation, or non-US institutions that are listed in the *International Handbook of Universities*.
- City Vision University follows a semester hour system, so transfer credits from quarter hour systems are divided by 1.5. Semester Hours = Quarter Hours/1.5.

Transfer Credits for Students Outside of North America

- For foreign students, we use the transcript evaluation services of World Education Services or NARIC if their transcripts are not in English or if there is not a clear translation of credits mechanism from the program in their country.
  - 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.
- 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.

Additional Options

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.

If you have additional questions, please call the City Vision University Registrar's Office at 816-960-2008 or email registrar@cityvision.edu.

Acceptance of Transfer Credit from City Vision

Ultimately the acceptance of any degree or transfer credit from City Vision is up to the receiving institution.

Credit by Examination

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

- College Board's College-level Examination Program (CLEP)
- DANTES Subject Standardized Tests (DSST)
- Excelsior Exams
- TECEP Exams

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.

Note that courses from the American Council on Education (ACE) or NCCRS Credit Recommendation Services are not a form of credit-by-examination. They count as regular transfer credits, and thus are not limited to a maximum of 30 credit hours.

Contact the university admissions office for more information at 816-708-0795.

Credit for Life Experience/Prior Learning Assessment

City Vision University will accept up to 25% of a degree's credits for learning via prior learning assessment.

Students can receive credit for the following:

- Experience and prior learning for up to 25% of undergraduate and graduate degrees.
- Military, corporate and ministry training.
- Unaccredited courses like CEUs and MOOCs (edX & Coursera).
- Certifications, licenses and ordination or other prior learning or experience.

See the following examples:

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. They can demonstrate that this course was of comparable intensity to a 3 credit course (135 hours of effort between reading, class time and assignments). They do 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. They can demonstrate that their level of competency is above that of students completing accredited courses in Fundraising and Grant writing. They do this for 3 different, 3-credit courses in fundraising for a total of 9 credits.

Steps to Receive Credit for Prior Learning Assessment:

1. Take City Vision's Prior Learning Assessment course to have up to 30 credits evaluated.
2. Develop a portfolio documenting your experiential learning. We will provide a portfolio template with instructions on how to develop the portfolio.
3. Our faculty will evaluate credits after payment has been made and all required information has been received, comparing your documentation to learning outcomes of accredited courses.
4. 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.

Undergraduate Degree and Certificate Programs

City Vision University offers the undergraduate degree programs listed below. 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 require 60 credits of academic work; the certificate programs require 16 credits of academic work.

To earn a bachelor's 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 Counseling

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.

Students who complete the program will be able to do the following in each of the listed domains:

1. **Christian Integration**. Integrate Christian principles and counseling theories in an ethical manner in both Christian and secular counseling environments.
2. **Addiction Counseling Foundations**. Describe each of the 12 core functions and 8 competencies of addiction counselors to be academically prepared to become a certified addiction counselor.
3. **Case Management.** Develop case management plans to help clients identify areas where they need help and connecting them with personal and community resources that will help them.
4. **Clinical Counseling Skills**. Utilize foundational skills for clinical addiction counseling.
5. **Psychology**. Describe the foundational concepts of psychology and apply that in both Christian and secular counseling environments.

Additionally, students will fulfill the following outcomes based on the concentration they select:

6. Psychopharmacology. Describe foundational concepts of chemical dependency including a range of psychoactive drugs and how they work.
7. Certification Exam Prep. Identify the key concepts needed to take a licensure exam either to apply to be a peer support specialist or certified addiction counselor.

8. Practicum. Demonstrate mastery of the practice of addiction counseling through a practicum.

9. Multicultural Counseling. Utilize effective methods to counsel diverse clients in both Christian and secular counseling environments.
10. Specialized Skills. Apply knowledge and skills in specialized domains related to Addiction Counseling.

This program is aligned with NAADAC Addiction Counseling standards, and we offer courses specifically in preparation for Certified Addiction Counselor and Peer Support Specialist Certification. However, our Clinical Counseling concentration is the only concentration that is intended to provide an educational path to addiction counseling certification / licensure. Only students in certain states are permitted to enroll in this concentration, as described below.

Additionally, many states require supervised experience hours and exams for licensure. This page provides information in more detail.

Core/Required

- ADC101: Introduction to Christian Addiction Counseling
- ADC302: Case Management
- ADC303: Theories of Psychology and Counseling
- ADC403: Addiction Counseling Assessment and Treatment Planning
- ADC202: Family Issues & Recovery
- ADC404: Mental Illness, Addiction & Dual Diagnosis

Additionally, students must take four courses from one of the following concentrations or choose the Diversified concentration to select any 4 courses from the list below.

Clinical Counseling Concentration Required

- ADC304: Introduction to Psychopharmacology of Addiction
- ADC405: Group Counseling Practices
- ADC406: Addiction Counseling Certification Preparation
- ADC420: Addiction Counseling Practicum

This concentration will satisfy outcomes 1-8 and 10 from the list above.

Note: this concentration may only be taken by students in the list of states below (or those outside of the US).

Christian Recovery Ministry Concentration Required

- ADC401: Managing Residential Recovery Programs
- ADC301: Counseling in Urban & Multicultural Environments
- ADC201: Spirituality & Addiction
- ADC408: Technology, Life Balance & Behavioral Addictions

This concentration will satisfy outcomes 9 and 10, in addition to 1-5.

Major Electives

Students in the Diversified concentration may select from this list of courses in addition to courses from the Clinical Counseling and Christian Recovery Ministry concentrations.

- ADC305: Sexual Issues in Addiction
- ADC306: Recovery Coaching & Peer Support Specialist
- ADC402: Counseling Alcoholics
- ADC407: Trauma and Recovery
- ADC431: Fundamentals of Addiction Counseling
- ADC435: Trauma and Crisis Counseling
- MIN101: Vocation, Calling & Purpose of Work
- MIN310: Chaplaincy

The outcomes satisfied for the Diversified concentration will vary based on which courses the student selects, but will always include outcomes 1-5 and 10.

Program Competencies Mapped to 8 Practice Dimensions of Addiction Counseling

This program follows the TAP 21 Addiction Counseling Competencies provided by SAMHSA as follows: the first 8 program outcomes listed below are the 8 Practice Dimensions. The 9th outcome represents the Four Transdisciplinary Foundations. After completing this program, you will be able to do the following in each of the listed domains below:

1. Clinical Evaluation. Identify steps to screen and assess clients thought to have a substance use disorder, being considered for admission to addiction-related services, or presenting in a crisis situation.
2. Treatment Planning. Develop written treatment plans (in collaboration with clients) that identify important treatment goals; describe measurable, time-sensitive action steps toward achieving those goals with expected outcomes; and reflect a verbal agreement between a counselor and client.
3. Referral. Facilitate the client's use of available support systems and community resources to meet needs identified in clinical evaluation or treatment planning.
4. Service Coordination. Provide administrative, clinical, evaluative and case management activities that bring the client, treatment services, community agencies, and other resources together to focus on issues and needs identified in the treatment plan.
5. Counseling. Utilize a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives.

6. Client Education. Provide clients, families, significant others, and community groups with information on risks related to psychoactive substance use, as well as available prevention, treatment, and recovery resources.
7. Documentation. Record of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.
8. Professional Ethics. Identify and adhere to accepted ethical and behavioral standards of conduct and continuing professional development.
9. Transdisciplinary Foundations. Identify foundational knowledge needed in addiction counseling including the theories of addiction, treatment knowledge, application to practice and professional readiness.

Addiction Counseling Licensure Disclosures

States with CVU Educational Path to Licensure

Based on our research, we believe that our Bachelor's in Addiction Counseling Clinical Concentration will meet the educational requirements for the following states: **Alabama, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin, Wyoming.**

Students from these states may enroll in City Vision's Clinical Counseling Concentration that is intended to meet the educational requirements in those states.

Students should look up the certification requirements in their state. City Vision has done the best research we can to identify requirements. There may be some states on this list that may require minimal training that must happen locally in the state on specific topics such as ethics or Peer Support specialist, typically for only a few hours.

States without CVU Educational Path to Licensure

Based on our research, we believe that this degree will not meet the educational requirements for the following states: **Alaska, Arizona, Delaware, Kansas, Louisiana, New Jersey, New Mexico, North Dakota, South Carolina, and West Virginia**.

Students from these states may not enroll in City Vision's Clinical Counseling Concentration. As you review this list keep in mind the following:

1. City Vision has done the best research we can to identify whether we meet requirements and our best assessment is that we will not meet the educational requirements in these states. If you talk to your state's board and find otherwise, please let us know.
2. There are many states that may have very minimal educational hours requirements (often less than 200). If you would like to still pursue certification, you can often meet these education requirements with either one or two local courses or through unaccredited local training programs. If you choose this option and are still interested in City Vision's degree, you can still enroll in our Recovery Ministry or Diversified Concentration.

Associate of Science in Addiction Counseling

This program focuses on preparing students to become peer support specialist and/or 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.

Students who complete the program will be able to do the following in each of the listed domains:

1. Christian Integration. Integrate Christian principles and counseling theories in an ethical manner in both Christian and secular counseling environments.
2. Addiction Counseling Foundations. Describe each of the 12 core functions and 8 competencies of addiction counselors to be academically prepared to become a certified addiction counselor.
3. Certification Exam Prep. Identify the key concepts needed to take a licensure exam either to apply to be a peer support specialist or certified addiction counselor.
4. Case Management. Develop case management plans to help clients identify areas where they need help and connecting them with personal and community resources that will help them.
5. Psychopharmacology. Describe foundational concepts of chemical dependency including a range of psychoactive drugs and how they work.
6. Psychology. Describe the foundational concepts of psychology and apply that in both Christian and secular counseling environments.

Our program is aligned with NAADAC Addiction Counseling standards. We offer courses specifically in preparation for Certified Addiction Counselor and Peer Support Specialist certification. This program can serve as a step to our Bachelor's in Addiction Counseling Clinical Concentration, which is designed to meet the educational requirements for addiction counseling certification in the states in its "Addiction Counseling Licensure Disclosures" section. Students should look up the certification requirements in their state. Many states will not require a full Bachelor's degree for certification. Most states will have a supervised experience requirement that may not be met through courses.

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

- ADC101: Introduction to Christian Addiction Counseling
- ADC302: Case Management
- ADC201: Spirituality & Addiction
- ADC303: Theories of Psychology and Counseling
- ADC304: Introduction to Psychopharmacology of Addiction
- ADC306: Recovery Coaching and Peer Support Specialist *or* ADC406: Addiction Counseling Certification Preparation

Students may pick at least one of any of the following major electives.

- ADC202: Family Issues & Recovery
- ADC301: Counseling in Urban & Multicultural Environments
- ADC305: Sexual Issues in Addiction
- ADC401: Managing Residential Recovery Programs
- ADC402: Counseling Alcoholics
- ADC403: Professional Counseling Practices
- ADC404: Mental Illness, Addiction & Dual Diagnosis
- ADC405: Group Counseling Practices

- ADC407: Trauma and Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- ADC420: Addiction Counseling Practicum
- ADC431: Fundamentals of Addiction Counseling
- MIN101: Vocation, Calling & Purpose of Work
- MIN310: Chaplaincy

Program Competencies Mapped to 8 Practice Dimensions of Addiction Counseling

This program follows the TAP 21 Addiction Counseling Competencies provided by SAMHSA as follows: the first 8 program outcomes listed below are the 8 Practice Dimensions. The 9th outcome represents the Four Transdisciplinary Foundations. After completing this program, you will be able to do the following in each of the listed domains below:

1. Clinical Evaluation. Identify steps to screen and assess clients thought to have a substance use disorder, being considered for admission to addiction-related services, or presenting in a crisis situation.
2. Treatment Planning. Develop written treatment plans (in collaboration with clients) that identify important treatment goals; describe measurable, time-sensitive action steps toward achieving those goals with expected outcomes; and reflect a verbal agreement between a counselor and client.
3. Referral. Facilitate the client's use of available support systems and community resources to meet needs identified in clinical evaluation or treatment planning.
4. Service Coordination. Provide administrative, clinical, evaluative and case management activities that bring the client, treatment services, community agencies, and other resources together to focus on issues and needs identified in the treatment plan.
5. Counseling. Utilize a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives.
6. Client Education. Provide clients, families, significant others, and community groups with information on risks related to psychoactive substance use, as well as available prevention, treatment, and recovery resources.
7. Documentation. Record of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.
8. Professional Ethics. Identify and adhere to accepted ethical and behavioral standards of conduct and continuing professional development.
9. Transdisciplinary Foundations. Identify foundational knowledge needed in addiction counseling including the theories of addiction, treatment knowledge, application to practice and professional readiness.

Certificate in Addiction Counseling

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 - 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 be able to do the following in each of the listed domains:

1) **Christian Integration.** Integrate Christian principles and counseling theories in an ethical manner in both Christian and secular counseling environments.
2) **Addiction Counseling Foundations.** Describe each of the 12 core functions and 8 competencies of addiction counselors to be academically prepared to become a certified addiction counselor.
3) **Vocation**. 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) **Certification Exam Preparation**. Begin the process of studying and applying for to become a licensed addiction counselor or peer support specialist.

Our program is aligned with NAADAC Addiction Counseling standards. We offer courses specifically in preparation for Certified Addiction Counselor and Peer Support Specialist certification. This program can serve as a step to our Bachelor's in Addiction Counseling Clinical Concentration, which is designed to meet the educational requirements for addiction counseling certification in the states in its "Addiction Counseling Licensure Disclosures" section. Students should look up the certification requirements in their state. Many states will not require a full Bachelor's degree for certification. Most states will have a supervised experience requirement that may not be met through courses.

Students must enroll in an associate's or bachelor's degree program at the same time they enroll in their certificate program. Exceptions may be made for extenuating circumstances.

To earn a certificate, students must complete 16 credits with a 2.0 GPA through the following courses:
Required

- ADC101: Introduction to Christian Addiction Counseling (take early)
- MIN101: Vocation, Calling & Purpose of Work

Certification Exam Prep (1 minimum)

- ADC306: Recovery Coaching & Peer Support Specialist
- ADC406: Addiction Counseling Certification Preparation

Core Electives (4 minimum)

- ADC201: Spirituality & Addiction
- ADC202: Family Issues & Recovery
- ADC301: Counseling in Urban & Multicultural Environments
- ADC302: Case Management
- ADC303: Theories of Psychology and Counseling
- ADC304: Introduction to Psychopharmacology of Addiction
- ADC305: Sexual Issues in Addiction
- ADC401: Managing Residential Recovery Programs
- ADC402: Counseling Alcoholics
- ADC403: Addiction Counseling Assessment and Treatment Planning

- ADC404: Mental Illness, Addiction & Dual Diagnosis
- ADC405: Group Counseling Practices
- ADC407: Trauma and Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- ADC431: Fundamentals of Addiction Counseling
- GEN110: Holistic Personal Health and Spirituality
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery and Self-Care
- MIN310: Chaplaincy
- ORG201: Job & Internship Search Strategies (1 credit)

Bachelor of Arts in Christian Ministry and Leadership

This program is designed to prepare students to be a leader in a parachurch ministry, nonprofit, urban ministry or urban mission, equipping them with the theoretical and practical tools needed to serve 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 analyze the structure, themes and content of the Bible and apply that to local contexts.

2. Theology. Apply the foundational truths of Christian theology grounded in Scripture 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. Develop a personal philosophy and plan for leadership based on principles of leadership and effective ministry management.

5. Emotional Health. Reflect and develop plans needed to establish healthy relationships and life balance.

Ministry & Missions

6. Cross-Cultural Ministry. Develop strategy for effective cross-cultural management and ministry and apply that to their own organizational or ministry context.

7. Nonprofit Foundations. Describe the key competencies of effective nonprofit managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills).

8. Specialization. Develop skills and apply learning and concepts in one area of specialty ministry.

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 24 credits from the following courses:

Required Core Courses

- MIN101: Vocation, Calling & Purpose of Work
- ORG101: Introduction to Nonprofit & Ministry Management (take early in program)
- ORG431: Leadership in Diverse and Under-Resourced Communities (undergrad section of graduate course)

Theology Core (Pick 1)

- MIN204: Theology & Strategy of Urban Ministry
- MIN302: Biblical Theology

Bible Core (Pick 2)

- MIN201: Old Testament Foundations
- MIN202: New Testament Foundations
- MIN301: Introduction to Biblical Interpretation
- MIN410: Biblical Interpretation (undergrad section of graduate course)
- MIN411: New Testament Survey (undergraduate section of graduate course)

Cross-Cultural Ministry Core (Pick 1)

- MIN203: Urban Youth Ministry
- MIN305: Christian Community Development and the Social Justice Tradition
- ORG303: Cross-Cultural Management & Ministry

Emotional Health Core (Pick 1)

- ADC202: Family Issues & Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN206: Emotional Intelligence in Ministry & Management

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.

Counseling Ministry

- ADC101: Introduction to Christian Addiction Counseling
- ADC201: Spirituality & Addiction
- ADC202: Family Issues & Recovery
- ADC301: Counseling in Urban & Multicultural Environments
- ADC302: Case Management
- ADC303: Theories of Psychology and Counseling

- ADC304: Introduction to Psychopharmacology of Addiction
- ADC305: Sexual Issues in Addiction
- ADC306: Recovery Coaching & Peer Support Specialist
- ADC401: Managing Residential Recovery Programs
- ADC402: Counseling Alcoholics
- ADC403: Addiction Counseling Assessment & Treatment Planning
- ADC404: Mental Illness, Addiction & Dual Diagnosis
- ADC405: Group Counseling Practices
- ADC406: Addiction Counseling Certification Preparation
- ADC407: Trauma and Recovery
- ADC431: Fundamentals of Addiction Counseling
- ADC435: Trauma and Crisis Counseling
- MIN310: Chaplaincy
- ORG303: Cross-Cultural Management & Ministry
- ORG350: Mentored Ministry & Leadership

Urban Missions

- ADC201: Spirituality & Addiction
- ADC202: Family Issues and Recovery
- ADC301: Counseling in Urban & Multicultural Environments
- ADC302: Case Management
- ADC401: Managing Residential Recovery Programs
- MIN104: Wounded Healers: Holistic Addiction Recovery and Self-Care
- MIN305: Christian Community Development and the Social Justice Tradition
- MIN310: Chaplaincy
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry
- ORG350: Mentored Ministry and Leadership
- ORG405: Volunteer Management
- ORG430: Organizational Behavior
- ORG432: Nonprofit Educational Program Design
- ORG433: Grant Writing
- ORG437: Nonprofit Program Planning and Evaluation

Ministry Management

- BUS202: Introduction to Management and Leadership
- BUS302: Retail Management
- GEN103: Personal Finance (using Financial Peace)
- MIN104: Wounded Healers: Holistic Addiction Recovery and Self-Care
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry

- ORG401: Nonprofit Financial Accounting
- ORG402: Nonprofit Managerial Accounting
- ORG403: Nonprofit Fundraising
- ORG405: Volunteer Management
- ORG433: Grant Writing
- ORG436: Nonprofit Executive Leadership & Board Development
- ORG437: Nonprofit Program Planning and Evaluation
- ORG439: Major Gifts and Planned Giving

Finally, students must meet all of City Vision's general education requirements for graduation.

Associate of Applied Science in Christian Ministry and Leadership

This program is designed to prepare students to be a leader in a parachurch ministry, nonprofit, urban ministry or urban mission, equipping them with the theoretical and practical tools needed to serve 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 analyze the structure, themes and content of the Bible and apply that to local contexts.
>
> **2. Theology.** Apply the foundational truths of Christian theology grounded in Scripture 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. Emotional Health.** Reflect and develop plans needed to establish healthy relationships and life balance.

Ministry & Missions

> **5. Cross-Cultural Ministry.** Develop strategy for effective cross-cultural management and ministry and apply that to their own organizational or ministry context.
>
> **6. Nonprofit Foundations**. Describe the key competencies of effective nonprofit managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills).

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 18 credits from the following courses:

Required Core Courses

- MIN101: Vocation, Calling & Purpose of Work
- ORG101: Introduction to Nonprofit & Ministry Management (take early in program)

Theology Core (Pick 1)

- MIN204: Theology & Strategy of Urban Ministry
- MIN302: Biblical Theology

Bible Core (Pick 1)

- MIN201: Old Testament Foundations
- MIN202: New Testament Foundations
- MIN301: Introduction to Biblical Interpretation
- MIN410: Biblical Interpretation (undergrad section of graduate course)
- MIN411: New Testament Survey (undergraduate section of graduate course)

Cross-Cultural Ministry Core (Pick 1)

- MIN203: Urban Youth Ministry
- MIN305: Christian Community Development and the Social Justice Tradition
- ORG303: Cross-Cultural Management & Ministry
- ORG431: Leadership in Diverse and Under-Resourced Communities (undergrad section of graduate course)

Emotional Health Core (Pick 1)

- ADC202: Family Issues & Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN206: Emotional Intelligence in Ministry & Management

Additionally, students must meet all of City Vision's general education requirements for graduation.

Certificate in Christian Ministry

Program Summary

Our undergraduate certificate introduces students to the big story of the Bible and its function as an anthology of covenantal documents for equipping them as leaders in the covenant community, which worships and bears witness to the Triune God. The goal of this program is to prepare students for leadership positions in churches, ministries and nonprofit organizations (This includes SOC codes under 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)

Program Outcomes

1. **Bible & Theology.** Use sound principles of Biblical interpretation and Christian theology to understand the structure, themes and content of the Bible and apply and communicate that well in local contexts.
2. **Cross-Cultural Ministry.** Develop plans to apply cross-cultural principles toward effective ministry across diverse cultures.
3. **Vocation**. 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. **Business & Nonprofit Skills**. Demonstrate professional competencies in at least one specialty area in business or nonprofit management.
5. **Relational and Life Skills.** Demonstrate competencies in at least one relational or life skill.

Students must enroll in an associate's or bachelor's degree program at the same time they enroll in their certificate program. Exceptions may be made for extenuating circumstances.

To earn a certificate, students must complete 16 credits with a 2.0 GPA through the following courses:

Required Core

- ORG101: Introduction to Nonprofit & Ministry Management (take early)
- MIN101: Vocation, Calling & Purpose of Work

Bible & Theology Core (one minimum)

- MIN201: Old Testament Foundations
- MIN202: New Testament Foundations
- MIN204: Theology & Strategy of Urban Ministry
- MIN301: Introduction to Biblical Interpretation
- MIN302: Biblical Theology

Cross-Cultural Ministry Core (one minimum)

- ADC301: Counseling in Urban & Multicultural Environments
- MIN203: Urban Youth Ministry
- MIN204: Theology & Strategy of Urban Ministry
- MIN305: Christian Community Development and the Social Justice Tradition
- ORG303: Cross-Cultural Management & Ministry (undergrad section of graduate course)
- ORG431: Leadership in Diverse and Under-Resourced Communities (undergrad section of graduate course)

Electives

For Electives, students may take additional Bible & Theology and Cross-Cultural Ministry courses from the lists above, or may take any of the following courses:

- ADC101: Introduction to Christian Addiction Counseling
- ADC201: Spirituality and Addiction
- ADC202: Family Issues and Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- GEN103: Personal Finance

- GEN110: Holistic Personal Health and Spirituality
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN206: Emotional Intelligence in Ministry & Management
- ORG201: Job & Internship Search Strategies (1 credit)

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

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 the Social Entrepreneurship concentration will be well-equipped to start their own business.

Upon completion of the bachelor's program, students will be able to:

1. Communicate effectively in professional situations through writing and electronic media.
2. Describe the core functions of a business and apply them to achieve desired organizational goals.
3. Apply 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 nonprofits and social enterprises.
5. Develop plans to grow nonprofits and social enterprises in a way that is socially responsible and that reflects God's love and purposes for the world.
6. 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.
7. Apply theories and concepts in one area of specialization: nonprofit management or social entrepreneurship.

Required: Business Core (24 credits required)

- BUS101: Introduction to Business
- BUS102: Business Communications
- MIN101: Vocation, Calling & Purpose of Work
- ORG101: Introduction to Nonprofit and Ministry Management
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management and Ministry
- ORG401: Nonprofit Financial Accounting

Concentration Courses (take at least 4 courses in one concentration)

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

Nonprofit Management Concentration

- BUS201: Introduction to Accounting
- BUS202: Introduction to Management and Leadership
- BUS302: Retail Management

- BUS401: Marketing for Nonprofits and Businesses
- GEN103: Personal Finance (using Financial Peace)
- MIN203: Urban Youth Ministry
- MIN305: Christian Community Development and the Social Justice Tradition
- ORG403: Nonprofit Fundraising
- ORG405: Volunteer Management
- ORG430: Organizational Behavior: Developing Healthy Organizations
- ORG431: Leadership in Diverse and Under-Resourced Communities
- ORG432: Nonprofit Educational Program Design
- ORG433: Grant Writing
- ORG435: Nonprofit Financial Management
- ORG436: Nonprofit Executive Leadership & Board Development
- ORG437: Nonprofit Program Planning and Evaluation
- ORG439: Major Gifts and Planned Giving
- ORG440: Strategic Management

Social Entrepreneurship Concentration

- ADC408: Technology, Life Balance & Behavioral Addictions
- BUS202: Introduction to Management and Leadership
- BUS301: Introduction to Entrepreneurship
- BUS302: Retail Management
- BUS303: Food Service Management
- BUS401: Marketing for Nonprofits and Businesses
- BUS402: Project Management
- GEN103: Personal Finance (using Financial Peace)
- ORG405: Volunteer Management
- ORG430: Organizational Behavior: Developing Healthy Organizations
- ORG431: Leadership in Diverse and Under-Resourced Communities
- ORG432: Nonprofit Educational Program Design
- ORG433: Grant Writing
- ORG437: Nonprofit Program Planning and Evaluation
- ORG440: Strategic Management

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.

Upon completion of the associate's program, students will be able to:

1. Communicate effectively in professional situations through writing and electronic media.
2. Describe the core functions of a business and apply them to achieve desired organizational goals.

3. Apply 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 nonprofits and social enterprises.
5. Demonstrate an understanding of economic principles and practices and evaluate their implications for business strategy.
6. Develop plans to grow nonprofits and social enterprises 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)

- BUS101: Introduction to Business
- BUS102: Business Communications
- BUS202: Introduction to Management and Leadership
- MIN101: Vocation, Calling and Purpose of Work
- ORG101: Introduction to Nonprofit and Ministry Management
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG401: Nonprofit Financial Accounting

Certificate 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.

Upon completion of the Certificate program, students will be able to:

1) Business Foundations. Describe the core functions of a business and apply them to achieve desired organizational goals.
2) Nonprofit Foundations. Describe the key competencies of effective nonprofit managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills)
3) Vocation. 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) Business & Nonprofit Skills. Demonstrate professional competencies in at least one specialty area in business or nonprofit management.

Students must enroll in an associate's or bachelor's degree program at the same time they enroll in their certificate program. Exceptions may be made for extenuating circumstances.

To earn a certificate, students must complete 16 credits with a 2.0 GPA through the following courses:

Required Core

- BUS101: Introduction to Business
- BUS202: Introduction to Management and Leadership
- ORG101: Introduction to Nonprofit & Ministry Management
- MIN101: Vocation, Calling & Purpose of Work

Electives (pick 2)

- BUS102: Business Communications
- BUS201: Introduction to Accounting
- BUS301: Introduction to Entrepreneurship
- BUS302: Retail Management
- BUS303: Food Service Management
- GEN103: Personal Finance (using Financial Peace)
- GEN110: Holistic Personal Health and Spirituality
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN206: Emotional Intelligence in Ministry & Management
- ORG201: Job & Internship Search Strategies (1 credit)
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry (undergrad section of graduate course)
- ORG401: Nonprofit Financial Accounting

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 be able to:

1. Nonprofit Foundations. Describe the key competencies of effective nonprofit managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills).
2. Finances. Apply basic accounting and budgeting principles in order to successfully manage the finances of a nonprofit organization.

3. Fundraising/Marketing. Apply basic marketing, communication and fundraising strategies in operating a successful nonprofit organization.

4. Innovation. Develop strategies and plans to effectively use technology and innovation to achieve organizational goals.
5. Human resources. Apply the essential elements of nonprofit human resource management including volunteer management, hiring, firing, supervision and legal considerations.

6. Vocation. 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.
7. Cross-Cultural Ministry. Develop plans to apply cross-cultural principles toward effective ministry across diverse cultures.

This position will prepare graduates to be a Social and Community Service Manager (SOC 11-9151.00), or Fundraising Manager (SOC 11-2033.00).

Students in the Nonprofit Management program must meet the following requirements.

Required Courses

- MIN101: Vocation, Calling & Purpose of Work
- ORG101: Introduction to Nonprofit & Ministry Management
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry
- ORG401: Nonprofit Financial Accounting

Required Fundraising Course (pick at least 1)

- ORG403: Nonprofit Fundraising
- ORG433: Grant Writing
- BUS401: Marketing for Nonprofits and Businesses
- ORG439: Major Gifts and Planned Giving

Concentration Courses (take at least 3 courses in one concentration)

Social Entrepreneurship Concentration

- BUS101: Introduction to Business
- BUS202: Introduction to Management and Leadership
- BUS301: Introduction to Entrepreneurship
- BUS302: Retail Management
- BUS303: Food Service Management
- BUS401: Marketing for Nonprofits and Businesses
- ORG350: Mentored Ministry & Leadership
- ORG435: Nonprofit Financial Management
- ORG440: Strategic Management

Cross-Cultural Urban Ministry Concentration

- MIN203: Urban Youth Ministry
- MIN204: Theology & Strategy of Urban Ministry
- MIN305: Christian Community Development & the Social Justice Tradition
- ORG350: Mentored Ministry & Leadership
- ORG431: Leadership in Diverse and Under-Resourced Communities

Fundraising Concentration

- BUS401: Marketing for Nonprofits and Businesses
- ORG403: Nonprofit Fundraising

- ORG405: Volunteer Management
- ORG433: Grant Writing

Executive Leadership Concentration

- BUS202: Introduction to Management and Leadership
- ORG350: Mentored Ministry & Leadership
- ORG403: Nonprofit Fundraising
- ORG430: Organizational Behavior: Developing Healthy Organizations
- ORG431: Leadership in Diverse and Under-Resourced Communities
- ORG433: Grant Writing
- ORG435: Nonprofit Financial Management
- ORG436: Nonprofit Executive Leadership & Board Development
- ORG439: Major Gifts and Planned Giving
- ORG440: Strategic Management

Program Management Concentration

- BUS201: Introduction to Accounting
- BUS202: Introduction to Management and Leadership
- ORG350: Mentored Ministry & Leadership
- ORG405: Volunteer Management
- ORG432: Nonprofit Educational Program Design
- ORG437: Nonprofit Program Planning and Evaluation

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 electives: Mentored Ministry and Leadership, Independent Study and Prior Learning Assessment Portfolio Development.

Associate of Science in Nonprofit Management

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.

Upon completion of the associate's program, students will be able to do the following in each of the listed domains:

1. Nonprofit Foundations. Describe the key competencies of effective nonprofit managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills).
2. Innovation. Develop strategies and plans to effectively use technology and innovation to achieve organizational goals.
3. Human resources. Apply the essential elements of nonprofit human resource management including volunteer management, hiring, firing, supervision and legal considerations.
4. Vocation. 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.
5. Cross-Cultural Ministry. Develop plans to apply cross-cultural principles toward effective ministry across diverse cultures.

This position will prepare graduates to be a Social and Human Service Assistant (SOC 21-1093.00).

Required Courses

- MIN101: Vocation, Calling & Purpose of Work
- ORG101: Introduction to Nonprofit & Ministry Management
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry
- BUS202: Introduction to Management and Leadership

To complete this Associate's, students must:

- Complete 60 credits with at least 15 credits from City Vision.
- Complete all major core requirements and general education requirements.
- Have a cumulative GPA of at least 2.0 (including City Vision credits and accepted transfer credits).

Certificate in Nonprofit Management

The City Vision University Nonprofit Management certificate 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:

1. **Nonprofit Foundations**. Describe the key competencies of effective nonprofit managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills)
2. **Vocation**. 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.
3. **Nonprofit Skills**. Demonstrate professional competencies in at least one specialty area in nonprofit management.

This position will prepare graduates to be a Social and Community Service Manager (SOC 11-9151.00), or Fundraising Manager (SOC 11-2033.00).

Students must enroll in an associate's or bachelor's degree program at the same time they enroll in their certificate program. Exceptions may be made for extenuating circumstances.

To earn a certificate, students must complete 16 credits with a 2.0 GPA through the following courses:

Required Core

- ORG101: Introduction to Nonprofit & Ministry Management (take early)
- MIN101: Vocation, Calling & Purpose of Work
- BUS202: Introduction to Management and Leadership

Electives (pick 3)

- BUS102: Business Communications
- BUS201: Introduction to Accounting
- BUS301: Introduction to Entrepreneurship
- BUS302: Retail Management
- BUS303: Food Service Management
- GEN103: Personal Finance (using Financial Peace)
- GEN110: Holistic Personal Health and Spirituality
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- MIN206: Emotional Intelligence in Ministry & Management
- ORG201: Job & Internship Search Strategies (1 credit)
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry (undergrad section of graduate course)
- ORG401: Nonprofit Financial Accounting

Certificate in Nonprofit Fundraising and Development

Program Tuition
Tuition in this program is $267.67/credit hour.

Program Summary

Our Certificate in Fundraising and Development program will prepare you to be a fundraiser for a nonprofit or business. More than 70% of our graduates have worked in the nonprofit or ministry sector after graduation. Others often work in businesses with values that reflect strong social responsibility and entrepreneurship.

Representative occupations for which this certificate prepares students are 11-2033 Fundraising Managers and 13-1131 Fundraisers.

Students who complete the Certificate in Nonprofit Fundraising and Development program will do the following in each listed domain:

1. Fundraising Planning. Develop a comprehensive fundraising plan for a nonprofit organization.
2. Development Strategies. Develop strategies and plans to provide additional support for nonprofit fundraising efforts including marketing, grant writing, board development and major donors.
3. Christian Integration. Integrate Christian principles into nonprofit and ministry development strategies.

Students must enroll in an associate's or bachelor's degree program at the same time they enroll in their certificate program (unless they are enrolled in the self-paced program). Exceptions may be made for extenuating circumstances.

All Certificate in Nonprofit Fundraising and Development students must take six courses from the list below:

- BUS401: Marketing for Nonprofits and Businesses
- ORG403: Nonprofit Fundraising
- ORG433: Grant Writing
- ORG405: Volunteer Management
- ORG436: Nonprofit Executive Leadership & Board Development
- ORG439: Major Gifts and Planned Giving

Get credit toward the Certified Fund Raising Executive (CFRE) Certificate

Each of our fundraising courses count as 45 continuing education credits toward the Certified Fund Raising Executive (CFRE) Certificate. City Vision can help you meet the following CFRE requirements:

1. Educational Requirements. One City Vision course provides 45 points toward the educational component of your CFRE application.
2. CFRE Exam Preparation. Our courses help you prepare for key components of the CFRE Exam.
3. Professional Practice. CFRE requires that you be employed in a nonprofit fundraising-related position. Our courses will help you be more successful in that position.

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

To graduate from this program, students must complete 16 credit hours, and have a GPA of at least 2.0.

Self-Paced Track:

The Nonprofit Fundraising and Development certificate is also offered in a self-paced track. In this track, students may start in each of our 5 terms, with courses that are 8 weeks long, but where they do not have to complete their coursework with specific due dates for each week in the self-paced courses.

Students may not be in the self-paced Nonprofit Fundraising and Development certificate program simultaneously with any other program due to US Department of Education regulations. The self-paced versions of our Fundraising, Grant Writing, Major Gifts and Marketing courses are only available to students in our self-paced Fundraising Certificate program.

Below are the course titles for the self-paced track. Note that the ones without self-paced in the title are regular courses with due dates for each week. Students must take six courses from the list below:

- BUS400: Marketing for Nonprofits and Businesses (self-paced)
- ORG460: Nonprofit Fundraising (self-paced)
- ORG462: Grant Writing (self-paced)
- ORG405: Volunteer Management
- ORG436: Nonprofit Executive Leadership & Board Development
- ORG461: Major Gifts and Planned Giving (self-paced)

Certificate in Retail Management

Program Tuition
Tuition in this program is $267.67/credit hour.

Program Summary

Our Certificate in Retail Management program will prepare you to be a manager in a business or nonprofit social enterprise. More than 70% of our graduates have worked in the nonprofit or ministry sector after graduation. We place a particular focus on nonprofit thrift stores and other retail social enterprises.

Representative occupations for which this degree prepares students are retail store managers such as those described in the 41-1011.00 SOC Classification.

Students who complete the Certificate in Retail Management program will do the following in each listed domain:

1. **Management Foundations**. Describe the key competencies of effective managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills).
2. **Business Foundations**. Describe the core functions of a business and apply them to achieve desired organizational goals.
3. **Retail Management**. Develop plans for retail businesses including retail operations, customer service, inventory management, merchandising, and sales management.
4. **People Management**. Develop skills needed to effectively manage and lead other people.
5. **Business Skills**. Demonstrate management skills in specific domains to enable effective business management.

Students must enroll in an associate's or bachelor's degree program at the same time they enroll in their certificate program. Exceptions may be made for extenuating circumstances.

To earn a certificate, students must complete 16 credits with a 2.0 GPA through the following courses:

Required Core

- BUS101: Introduction to Business
- BUS202: Introduction to Management and Leadership
- BUS302: Retail Management
- ORG101: Introduction to Nonprofit & Ministry Management

Electives (pick 2)

- ADC202: Family Issues & Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- BUS102: Business Communications
- BUS201: Introduction to Accounting
- BUS301: Introduction to Entrepreneurship

- BUS303: Food Service Management
- GEN103: Personal Finance (using Financial Peace)
- GEN110: Holistic Personal Health and Spirituality
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- ORG201: Job & Internship Search Strategies (1 credit)
- MIN206: Emotional Intelligence in Ministry & Management
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry
- ORG401: Nonprofit Financial Accounting

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

Certificate in Food Service Management

Program Tuition
Tuition in this program is $267.67/credit hour.

Program Summary

Our Certificate in Food Service Management program will prepare you to be a food service manager in a business or nonprofit social enterprise. More than 70% of our graduates have worked in the nonprofit or ministry sector after graduation.

Representative occupations for which this degree prepares students are retail store managers such as those described in the 11-9051.00 SOC Classification.

Students who complete the Certificate in Retail Management program will do the following in each listed domain:

1. **Management Foundations**. Describe the key competencies of effective managers and develop a career development plan across four competency domains including: Collaborate (HR & Relational Skills), Control (Governance, Financial & Operations Skills), Create (Innovation & Entrepreneurial Skills) and Compete (Business & Funding Skills).
2. **Business Foundations**. Describe the core functions of a business and apply them to achieve desired organizational goals.
3. **Food Service Management**. Develop plans for food service management including menu planning, food safety and sanitation, kitchen operations, customer service, and financial management.
4. **People Management**. Develop skills needed to effectively manage and lead other people.
5. **Business Skills**. Demonstrate management skills in specific domains to enable effective business management.

Students must enroll in an associate's or bachelor's degree program at the same time they enroll in their certificate program. Exceptions may be made for extenuating circumstances.

To earn a certificate, students must complete 16 credits with a 2.0 GPA through the following courses:

Required Core

- BUS101: Introduction to Business
- BUS202: Introduction to Management and Leadership
- BUS303: Food Service Management
- ORG101: Introduction to Nonprofit & Ministry Management

Electives (pick 2)

- ADC202: Family Issues & Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- BUS102: Business Communications
- BUS201: Introduction to Accounting
- BUS301: Introduction to Entrepreneurship
- BUS302: Retail Management
- GEN103: Personal Finance (using Financial Peace)
- GEN110: Holistic Personal Health and Spirituality
- MIN101: Vocation, Calling & Purpose of Work
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care
- ORG201: Job & Internship Search Strategies (1 credit)
- MIN206: Emotional Intelligence in Ministry & Management
- ORG301: Nonprofit Human Resources
- ORG302: Social Entrepreneurship
- ORG303: Cross-Cultural Management & Ministry
- ORG401: Nonprofit Financial Accounting

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

Graduate Degree Programs

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 get prepared to start and own their own business or nonprofit, or work in technology management or education management. Representative occupations for which this degree prepares students are in the 11-0000 Management Occupations SOC classification, such as Chief Executive (11-1011), General and Operations Managers (11-1021) and Social Community Service Managers (11-9151).

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 core courses:

- ORG620: Strategic Management Capstone (take late in program)
- ORG607: Human Resources *or* ORG605: Organizational Behavior: Developing Healthy Organizations
- ORG606: Nonprofit Financial Management
- ORG602: Social Entrepreneurship
- MIN601: Vocation, Calling & Purpose of Work

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

Social Entrepreneurship & Nonprofit Management Concentration

- ORG614: Nonprofit Educational Program Design
- ORG613: Transformational Change Leadership
- ORG612: Nonprofit Executive Leadership & Board Development
- ORG604: Nonprofit Fundraising
- ORG603: Leadership in Diverse and Under-Resourced Communities
- ORG601: Cross-Cultural Management & Ministry
- ORG611: Grant Writing
- MIN603: Technology, Life Balance & Behavioral Addictions
- MIN602: Christian Community Development & the Social Justice Tradition
- MIN620: Aligning Strategy with Theology and Values
- BUS602: Project Management
- BUS601: Marketing for Nonprofits and Businesses
- ADC501: Fundamentals of Addiction Counseling
- ADC521: Technology, Life Balance and Behavioral Addictions

Cross-Cultural Management Concentration

- ORG613: Transformational Change Leadership
- ORG603: Leadership in Diverse and Under-Resourced Communities
- ORG601: Cross-Cultural Management & Ministry
- MIN602: Christian Community Development & the Social Justice Tradition
- MIN620: Aligning Strategy with Theology and Values

Fundraising Management Concentration

- ORG612: Nonprofit Executive Leadership & Board Development
- ORG604: Nonprofit Fundraising
- ORG611: Grant Writing
- ORG617: Major Gifts and Planned Giving
- ORG650: Mentored Ministry & Leadership
- BUS601: Marketing for Nonprofits and Businesses

Executive Leadership Concentration

- ORG612: Nonprofit Executive Leadership & Board Development
- ORG604: Nonprofit Fundraising
- ORG603: Leadership in Diverse and Under-Resourced Communities
- ORG601: Cross-Cultural Management & Ministry
- ORG611: Grant Writing
- ORG617: Major Gifts and Planned Giving
- ORG650: Mentored Ministry & Leadership
- BUS601: Marketing for Nonprofits and Businesses
- MIN620: Aligning Strategy with Theology and Values

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 electives: Mentored Ministry and Leadership, Independent Study and Prior Learning Assessment Portfolio Development.

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 (including City Vision credits and accepted transfer credits).

Master of Science in Addiction Counseling

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.

Students who complete the Master of Science in Addiction Counseling program will do the following in each listed domain:

1) **Addiction Counseling**. Develop plans and function in the eight practice domains of addiction counseling including: 1) Clinical Evaluation, 2) Treatment Planning, 3) Referral, 4) Case Management, 5) Counseling, 6) Client Education, 7) Documentation and 8) Ethics including transdisciplinary foundations.
2) **Christian Counseling**. Integrate the theory and practice of addiction counseling into a Christian worldview to effectively serve and apply professional ethics in secular counseling and Christian counseling environments.
3) **Co-occurring Disorders**. Provide counseling, treatment plans and referrals to those with substance use disorders and co-occurring mental health disorders.

4) **Addiction Psychopharmacology**: Develop effective addiction treatment based on knowledge of a range of psychoactive drugs and be able to educate clients and provide referrals needed to provide comprehensive treatment.

5) **Family Counseling**. Provide counseling to families affected by addiction and assist them in moving toward healthy family dynamics.
6) **Trauma & Crisis Counseling**. Provide effective counseling to those experiencing crisis or having a history of trauma.
7) **Multicultural Counseling**. Utilize effective methods to counsel diverse clients in both Christian and secular counseling environments.

Additionally, students will fulfill the following outcomes based on the concentration they select:

8) **Group Counseling**. Facilitate group counseling sessions based on an understanding of group dynamics in addiction treatment.
9) **Counseling Theory**. Synthesize counseling theories to develop treatment plans for those with substance use disorders and co-occurring mental health disorders.
10) **Counseling Skills & Techniques**. Apply counseling theories and techniques in addiction counseling including motivational interviewing, cognitive-behavioral therapy, and 12-step group facilitation.
11) **Clinical Evaluation**. Conduct thorough assessments and diagnoses of substance use disorders and co-occurring mental health disorders using the Diagnostic and Statistical Manual of Mental Disorders (DSM).
12) **Professional Ethics**. Apply the ethical and professional principles, standards, and expectations that are integral to a professional counselor's role and identity.
13) **Behavioral Addiction**. Provide counseling to those dealing with behavioral addictions as well as conducting self-assessment to maintain balance avoiding and personally avoiding behavioral addictions.
14) **Culminating Experience**. Demonstrate mastery of the practice of addiction counseling either through a practicum or comprehensive knowledge through preparation for an addiction counseling certification exam.

This program is aligned with NAADAC Addiction Counseling standards. However, our Clinical Addiction Counseling concentration is the only concentration that is intended to provide an educational path to addiction counseling certification / licensure. Only students in certain states are permitted to enroll in this concentration, as described below.

Additionally, many states require supervised experience hours and exams for licensure. This page provides information in more detail.

We expect most of our students will work in two domains: Clinical Addiction Counseling, or Christian Recovery Ministry. Other students may wish to pursue LPC certification. Because of this, we created concentrations in each of these areas with specialized courses focused on concepts and techniques in those concentrations. Students are required to complete 7 Core courses and 5 Concentration Courses from one of the following three concentrations.

Core Courses

- ADC501: Fundamentals of Addiction Counseling

- ADC512: Family Counseling and Addiction
- ADC513: Psychopathology, Co-Occurring Disorders and Addiction
- ADC514: Psychopharmacology of Addiction
- ADC520: Trauma and Crisis Counseling
- ADC504: Multicultural Counseling
- ADC506: Christian Approaches to Counseling and Life Transformation

Clinical Addiction Counseling Concentration: This concentration is designed to assist students in receiving their practicum hours and developing other clinical counseling expertise needed for advanced certifications in Addiction Counseling in their state.

- ADC502: Counseling Theory and Treatment Planning
- ADC503: Ethical & Legal Issues in Counseling
- ADC505: Counseling Skills and Techniques
- ADC510: Group Counseling
- ADC550: Counseling Practicum - See additional details of this requirement below.

In addition to the core program outcomes, this concentration will fulfill the following concentration outcomes:

Outcomes 8, 9, 10, 12 and 14 from the list above.

Note: This concentration may only be taken by students in the list of states below (or those outside of the US).

Christian Recovery Ministry Concentration: This concentration is designed to maximize flexibility to enable students to take graduate Bible/theology courses, management courses or graduate & undergraduate addiction counseling courses as electives.

Recommended Electives

- ADC502: Counseling Theory and Treatment Planning
- ADC505: Counseling Skills and Techniques
- ADC510: Group Counseling
- ADC521: Technology, Life Balance & Behavioral Addictions

Students in the Christian Recovery Ministry Concentration may take any Master's courses as electives and may take up to 2 undergraduate courses as electives.

Required

- ADC550: Counseling Practicum OR ADC540: Advanced Addiction Counseling Certification Preparation

In addition to the core program outcomes, this concentration will fulfill the following concentration outcomes:

Outcomes 8, 9, 10, 13 and 14 from the list above, based on which courses the student selects. (Outcome 14 is required.)

Pre-LPC Concentration: This concentration is designed to maximize course alignment with CACREP standards, but this is not a CACREP certified program. The goal is to maximize the transfer credits for students wanting to transfer to another institution to pursue a 60-credit Master's Program toward becoming a Licensed Professional Counselor (LPC).
Students must take the following 4 courses.

- ADC502: Counseling Theory and Treatment Planning
- ADC503: Ethical & Legal Issues in Counseling
- ADC511: Assessment Techniques in Counseling
- ADC521: Technology, Life Balance & Behavioral Addictions

Required

- ADC550: Counseling Practicum OR ADC540: Advanced Addiction Counseling Certification Preparation

In addition to the core program outcomes, this concentration will fill the following concentration outcomes:

Outcomes 9, 11, 12, 13 and 14 from the list above.

Students Interested in Becoming a Licensed Professional Counselor Transferring to Another Institution

This Master's in Addiction Counseling program is <u>not</u> designed to meet all the requirements for students wanting to become a Licensed Professional Counselor (LPC). Students who may later be interested in completing a program from another institution to prepare them to be a Licensed Professional Counselor may want to consider our Pre-LPC Concentration. We have designed our program to align with the requirements of Liberty University's Master's in Clinical Mental Health Counseling to maximize the chance of transfer credits being accepted by them. We do not guarantee that transfer credits will be accepted at Liberty University (or any other institution), but we have aligned our program with their program, so that up to 27 credits may transfer. The LPC concentration is designed to maximize course alignment with CACREP standards, but this is not a CACREP certified program. We expect that credits from our program will be unlikely to transfer to most state schools, and very few are likely to transfer to Christian institutions other than Liberty. Ultimately the acceptance of any degree or transfer credit from City Vision is up to the receiving institution.

Also, if you wish to become a licensed addiction counselor after completing this program, you would need to enroll in the Clinical Counseling concentration, and live in one of the states listed below as meeting the educational requirements.

Requirements for Students Taking ADC550: Counseling Practicum

A practicum is a supervised training experience where you will get academic credit for applying your academic knowledge in a professional addiction counseling environment. It is the responsibility of the student to secure a site through which they may complete the required internship hours and a clinical supervisor that meets the requirements in their state to provide clinical supervision. Note: Because the goal of this practicum is to align with the requirements for certification in the states in which they reside, the practicum may be customized to conform with their requirements.

Addiction Counseling Licensure Disclosures

States with CVU Educational Path to Licensure

Based on our research, we believe that our Master's in Addiction Counseling Clinical Concentration will meet the educational requirements for the following states: **Alabama, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin, Wyoming.**

Students from these states may enroll in City Vision's Clinical Addiction Counseling Concentration that is intended to meet the educational requirements in those states.

Students should look up the certification requirements in their state. City Vision has done the best research we can to identify requirements. There may be some states on this list that may require minimal training that must happen locally in the state on specific topics such as ethics or Peer Support specialist, typically for only a few hours.

States without CVU Educational Path to Licensure

Based on our research, we believe that this degree will not meet the educational requirements for the following states: **Alaska, Arizona, Delaware, Kansas, Louisiana, New Jersey, New Mexico, North Carolina, North Dakota, South Carolina, and West Virginia**.

Students from these states may not enroll in City Vision's Clinical Addiction Counseling Concentration. As you review this list keep in mind the following:

1. City Vision has done the best research we can to identify whether we meet requirements and our best assessment is that we will not meet the educational requirements in these states. If you talk to your state's board and find otherwise, please let us know.
2. There are many states that may have very minimal educational hours requirements (often less than 200). If you would like to still pursue certification, you can often meet these education requirements with either one or two local courses or through unaccredited local training programs. If you choose this option and are still interested in City Vision's degree, you can still enroll in our Recovery Ministry or Diversified Concentration.

Transfer Credits to City Vision's Master's Program

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.

Graduation Requirements

To graduate from this program, students must complete all core courses and all courses in their concentration for a total of 36 credit hours. They must have a graduate-level GPA of at least 2.0 (including City Vision credits and accepted transfer credits).

Master of Science in Nonprofit Management

Our Master of Science in Nonprofit Management (MSNM) program will prepare you to be a senior manager in a nonprofit or a socially-conscious business. More than 70% of our graduates have worked in the nonprofit or ministry sector after graduation. Others often work in businesses with values that reflect strong social responsibility and entrepreneurship.

Representative occupations for which this degree prepares students are in the 11-0000 Management Occupations SOC classification such as Social and Community Service Managers (11-9151).

Students who complete the MSNM program will do the following in each listed domain:

1. Innovation. Develop strategies and plans to effectively use technology and innovation to achieve organizational goals.
2. Values. Create plans to achieve their own personal vocation and calling as well as bringing social change to the world in line with Christian values.
3. Leadership. Develop a personal leadership philosophy and strategy to lead effectively in organizations serving in diverse and under-resourced communities.
4. Organizational Skills. Utilize principles of organizational behavior and other organizational best practices to develop and grow healthy organizations.
5. Strategy. Integrate a wide range of organizational leadership skills into a strategic plan for starting or growing an organization.
6. Specialization. Demonstrate professional competencies in a specialty area appropriate for leadership roles in nonprofit organizations, ministries and businesses.

All MSNM students must take the following core courses:

- ORG620: Strategic Management
- ORG605: Organizational Behavior: Developing Healthy Organizations
- ORG603: Leadership in Diverse and Under-Resourced Communities
- MIN601: Vocation, Calling & Purpose of Work
- ORG602: Social Entrepreneurship

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

Executive Leadership Concentration (pick 3)

- BUS601: Marketing for Nonprofits and Businesses
- BUS602: Project Management
- MIN640: Aligning Strategy with Theology and Values
- ORG601: Cross-Cultural Management and Ministry
- ORG604: Nonprofit Fundraising
- ORG606: Nonprofit Financial Management
- ORG607: Human Resources
- ORG610: Nonprofit Program Planning and Evaluation
- ORG611: Grant Writing
- ORG612: Nonprofit Executive Leadership and Board Development
- ORG614: Nonprofit Educational Program Design
- ORG617: Major Gifts and Planned Giving
- ORG650: Mentored Ministry & Leadership

Cross-Cultural Ministry Concentration (pick 3)

- ADC501: Fundamentals of Addiction Counseling
- ADC521: Technology, Life Balance and Behavioral Addictions

- ORG601: Cross-Cultural Management and Ministry
- ORG650: Mentored Ministry & Leadership
- MIN602: Christian Community Development and the Social Justice Tradition
- MIN640: Aligning Strategy with Theology and Values

Fundraising Concentration (pick 3)

- BUS601: Marketing for Nonprofits and Businesses
- ORG604: Nonprofit Fundraising
- ORG611: Grant Writing
- ORG617: Major Gifts and Planned Giving
- ORG650: Mentored Ministry & Leadership

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 electives: Mentored Ministry and Leadership, Independent Study and Prior Learning Assessment Portfolio Development.

We accept transfer of up to 7 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 7 credits for unaccredited training and experience.

To graduate from this program, students must complete 30 credit hours, and have a graduate-level GPA of at least 2.0 (including City Vision credits and accepted transfer credits).

Master of Arts in Christian Ministry and Leadership

Our Master of Arts in Christian Ministry and Leadership program will prepare you to be a Christian ministry or nonprofit organizations. More than 70% of our graduates have worked in the nonprofit or ministry sector after graduation.

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, as well as under 11-0000 Management Occupations SOC classification such as Social and Community Service Managers (11-9151)

Students who complete this degree will do the following in each listed domain:

1. Bible & Theology. Use sound principles of Biblical interpretation and Christian theology to understand the structure, themes and content of the Bible and apply and communicate that well in local contexts.
2. Applied Theology. Develop a theological vision that is a faithful restatement of the gospel with transformative power in a particular culture at a moment in history.
3. Vocation. Create plans to achieve their own personal vocation and calling as well as bringing social change to the world in line with Christian values.
4. Spiritual Formation for Healthy Leadership. Develop plans for inner character development and outer strategies needed for healthy leadership & organizations.
5. Cross-Cultural Ministry. Develop strategy for effective cross-cultural management and ministry and apply that to their own organizational or ministry context.

6. Organizational Skills. Demonstrate professional competencies in a specialty area appropriate for leadership roles in nonprofit organizations and ministries.
7. Strategy. Integrate a wide range of organizational leadership skills into a strategic plan for developing an organization centered around a biblical philosophy of ministry for your context.

All students must take the following core courses:

- MIN606: New Testament Survey (1. Bible & Theology)
- MIN601: Vocation, Calling & Purpose of Work (3. Vocation, 4. Healthy Leadership)
- ORG605: Organizational Behavior: Developing Healthy Organizations (4. Healthy Leadership)
- ORG601: Cross-Cultural Management & Ministry (5. Cross-cultural Ministry)
- MIN640: Aligning Strategy with Theology and Values (2. Applied Theology, 7. Strategy) *or* ORG620: Strategic Management Capstone (7. Strategy)

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

Ministry Management Concentration: (pick 3 from below)

- BUS601: Marketing for Nonprofits and Businesses
- BUS602: Project Management
- ORG602: Social Entrepreneurship
- ORG603: Leadership in Diverse and Under-Resourced Communities
- ORG604: Nonprofit Fundraising
- ORG606: Nonprofit Financial Management
- ORG607: Human Resources
- ORG610: Nonprofit Program Planning and Evaluation
- ORG611: Grant Writing
- ORG612: Nonprofit Executive Leadership & Board Development
- ORG614: Nonprofit Educational Program Design
- MIN603: Foundations of Christian Theology
- MIN607: Biblical Interpretation
- ADC501: Fundamentals of Addiction Counseling

Cross-Cultural Urban Ministry Concentration: (pick 3 from below)

- MIN603: Foundations of Christian Theology
- MIN607: Biblical Interpretation
- MIN602: Christian Community Development & the Social Justice Tradition
- ADC501: Fundamentals of Addiction Counseling
- ADC521: Technology, Life Balance & Behavioral Addictions
- ORG603: Leadership in Diverse and Under-Resourced Communities
- ORG650: Mentored Ministry & Leadership

Counseling Ministry Concentration: (pick 3 from below)

- ADC501: Fundamentals of Addiction Counseling
- ADC502: Counseling Theories & Treatment Planning
- ADC503: Ethical & Legal Issues in Counseling

- ADC504: Multicultural Counseling
- ADC505: Counseling Skills and Techniques
- ADC506: Christian Approaches to Counseling and Life Transformation
- ADC510: Group Counseling
- ADC511: Assessment Techniques in Counseling
- ADC512: Family Counseling and Addiction
- ADC513: Psychopathology, Co-Occurring Disorders and Addiction
- ADC514: Psychopharmacology of Addiction
- ADC520: Trauma and Crisis Counseling
- ADC521: Technology, Life Balance & Behavioral Addictions
- ADC540: Advanced Addiction Counseling Certification Preparation

Mentored Ministry Concentration

- ORG650: Mentored Ministry & Leadership
- ORG651: Mentored Ministry & Leadership 2
- MIN607: Biblical Interpretation

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 electives: Mentored Ministry & Leadership, Independent Study and Prior Learning Assessment Portfolio Development.

We accept transfer of up to 7 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 7 credits for unaccredited training and experience.

To graduate from this program, students must complete 30 credit hours, and have a graduate-level GPA of at least 2.0 (including City Vision credits and accepted transfer credits).

Certificate in Addiction Counseling (Graduate)

Program Tuition

Tuition in this program is $266.67/credit hour.

Program Summary

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.

Our program is aligned with NAADAC Addiction Counseling standards. We offer courses specifically in preparation for Certified Addiction Counselor certification. This program can serve as a step to our Master's in Addiction Counseling Clinical Addiction Counseling Concentration, which is designed to meet the educational requirements for addiction counseling certification in the states in its “Addiction Counseling Licensure Disclosures” section. Students should look up the certification requirements in their state. Most states will have a supervised experience requirement that may not be met through courses.

Students who complete the Certificate in Addiction Counseling program will do the following in each listed domain:

1. **Addiction Fundamentals**. Diagnose and develop treatment plans for those with substance use disorders based on current theories and techniques including an overview of best practices in motivational interviewing, relapse prevention, multicultural counseling, psychopharmacology and treatment of co-occuring disorders.
2. **Counseling Theory and Skills**. Develop advanced theory and skills in at least two of the following domains of addiction counseling: Psychopathology, Psychopharmacology, Family Counseling, Trauma, Behavioral Addictions, Counseling Theories, Multicultural Counseling, Group Counseling, Christian Counseling, Assessment Techniques and Counseling Ethics.
3. **Christian Counseling**. Integrate the theory and practice of addiction counseling into a Christian worldview to effectively serve and apply professional ethics in secular counseling and Christian counseling environments.

All Certificate in Addiction Counseling students must take the following core course:

- ADC501: Fundamentals of Addiction Counseling

Additionally, all students must take 3 courses from the following list:

- ADC502: Counseling Theories & Treatment Planning
- ADC503: Ethical & Legal Issues in Counseling
- ADC504: Multicultural Counseling
- ADC505: Counseling Skills and Techniques
- ADC506: Christian Approaches to Counseling and Life Transformation
- ADC510: Group Counseling
- ADC511: Assessment Techniques in Counseling
- ADC512: Family Counseling and Addiction
- ADC513: Psychopathology, Co-Occurring Disorders and Addiction
- ADC514: Psychopharmacology of Addiction
- ADC520: Trauma and Crisis Counseling
- ADC521: Technology, Life Balance & Behavioral Addictions
- ADC540: Advanced Addiction Counseling Certification Preparation
- ADC550: Counseling Practicum

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

To graduate from this program, students must complete 12 credit hours, and have a graduate-level GPA of at least 2.0.

Certificate in Nonprofit Management (Graduate)

Program Tuition

Tuition in this program is $266.67/credit hour.

Program Summary

Our Certificate in Nonprofit Management program will prepare you to be a senior manager in a nonprofit or a socially conscious business. More than 70% of our graduates have worked in the nonprofit or ministry

sector after graduation. Others often work in businesses with values that reflect strong social responsibility and entrepreneurship.

Representative occupations for which this degree prepares students are in the 11-0000 Management Occupations SOC classification such as Social and Community Service Managers (11-9151)

Students who complete the Certificate in Nonprofit Management program will do the following in each listed domain:

1. Organizational Strategy. Integrate a wide range of organizational leadership skills into a strategic plan for starting or growing an organization.
2. Fundraising. Apply marketing, communication and fundraising strategies to secure sustainable resources for nonprofit organizations.
3. Nonprofit Skills. Demonstrate professional competencies in a specialty area appropriate for leadership roles in nonprofit organizations, ministries and businesses.

All Certificate in Nonprofit Management students must take the following courses:

Strategy Core (Pick 1 minimum)

- ORG620: Strategic Management Capstone
- ORG605: Organizational Behavior: Developing Healthy Organizations

Fundraising Core (Pick 1 minimum)

- ORG617: Major Gifts and Planned Giving
- ORG611: Grant Writing
- ORG604: Nonprofit Fundraising
- BUS601: Marketing for Nonprofits and Businesses

Electives

- ORG614: Nonprofit Educational Program Design
- ORG612: Nonprofit Executive Leadership & Board Development
- ORG610: Nonprofit Program Planning and Evaluation
- ORG607: Human Resources
- ORG606: Nonprofit Financial Management
- ORG603: Leadership in Diverse and Under-Resourced Communities
- ORG602: Social Entrepreneurship
- ORG601: Cross-Cultural Management & Ministry
- MIN602: Christian Community Development & the Social Justice Tradition
- MIN601: Vocation, Calling & Purpose of Work
- BUS602: Project Management
- ADC521: Technology, Life Balance & Behavioral Addictions

Students may pick any 2 electives or additional core courses to meet the required 12 credits.

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

To graduate from this program, students must complete 12 credit hours, and have a graduate-level GPA of at least 2.0.

Certificate in Nonprofit Fundraising and Development (Graduate)

Program Tuition

Tuition in this program is $266.67/credit hour.

Program Summary

Our Certificate in Nonprofit Fundraising and Development program will prepare you to be a fundraiser for a nonprofit or business. More than 70% of our graduates have worked in the nonprofit or ministry sector after graduation. Others often work in businesses with values that reflect strong social responsibility and entrepreneurship.

Representative occupations for which this certificate prepares students are 11-2033 Fundraising Managers and 13-1131 Fundraisers.

Students who complete the Certificate in Nonprofit Fundraising and Development program will do the following in each listed domain:

1. Fundraising Planning. Develop a comprehensive fundraising plan for a nonprofit organization.
2. Development Strategies. Develop strategies and plans to provide additional support for nonprofit fundraising efforts including marketing, grant writing, board development and major donors.
3. Christian Integration. Integrate Christian principles into nonprofit and ministry development strategies.

All Certificate in Nonprofit Fundraising and Development students must take four courses from the courses listed below:

- ORG611: Grant Writing
- ORG604: Nonprofit Fundraising
- BUS601: Marketing for Nonprofits and Businesses
- ORG612: Nonprofit Executive Leadership & Board Development
- ORG617: Major Gifts and Planned Giving

Get credit toward the Certified Fund Raising Executive (CFRE) Certificate

Each of our fundraising courses count as 45 continuing education credits toward the Certified Fund Raising Executive (CFRE) Certificate. City Vision can help you meet the following CFRE requirements:

1. Educational Requirements. One City Vision course provides 45 points toward the educational component of your CFRE application
2. CFRE Exam Preparation. Our courses help you prepare for key components of the CFRE Exam.
3. Professional Practice. CFRE requires that you be employed in a nonprofit fundraising-related position. Our courses will help you be more successful in that position.

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

To graduate from this program, students must complete 12 credit hours, and have a graduate-level GPA of at least 2.0.

Self-Paced Track:

The graduate-level Nonprofit Fundraising and Development certificate is also offered in a self-paced track, and most students select this track. In this track, students may start in each of our 5 terms, with courses that are 8 weeks long, but where they do not have to complete their coursework with specific due dates for each week in the self-paced courses.

Students may not be in the self-paced Fundraising Certificate program simultaneously with any other program due to US Department of Education regulations. The self-paced versions of our Fundraising, Grant Writing, Major Gifts and Marketing courses are only available to students in our self-paced Fundraising Certificate program.

Below are the course titles for the self-paced track. Note that the ones without self-paced in the title are regular courses with due dates for each week. Students must take four courses from the courses listed below:

- BUS600: Marketing for Nonprofits and Businesses (self-paced)
- ORG630: Nonprofit Fundraising (self-paced)
- ORG632: Grant Writing (self-paced)
- ORG612: Nonprofit Executive Leadership & Board Development
- ORG631: Major Gifts and Planned Giving (self-paced)
- ORG650: Mentored Ministry & Leadership

Certificate in Christian Ministry (Graduate)

Program Tuition
Tuition in this program is $266.67/credit hour.

Program Summary

Our graduate certificate introduces students to the big story of the Bible and its function as an anthology of covenantal documents for equipping them as leaders in the covenant community, which worships and bears witness to the Triune God. The goal of this program is to prepare students for leadership positions in churches, ministries and nonprofit organizations. (This includes SOC codes under 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.)

Program Outcomes

1. Bible & Theology. Use sound principles of Biblical interpretation and Christian theology to understand the structure, themes and content of the Bible and apply and communicate that well in local contexts.

2. Cross-Cultural Ministry. Develop plans to apply cross-cultural principles toward effective ministry across diverse cultures.

3. **Practical Ministry Skills**. Develop practical skills and apply learning and concepts in areas of ministry specialization.

Students must take a total of 12 credits with at least one Bible/Theology Course and one Cross-Cultural Management Course. Students may take any other Master's level City Vision course as electives.

Bible & Theology Core (one minimum)

- MIN601: Vocation, Calling & Purpose of Work
- MIN606: New Testament Survey
- MIN607: Biblical Interpretation

Cross-Cultural Ministry Core (one minimum)

- MIN602: Christian Community Development & the Social Justice Tradition
- MIN620: Aligning Strategy with Theology and Values
- ORG601: Cross-Cultural Management & Ministry
- ORG603: Leadership in Diverse and Under-Resourced Communities

Electives

- ORG606: Nonprofit Financial Management
- BUS601: Marketing for Nonprofits and Businesses
- ORG607: Human Resources
- ORG604: Nonprofit Fundraising
- ORG605: Organizational Behavior: Developing Healthy Organizations
- ORG612: Nonprofit Executive Leadership & Board Development
- BUS602: Project Management
- ORG614: Nonprofit Educational Program Design
- ORG602: Social Entrepreneurship
- ORG611: Grant Writing
- ADC501: Fundamentals of Addiction Counseling
- ADC520: Trauma and Crisis Counseling
- ADC521: Technology, Life Balance & Behavioral Addictions
- ADC504: Multicultural Counseling
- ADC506: Christian Approaches to Counseling and Life Transformation
- ADC512: Family Counseling and Addiction
- ADC513: Psychopathology, Co-Occurring Disorders and Addiction
- ADC514: Psychopharmacology of Addiction
- ORG610: Nonprofit Program Planning and Evaluation
- ORG617: Major Gifts and Planned Giving

We accept transfer of up to 3 credits from any accredited college. Students can use our Prior Learning Assessment program to apply for up to 3 credits for unaccredited training and experience.

To graduate from this program, students must complete 12 credit hours, and have a graduate-level GPA of at least 2.0.

Tuition, Scholarships and Refunds

Student Financial Charges

Financial charges to students for City Vision University courses are divided into the following categories:

1. **Tuition**. This is paid to City Vision University upon registering for a course, and covers the cost of instruction. Tuition is $800 per course ($266.67/credit hour, $8,000/year full-time) for both undergraduate and graduate courses. Students may audit a course (for no credit) for $200/course. Note: textbooks and other instructional materials are not included in the tuition rate. They must be purchased separately. **Students may apply to City Vision at no charge.**
2. **Textbook cost.** Textbook costs average about $750 per year for full-time students. See the course descriptions to see required resources for each course. City Vision University does not sell textbooks.
3. **Per-Term Technology/Registration Fee.** All students enrolled in courses as of the first day of the term will be charged a $50 one-time per-term fee to cover technology and registration expenses. This fee will be the same per term regardless of the number of courses in which they are enrolled. This fee will be applied to all students who are enrolled in courses as of the first day of the term. It will be non-refundable except for new students who may receive a full refund for up to 5 calendar days after signing their first enrollment agreement. New students who do not participate in their first course may also receive a full refund.
4. **Graduation fee (non-certificate).** Students graduating from any program from City Vision, other than the certificate program, are required to pay a $100 fee to cover the administrative cost of graduation and the cost of their diploma.
5. **Printed certificate fee**. Students graduating from a certificate program are required to pay a $50 fee if they want a printed certificate. Otherwise, they are not required to pay a fee.
6. **Transcript fee.** Students that wish to receive a copy of their transcript must pay $10 per copy.
7. **Other fees**. Students who would like to have additional Prior Learning credit assessed more than 6 months after they completed the course must pay an additional $200. This fee is not refundable more than 5 calendar days after a student's enrollment.

Scholarships

For the 2025-26 year, we offer the following tuition scholarships:

- **10% Tuition Scholarship:** to City Vision alumni, those affiliated with rescue missions, the Salvation Army, YWAM, Adult and Teen Challenge, CCDA, Third Millennium, AmeriCorps, first responders, organizations affiliated with the Tuition Reduction Network, as well as **active duty or reserve military students or veterans** and their spouses. After this scholarship, tuition is $720/course or $240/credit hour (for both undergraduate and graduate programs).
- **Scholarship Partner: $250/course.** We offer a scholarship to students outside of the US and student affiliated with partner organizations such as The Urban Ministry Institute (TUMI), Saylor Academy (undergrad) and YWAM (outside the US). **We will offer this level of scholarship to students from any organization that sends two or more students in a given year.** For these students, tuition is **$550/course** ($5,500/year, $183.33/credit hour) for both undergraduate and graduate tuition.

Here are the steps to request a scholarship:

1. **New Students Only:** Fill out a free enrollment application. If you have already applied to the school, don't do this again.
2. **All Students:** Email the financial aid office at financialaid@cityvision.edu to say which scholarship you are requesting. There is not a form for requesting scholarships.
3. The financial aid office will contact you if we need documentation to verify you are eligible for a scholarship.
4. Be sure to read our criteria to keep scholarships.

Cancellation Policy

Both undergraduate and graduate students may apply to City Vision at no charge, as stated at https://www.cityvision.edu/tuition-and-fees/. Students who cancel their enrollment within 5 days of signing the enrollment agreement will receive a full refund of any monies paid to the university. . Additionally, students requesting cancellation more than 5 calendar days after signing an enrollment agreement, but prior to beginning a course or program, are entitled to a refund of all monies paid to the university.

In order to communicate their cancellation, students should do one of the following: either fill out the appropriate drop form (college drop or course drop), email support@cityvision.edu or call (816) 708-0794, or any other method of communication preferred by the student.

Tuition Refund Policy

Tuition refunds may be obtained when a student drops all courses or drops out of the college. City Vision prefers that students should drop courses using the official drop request form, but they may communicate their intent to drop to City Vision by any method including: calling the university office at (816) 708-0794, emailing support@cityvision.edu, discontinuing participation in the course (see the date of last attendance policy).

Students have 5 calendar days after signing their first enrollment agreement to cancel enrollment and receive a full refund of all monies paid. A tuition refund is also available to students who drop course(s) within the first four weeks of the term. **See our drop policy for details on how dropping courses affects your grades.** 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).

Student refunds will be calculated on a per-course basis at the following rates:

- No participation – 100%
- DURING 1st week (days 1-7) – 90%
- AFTER 1st week (days 8-14) – 75%
- AFTER 2nd week (days 15-21) – 60%
- AFTER 3rd week (days 22-28) – 40%
- AFTER 4th week (29 days to end of term) – 0%

The following is a sample refund calculation:

A student enrolled in one course for $800 + $50 non-refundable technology/administrative fee, but withdrew in the 2nd week (8-14 days). Therefore, the student was entitled to a 75% refund. After the refund the student owes $250 = $800 – $600 refund ($800 * 75%) = $200 + $50 nonrefundable fee).

For students who withdraw from any course in a given term, and have a credit balance as a result, any overpayment will be refunded within 30 days of when the credit balance was created. Tuition paid by the VA or Military Tuition Assistance will be paid back to the government as appropriate.

Student Financial Aid

Federal Financial Aid: Pell Grants Procedure

To receive financial aid at City Vision, follow the steps below. For all Financial Aid questions, contact the Financial Aid Office at **(816) 708-0316** or financialaid@cityvision.edu.

Step 1: Check Eligibility

City Vision University participates in the Federal Pell Grant program, but students at City Vision University may not receive federal student loans.

Note: City Vision's graduate programs are not eligible for Pell grants. If you are not eligible for Pell grants, City Vision offers many **Other Forms of Financial Aid.**

The main eligibility requirements for Pell grants are listed below. For a full list, see here.

- Students 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.
- **Students must not have earned their first bachelor's degree.**
- Students cannot have a student loan in default or an unresolved previous overpayment of federal aid.
- Students cannot receive more than the equivalent of six years of Pell grants. The amount you've received so far can be seen when you log in to NSLDS (the government's database on student loans & grants). See more details here.

Step 2: Complete FAFSA Application

Complete the 2025-26 Free Application for Federal Student Aid (FAFSA). Use the City Vision school code of **041191**

Use the IRS Direct Data Exchange to fill out your FAFSA, if possible. This will add your tax information automatically, and makes it less likely you will need to submit additional documents.

After completing the FAFSA, you will be given the amount for your Student Aid Index (SAI).

Your eligibility for a maximum Pell grant will be determined based on tax filing requirements, family size, whether you are a single parent, Federal poverty guidelines, and your state of residence. If you are not eligible for a maximum Pell grant, you may still be eligible for Pell based on your SAI.

When we receive your FAFSA information, we will send you an email with a financial aid offer amount. You may want to **review the other forms of financial aid that we offer**.

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

After completing your FAFSA and the financial aid portal registration, you will be notified if there are additional documents that are required. If you are not asked to submit additional documents, you can go on to step 4. Otherwise, read the instructions on the verification documents page.

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.

You should read the linked policies on how to receive financial aid payments each term, or in the section entitled Requirements to Receive Federal Student Aid Payments, below.

For any questions, please contact the Financial Aid Office by calling **(816) 708-0316** or emailing financialaid@cityvision.edu.

Requirements to Receive Federal Student Aid Payments (Title IV)

- In order to remain eligible for federal student aid, you must comply with the university's policy on Satisfactory Academic Progress.

- Students who have submitted a FAFSA 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, a new award letter will be issued.

- 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 or after 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 maximum eligible Pell grant award.** To be considered full-time in a term, a student must participate in 2 courses (or more). Students who only submit assignments in one course in a term are counted as half-time.

- The charges for tuition will be automatically applied to your balance with the university according to the tuition billing policy. If you have a credit balance remaining after you have been charged for tuition and received your financial aid for a term, it will be refunded to you as per our Credit Balance Policy.

Submitting Financial Aid Verification Documents

To receive federal financial aid, you must complete your FAFSA.

After you've done this, you will get an email if we need to review additional documents before you can receive financial aid. This is a process called "verification", where the Department of Education selects some financial aid applications to make sure they are accurate.

The email you receive will list the verification documents that you need to submit to us. Once you have gathered and scanned the required documents, you should submit them via our Financial Aid Portal. The email you receive will have a link to the Portal.

There may also be forms on the Portal for you to complete and electronically sign.

We prefer documents to be uploaded, not physically mailed. Only physically mail documents if we specifically request that.

Requirements for Specific Documents

Statement of Educational Purpose

If you are required to submit a "Statement of Educational Purpose" form, you must present your identification, such as a driver's license, in front of a notary, in order to complete. You will need to mail the original (not a copy) to us at:

City Vision Financial Aid Office

1100 E 11th Street

Kansas City, MO 64106-3028

Make sure to keep a copy for your own records.

We need the original so we can confirm that it was notarized.

Note: In some circumstances, the US Department of Education may waive the requirement for the notarized Statement of Educational Purpose form and consider documentation of a video call with financial aid statement in which you display a legible government-issued photo ID to be sufficient proof of identity. We will notify you if this applies in your case.

Tax Documents

If you are selected for verification on tax documents, you must provide all pages of a signed and dated Form 1040 with any applicable schedules or the tax transcript(s) of you and your spouse, if married, unless you did not file taxes. If you did not file taxes, you will need to complete an electronic form and submit additional documentation as requested.

If you can select it on the FAFSA site, we **highly recommend** that you submit your tax data using the IRS Direct Data Exchange. If you use this tool, your tax data will be copied directly from the IRS database, and you will be less likely to be selected for verification.

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 or a signed and dated copy of the amended return.

You will need your tax information from 2 years ago, not the previous year. Therefore, for the 2025-26 aid year, you will need to fill out the FAFSA using your 2023 tax information.

Veterans and Military Benefits and Scholarship

Eligible City Vision students can receive educational benefits from the VA. City Vision also provides a 10% institutional scholarship to all military & veterans, as well as their dependents. If you wish to receive the institutional scholarship, you will need to submit a DD-214 to document your service. Contact the Financial Aid Office regarding additional requirements at (816) 960-2008 x108, or financialaid@cityvision.edu. If you wish to receive VA educational benefits, see the instructions here.

Other Forms of Financial Aid

Veteran's Educational Benefits –

Qualified veterans and their dependents may receive educational benefits from the VA while attending City Vision University. To apply, contact the VA toll free at 1-888-GIBILL1 or apply online.

To get an estimate of your projected VA benefit amount, you may use this tool. Enter our school name as "City Vision College."

You will need your Certificate of Eligibility letter to receive VA education benefits. If you do not have this, read our instructions on how to receive VA education benefits.

These benefits are administered by the US Department of Veterans Affairs (VA), not the US Department of Education, which administers Pell grants.

Department of Defense (DoD) Tuition Assistance –

City Vision is approved to receive Department of Defense (DoD) Tuition Assistance.

To find out the steps to use Department of Defense (DoD) Tuition Assistance to pay for attending City Vision, email financialaid@cityvision.edu.

Institutional Scholarships -

City Vision offers various institutional scholarships to qualified individuals. See descriptions in the Scholarships section above.

Workforce Innovation and Opportunity Act (WIOA) –

WIOA (formerly 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 WIOA comes from the Federal Department of Labor. WIOA 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. City Vision is an approved WIOA provider in **Missouri and through reciprocity: Idaho, Montana, Washington, South Dakota, Arkansas, Tennessee, Arizona, Utah and Illinois**. To learn more:

1. See if you meet either the Displaced Worker or Income Eligibility requirements.
2. Find and visit a local One Stop Career Center to apply for educational funding
3. Tell your Workforce counselor that you would like to apply for educational funding with City Vision University.
4. Work with your Workforce counselor and City Vision's financial aid office at (816) 708-0797 or financialaid@cityvision.edu.

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.

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.

Children of Fallen Heroes Scholarship (Dependent of Fallen Public Safety Officer) - A Pell-eligible student whose parent or guardian died in the line of duty while acting as a public safety officer is eligible to receive a maximum Pell Grant for the award year for which the determination of eligibility is made. To qualify for this scholarship, a student must be Pell-eligible and have a Pell-eligible SAI for the aid year, and be less than

24 years of age or enrolled at an institution of higher education at the time of his or her parent's or guardian's death.

If you qualify for Pell and believe you meet the other criteria for this scholarship, please let our Financial Aid Office know.

Iraq and Afghanistan Service Grant –

A student may be eligible for the federal Iraq and Afghanistan Service Grant if he or she is:

- Not eligible for a Pell Grant based on their SAI (i.e. they / their parents' income is too high) **but**
- Meets the remaining Pell Grant eligibility requirements **and**
- A parent or guardian was a member of the US armed forces and died while serving overseas in Iraq or Afghanistan after 9/11/01 **and**
- Under 24 years old or enrolled in college at least part-time when the parent or guardian died.

Eligibility for this grant is determined using the FAFSA. The amount per year is equal to the maximum Pell grant for that award year. Individuals are eligible for up to 12 semesters in total.

Private Loans –

Students may apply for private student loans from various providers, but City Vision strongly encourages students to avoid incurring student loan debt, unless absolutely necessary. See this page for more on private loans. Both undergraduate and graduate students are eligible for private student 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.

Academic Policies

General Education Policies

Undergraduate General Education Requirements

These general education requirements are in effect for the 23-24 academic year. For our prior general education requirements see our website here, at the bottom of the page.

1. Students must have a total of **30 credits for Bachelor's** or **15 credits for Associate's** in the domains: 1) Social & Behavioral Sciences, 2) Communications, 3) Natural & Physical Sciences, 4) Quantitative Skills, 5) Humanities, Fine Arts, Christian Life & Social Responsibility. The courses for each domain are listed below with each course being 3 credits.
2. **Transfer credits** may be used to meet general education requirements according to the guidelines below.
3. Each course **may only be used to meet either major/concentration requirements or general education requirements**, but not both.

Institutional Learning Outcomes: Profile of a City Vision Graduate

Institutional learning outcomes are the outcomes that all City Vision should have upon graduation. In addition to the outcomes specific to their degree program, students completing a City Vision degree will achieve the outcomes below in each of these domains:

1. **Communication**
   Develop and present cogent, coherent and substantially error-free writing for communication to general and specialized audiences.
2. **Quantitative Skills**
   Apply practical skills in math and quantitative decision-making to personal, organizational and social contexts.
3. **Natural & Physical Sciences**
   Apply practical principles from natural and physical sciences to personal, organizational and/or social contexts.
4. **Social & Behavioral Sciences**
   Apply practical principles from social and behavioral sciences to personal, organizational and/or social contexts. Additional competencies in this domain may enable the student to:
   - Develop plans and competencies to increase personal and organizational cross-cultural effectiveness
   - Develop personal skills to help yourself and others maintain life balance and emotional health in a world with widespread addiction
5. **Humanities, Fine Arts, Christian Life & Social Responsibility**
   Develop skills needed for lifelong learning, civic engagement, academic achievement and professional attainment. Additional competencies in this domain may enable the student to:
   - Develop a life plan for their own personal vocation, life balance and calling, as well as bringing social change to the world in line with Christian values
   - Articulate a Christian worldview within their profession and its impact on their approach to work in their field and implications for social responsibility
   - Use sound principles of Biblical interpretation and Christian theology to understand the structure, themes and content of the Bible and apply and communicate that well in local contexts

City Vision's Wounded Healers Life Skills Courses

City Vision also provides life skills courses as a sub-group of our general education courses. The goal of these courses is to help students live well-balanced, healthy lives, free from addiction. These courses can be helpful for students at any stage of their development, but they are particularly helpful for students in our Wounded Healers Program that may be graduates of residential recovery programs. Our approach with Wounded Healers in life skills courses is that they 1) Learn, 2) Do and 3) Teach. As such, students in this

course will Learn and Do steps in these courses so that they can later teach and counsel others through a similar process in other contexts and organizations.

- MIN101: Vocation, Calling & Purpose of Work. Students develop a life plan based on their strengths and a theology of work.
- MIN104: Wounded Healers: Holistic Addiction Recovery & Self-Care. Students develop a relapse prevention and life balance plan & learn to help others do the same.
- MIN206: Emotional Intelligence in Ministry and Management. Students learn emotional intelligence and healthy relationship skills.
- GEN103: Personal Finance (using Financial Peace). Students learn Financial Management skills.
- GEN110: Holistic Personal Health and Spirituality. Students develop a plan of nutrition, exercise and physical care.
- ORG201 Job & Internship Search Strategies. Students not currently employed learn basic job search and interview skills.
- ADC202: Family Issues & Recovery. Students process their own family of origin issues and learn to help others do the same.
- ADC408: Technology, Life Balance & Behavioral Addictions. Students develop skills needed for life-balance and avoid the tendency to transfer chemical addictions to behavioral addictions with a particular focus on technology-related addictions.

Mapping of City Vision Courses to General Education Requirements

The following is a list of how City Vision courses may be used to fulfill general education requirements. Note that courses cannot be counted both as being for the student's major and for general education simultaneously - each must be for one or the other.

Communications (1 required)

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.

- ENG101: English Composition
- BUS102: Business Communication

Social & Behavioral Sciences (1 required)

- ADC101: Introduction to Christian Addiction Counseling
- ADC201: Spirituality & Addiction
- ADC202: Family Issues & Recovery
- ADC301: Counseling in Urban & Multicultural Environments
- ADC303: Theories of Psychology and Counseling
- ADC304: Introduction to Psychopharmacology of Addiction
- ADC305: Sexual Issues in Addiction
- ADC402: Counseling Alcoholics

- ADC404: Mental Illness, Addiction & Dual Diagnosis
- ADC405: Group Counseling Practices
- ADC407: Trauma and Recovery
- ADC408: Technology, Life Balance & Behavioral Addictions
- ORG303: Cross-Cultural Management & Ministry
- ORG431: Leadership in Diverse and Under-Resourced Communities

Natural & Physical Sciences (1 required)

- GEN110: Holistic Personal Health & Spirituality

Quantitative Skills (1 required)

- GEN103: Personal Finance (using Financial Peace)

Humanities, Fine Arts, Christian Life, Thought and Social Responsibility (1 required)

- MIN101: Vocation, Calling & Purpose of Work
- MIN201: Old Testament Foundations
- MIN202: New Testament Foundations
- MIN203: Urban Youth Ministry
- MIN204: Theology & Strategy of Urban Ministry
- MIN206: Emotional Intelligence in Ministry and Management
- MIN301: Introduction to Bible Interpretation
- MIN302: Biblical Theology
- MIN305: Christian Community Development and the Social Justice Tradition
- MIN410: Biblical Interpretation
- MIN411: New Testament Survey

Mapping Transfer Credit to General Education

The following is how transfer credit will be mapped to general education credits with City Vision.

- **Communications** including: Technical Writing, Poetry Writing, English Composition, Business Communication, etc.
- **Social & Behavioral Sciences** including: Anthropology, Sociology, Psychology, Counseling, Political science, Government, Economics, Communications Studies, etc.
- **Quantitative Skills** including: Algebra, Business Mathematics, Geometry, Trigonometry, Calculus, Differential Equations, etc.
- **Natural & Physical Sciences** including: Astronomy, Biology, Ecology and Environmental Science, Chemistry, Geology, Nutrition, Physical Geography and Oceanography, Physics, etc.

- **Humanities, Fine Arts, Christian Life & Social Responsibility** including: History, Theology/Bible/Ministry, Literature, Philosophy and Ethics, Foreign Languages And Cultures, Linguistics, Jurisprudence or Philosophy of Law, Archaeology, Comparative Religion, Art History & Criticism, Fine Arts, Painting, Sculpture, Music, Film, Photography, etc. **Note: students transferring in Humanities and/or Fine Arts courses will still be required to take at least one Christian Life and Thought course (Theology/Bible/Ministry) unless they are transferring in such a course.** Acceptable Christian Life and Thought courses for transfer could include Christian courses that helps achieve the outcomes similar to those listed in the General Education Outcomes tab above or other foundational Christian subjects.

Proctor Requirement

Step 1. Apply for Proctor Approval

All City Vision University students are required to select a proctor. This person will be approved by the university to proctor the examinations that students take while at the school. This is necessary to preserve the integrity of the examination process because exams are not open book.

The proctor cannot be a relative of the student, and cannot be a student of City Vision University. Some examples might include a college or university administrator or faculty member, a school superintendent or principal, a school or public librarian, a ministry director, or a pastor.

Once you've found a proctor who meets these criteria, have them fill out the application at: https://www.cityvision.edu/form/proctor-application

This form can be found on the City Vision University website in the Forms section of the Current Students menu. You may watch a video on these requirements.

Step 2. Proctoring During Exams (After Proctor is Approved)

1. The proctor should complete the proctor application form as soon as possible in the term, no later than two business days before the exam is to be taken.
2. If the proctor is approved, they will receive the password for the exam by email.
3. The student must arrange with the proctor a time and place for the examination to be administered. The proctor must be present in the room with the student during the entire time the examination is being taken. The proctor must ensure that the student does not use textbooks, notes, study guides, or the Internet to look up answers to test questions.
4. At the time of the exam, the proctor must ask the student to show a government-issued ID to verify that the person taking the test is indeed the student whom they had signed up to proctor.
5. Then, the student will log into our Learning Management System (Canvas) and click on the link to the exam.
6. The proctor will enter the password they received by email in step #2, and the student may begin the exam. The proctor should be sure not to share the password with the student or let them see it.
   You may watch a detailed video of steps 5 & 6 here.

7. The proctor should remain present until the student has finished the exam to ensure the student doesn't cheat on the exam.
8. Most exams are automatically graded so the student will see their grade immediately. If the exam has essay or short answer questions, the professor will need to grade those, so the results will not be displayed immediately. The student will receive an email notification when these exams are graded completely.

If you need help with the proctoring process, please email support@cityvision.edu.

Standards of Academic Integrity

The following standards of academic integrity are required of all students. They are also found in the City Vision University catalog.

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 citation of one's sources.

Plagiarism includes copying or paraphrasing materials from study guides, textbooks, someone else's writing, or any other source (published or unpublished, including ChatGPT and other Generative Artificial Intelligence (AI) tools), without proper citation. Any words, thoughts, or ideas taken from any other source must be properly documented according to an accepted style manual – that of the APA (American Psychology Association), version 7, or other guidelines as written in the course.

We strongly recommend that all students read this article on what plagiarism is and how to avoid it before beginning courses, so that they will not be subject to penalties for committing plagiarism in a course.

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.

For students who use direct quotes, extensive paraphrasing or other materials from other sources in their papers (using correct citation), they should keep in mind that no more than 10% of material from other sources will be counted toward word counts or page length requirements.

Plagiarism can be either purposeful or unintentional; sanctions are more severe for what appears to be intentional plagiarism.

3. **Policy on ChatGPT and Use of Generative AI Tools**

Use of ChatGPT and similar generative AI tools to write papers most often a form of plagiarism, since it means using an uncited source. Also, it means students are not learning from their assignments as ChatGPT often does much of the work.

ChatGPT and similar tools may be used in a very limited way, if they are properly cited as described in this link. We have trained all faculty to use our plagiarism checking software to check for use of AI (which is an included feature). If they believe it has been used without citation, they will report that to the Director of Student Services so we can investigate.

There are several reasons why we take intentional plagiarism like this seriously. Many of our students either have an addiction recovery background or work with those in recovery. Intentional plagiarism is cheating, which is the equivalent of a "moral relapse". Both addiction and cheating are forms of shortcuts that provide short-term gain for a long-term cost. For a student to use an AI for their assignments is comparable to you paying for a gym membership, and then putting a step counter on your dog and congratulating yourself for getting 30,000 steps a day from the dog's exercise without doing any exercise yourself. The point of the gym membership is that actually exercising improves your health. The same is true cognitively with education.

Given that technology is one of our core values, we recognize that ChatGPT and similar tools have many good uses, but if misused, they can severely interfere with learning. We recognize that the vast majority of our students have not had any problem like this, but we have seen ChatGPT misused by enough of our students that we needed to add this policy.

Sanctions may be applied for students who use more than 10% material from ChatGPT or other generative AI in their papers, even if cited correctly.

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. Further details on this are given below.

Policy on Grammarly and Other Computer-Based Proofreading Tools

Grammarly and other computer-based proofreading tools **cannot** be used in Business Communications and English Composition. Spellcheckers such as those included in Microsoft Word and Google Docs are permitted, however. This is because Business Communication and English Composition are intended to give students practice in how to write grammatically, and also because these tools, if used extensively, can be flagged as AI by our plagiarism checker, Turnitin.

In all other courses besides Business Communications and English Composition, Grammarly and similar tools may be used only as described below:

Always allowed
• Use of Microsoft Word or Google Docs features to identify spelling, grammatical, punctuation or formatting errors.

Allowed uses of Grammarly (except in Business Communication and English Composition):

- To identify a spelling, grammatical, punctuation or formatting error.
- To suggest the use of a replacement word or a small number of alternative words.
- To suggest a minor edit to a single sentence to improve clarity.

Not Allowed:

- Use of Grammarly's Generative Text options
- To generate text to include in a paper.
- Use of a "text spinner" or paraphrasing tool
- To rewrite or add to entire paragraphs or sections of a paper.
- To create an entire paper using prompts which is then copied and pasted by the student.

If you use Grammarly (or similar tools) for assignments or discussion posts, you should add a statement at the bottom of your paper or post that says the following: I used Grammarly to improve my writing for this assignment including the following allowed features. LIST ALLOWED FEATURES YOU USED FROM THE ABOVE LIST. I did not use any of the Not Allowed features or any other generative AI tools like ChatGPT to generate text for this assignment (unless cited as required). Providing this disclosure is a good best practice. In addition, because the use of

Grammarly often results in warnings in City Vision's AI Detection Software, this notice will help faculty and staff better discern false warnings.

There are three reasons why some uses of Grammarly and similar tools are not allowed:

1. They go beyond simply assisting a student with their writing clarity and correctness, into actually writing for the student. This takes away from the research and reflection that is essential to academic learning.
2. When Grammarly and similar tools are used to rewrite or generate significant portions of a paper, the paper will show up as plagiarized from AI in our plagiarism checker, Turnitin.
3. The purpose of courses like Business Communications and English Composition is to teach basic writing skills. Tools like Grammarly can interfere with learning these skills. Just like working out at a gym, you only get better at writing with practice. This could also be comparable to not allowing calculators in basic math courses that are teaching the functions the calculator provides.

Typical Disciplinary Sequence & Severity of Offense

While City Vision adjust disciplinary action based on the details of the offense, the following is a typical sequence of disciplinary actions based on instances of plagiarism:

1. **First Offense.** Student is given a warning and asked to resubmit the assignment without any plagiarism. Student will receive a zero if they do not resubmit.
2. **Second Offense.** Student is given a zero for that assignment.
3. **Third Offense.** Student is given a failing grade in the course.
4. **Fourth Offense.** Student is suspended as a student with City Vision for 6-12 months.
5. **Fifth Offense.** Student is expelled from City Vision.

Considerations Based on the Severity of Offense

Not all violations of the Standards of Academic Integrity are equally severe. Therefore, the sanctions that are applied may vary, based both on the severity of the offense and the intentionality with which it was committed.

Where intent is questionable, or the extent of the violation is less severe, then lesser sanctions are appropriate, such as reduction of points given for the assignment or requiring the assignment to be resubmitted after the violation has been explained. This level of sanction may be appropriate in cases where a student failed to give proper acknowledgement in a limited section of an assignment, or a first offense of plagiarism was committed without intent on the part of the student.

When academic dishonesty was more clearly evident, or its extent more severe, then greater sanctions are appropriate, such as a failing grade for the assignment, the entire course, or, in some cases, a temporary suspension from the program. This level of sanction may be appropriate when

unacknowledged plagiarism is more extensive, or a student submits the same assignment in multiple courses.

Finally, the most severe instances of academic dishonesty may warrant permanent academic dismissal. Some offenses that may fall into this category are buying coursework online, violating the proctor policy by taking an exam for another person or having another person take one's own exam, submitting the same work as another student, and repeated instances of plagiarism after being warned by the Academic Oversight team.

In all cases where the Standards of Academic Integrity are violated, a certain amount of discretion is required to determine the appropriate level of sanction, while following the Due Process procedures described below.

Due Process

The following principles of due process apply for suspected violations of the standards of academic integrity, just as they do for other violations of the University Code of Conduct.

The Academic Administration staff, as well as the affected faculty and Director of Student Services, may be involved in investigating suspected violations of the Standards of Academic Integrity.

A student suspected of violating the Standards of Academic Integrity 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 investigatory process (while the investigation is in process).
    - Investigations may include informal review and discussion with an official of the school prior to bringing an official 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.

A proven violation of the standards of academic integrity may be disclosed to partner organizations or other relevant parties, if warranted as part of the sanctions applied.

University 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 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.

Requirements for Good Standing & Academic Probation

The academic 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, including credits 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 certificate students:

- Up to 9 credits 1.70 GPA
- 9-16 credits 2.00 GPA

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 a 2.0 GPA throughout the course of their studies.

To review City Vision University' Satisfactory Academic Progress policy, which applies this standard specifically to students receiving financial aid, click the link below:

http://www.cityvision.edu/city-vision-university-satisfactory-academic-progress

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 just 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 Oversight staff (Academic Dean, VP of Academic Administration, or President).

Policy on Limiting Course Enrollments While Academically At-Risk

While students are academically at-risk (defined as being either under a 2.0 GPA for City Vision courses, having multiple terms in a row where they have withdrawn from all courses. on SAP Warning, or on SAP Probation), students will be required to take no more than one course per term until they are no longer at risk. Students will be notified when this restriction has been removed and they can take a full course load again.

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. This includes withdrawals in the add/drop period (first two weeks of each term).

Policy on Enrollment in Multiple Certificate Programs

Students may receive multiple certificates. However, at least 75% of the credits in each certificate program must be different from those used for the other certificate programs.

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 eligibility for the following term. All terms of enrollment, including Summer, must 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 (i.e., 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 certificate 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 or WP (withdrawn with failure/pass - after 5th week) are counted as courses attempted for both GPA and Pace **and** count toward the maximum time frame.

Courses withdrawn between weeks 2 and 5 are counted as courses attempted for Pace only and count toward the maximum time frame; courses withdrawn prior to week 2 (weeks 0 - 1) were withdrawn during the add/drop period, and thus do not count as courses attempted for either GPA or Pace, or 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 or certificate program and establishing benchmark points for the qualitative standard.

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 bachelor’s student progresses through their academic program, their cumulative GPA 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

Associate’s degree students must meet the following benchmarks:

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

Certificate students must meet the following benchmarks:

- Up to 9 credits 1.70 GPA
- 9-16 credits 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 this page.

Additionally, after two academic 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.

Bachelor’s degree 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%

Associate's degree students must successfully earn attempted credit hours according to the following rates:

- 1 to 30 credits 50%
- 31 credits to the end of the program 66 2/3%

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

- Up to 9 credits 50%
- 9-16 credits 66 2/3%

3. Quantitative Maximum Credit Hours

A student's maximum attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree or certificate. The maximum credit hours are 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 the Missions program, when that program was still being offered, 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 (Pell grants) eligibility until the student regains minimum satisfactory academic progress standards. A student who is denied Federal aid because of a failure to meet Satisfactory Academic Progress standards after the Warning Term has concluded may appeal this determination to the Academic Oversight 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. Please note that merely filing an appeal does not guarantee continued eligibility for Federal aid.

Appeals will only be granted if the student can describe both the circumstances affecting academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

If an appeal for a probationary term is denied by the Academic Oversight faculty/staff, 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 Academic Oversight faculty/staff, 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 Academic Oversight faculty/staff.

Credit System

City Vision University requires that students complete 120 credits to earn a bachelor's degree, 60 to earn an associate's degree, 12 or 16 credits to earn a certificate, or 30-36 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. Reading is 25 pages per hour for standard books and 20 for dense textbooks. Where needed we use much more detailed guidelines provided by Penn State University – Hours of Instructional Activity (HIA) Equivalents at: http://weblearning.psu.edu/resources/penn-state-online-resources/HIA/

Grading Scale and Grade Point Averages

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

Grade	Significance	Quality Points	Grade %
A	Excellent	4.0	95-100
A-		3.67	90-94.99
B+	Good	3.33	87-89.99
B		3	84-86.99
B-		2.67	80-83.99
C+	Average	3.33	77-79.99
C		2	74-76.99
C-		1.67	70-73.99
D+	Passing	1.33	67-69.99
D		1	64-66.99
D-		.67	60-63.99
F	Failure	0	<59.99

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 (including credits from City Vision and any accepted transfer credits).

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 the 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 or WP (withdrawals after week 5). Courses for which a student received a W in weeks 3-5 are not counted as courses attempted in the GPA calculation, though they do count toward Pace on the 2nd SAP criterion. Courses for which a student withdrew prior to the end of week 2 are counted as a W (unofficial) and do not count toward Pace or 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.

Prior Learning Assessment credits are counted as Pass/Fail, and thus do not count in the GPA.

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

((Institution 1 GPA * Institution 1 # of Credits Accepted) + (Institution 2 GPA * Institution 2 # of Credits Accepted)) / 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:

((City Vision GPA * Total City Vision Credits Attempted) + (Transfer Credit GPA * Transfer Credits Attempted)) / (City Vision Credits Attempted + Transfer Credits Attempted)

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

Course Registration Deadline

Students must register for courses before or on the first day of classes. Students may request an exception to register for courses after the first day of the term during the first week. Later course registrations are allowed only in exceptional circumstances, but not beyond the second week.

Dropping Courses and Grading

Students should drop courses using the official drop request form, but they may communicate their intent to drop to City Vision by any method. Students that no longer participate in courses may be administratively dropped for lack of attendance (see attendance policy below).

0 to 2 weeks. Courses that are dropped by the end of the second week of classes do not appear on the official transcript and are listed as a "W (unofficial)".

2 to 5 weeks. 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 a graded assignment such as a paper, class forum, or quiz.

"W (unofficial)" grades will not count toward pace requirement when calculating Satisfactory Academic Progress. Courses dropped before completing the 5th week, but after the end of the second week, result in a mark of "W", and will not count toward GPA calculations, but will count toward pace requirement when calculating Satisfactory Academic Progress.

After 5th week. If a student stops working on a course after the 5th week, they will receive credit for all work already submitted. If their current grade result at that point would be a failing grade, it will be recorded as failing as a "WF" and if it is passing it will be entered as a "WP". WP grades will not figure into GPA calculations. If they would have passed the course at the end with their current work counting all grades, it will be recorded as the appropriate passing letter grade. This grade will appear on the transcript and figure into the overall GPA.
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.

Attendance Policy

Students' attendance in City Vision University courses will be evaluated at least every 14 calendar 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 calendar days, it will be determined whether the student should be withdrawn from that course. For the purpose of this policy, dates will be determined based on the student's local time zone.

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. Students that have a 14 day gap in submitting items for grading are administratively dropped unless they are granted an extension by their instructor or academic administration. Students with a 14 day gap in submitting items will not be dropped if they have participated on or past the first day of week 6 of the term.

The instructor or academic administration may grant an extension either through a documented email or by continuing to grade the late assignments. As of the 18-19 academic year, all extensions must be documented by email.

Last Date of Attendance Policy

The Last Date of Attendance is defined as the last date on which course work is submitted (such as a graded written assignment, class forum post, or quiz).

If a student fills out an official form to withdraw from the institution, his or her Date of Determination of Withdrawal (as used in the R2T4 calculation) will be the date of submission of that form. If he or she does not fill out a withdrawal form, the Date of Determination will be no greater than 14 days after their Last Date of Attendance, as stated above, unless the student completes one term but does not continue attending in the following term. In that case, the Date of Determination will be the end of the add/drop period in the next term.

Late Assignment Policy

Students will be assigned late assignment deductions according to the following policy. For the purpose of determining lateness, all times are in Central Time – for example, **if an assignment is submitted at 11pm Mountain or 10pm Pacific Time, it is late.**

- *Late but less than 1 week late*: lose half a letter grade. For students with documented disabilities, this becomes "less than 1 week late, no penalty".
- *More than 1 week late less than 2 (after the following Sunday):* lose 1 letter grade. i.e. "A" becomes a "B". Students with documented disabilities will lose only half a letter grade. *More than 2 weeks late* will receive a zero unless granted an extension by City Vision's president. 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. For students with documented disabilities, we cannot extend this further except for in rare exceptions due to the difficulty that extremely late assignment submissions create in meeting US Department of Education requirements.
- Students not submitting anything for grading in the first two weeks will be dropped.

To learn more about how to request reasonable accommodations for disabilities, see our ADA policy page.

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. Faculty and academic administration may place additional timeliness requirements on individual students that have shown a history of submitting late assignments.

Assignment Resubmission Policy

Students may only resubmit assignments if there is a valid reason for the student to re-submit, such as a major health issue, personal crisis, unclear assignment instructions or a final paper that is missing a major component.

Students may also resubmit assignments if the grading faculty informs the student that they will not give a submission until an initial grade until it is redone. This would be at the professor's discretion.

Students may not resubmit assignments simply because they didn't like their grade or didn't feel they put forth their full effort. Students may also not resubmit assignments if they have a consistent pattern of submitting substandard work.

Course Extension Policy

1. Students may submit assignments or exams without an extension until the end of the 9th week after the beginning of the term (but, as of the 18-19 year, grading penalties listed in the Late Assignment Policy apply). Applications for extension must be submitted via the online extension request form no later than two days before the course ends.
2. 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.
3. Course extensions will only be granted if you have completed at least half of the assignments in a course.
4. While working to complete a course for which an extension has been granted, the student can only take a maximum of one additional course.
5. In order for a course extension to be approved, the student and his/her professor must agree upon a date by which he/she will have completed all the remaining assignments in the course.
6. Course extension requests may be reviewed by the student's professor and the Academic Oversight (Dean, Department Chair or President) for the student's department.
7. No course extension may be granted beyond the start of the next term unless approved by City Vision's President.

Incomplete Grades Policy

Incomplete grades are assigned at the discretion of the instructor, with consultation from the Academic Oversight staff (Dean, Department Chair or President) overseeing the course in question, 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. This timeframe will be reasonable in length, and shall never exceed one academic term after the course was initially to have been completed. 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.

Leave of Absence

Students may not request an official Leave of Absence from City Vision University, for financial aid purposes. Their financial aid status, as reported to NSLDS for Enrollment Reporting and used in R2T4 calculations, is always either enrolled or withdrawn. This policy supersedes any previous policies of City Vision pertaining to Leaves of Absence.

Class Levels by Credits

- Freshman: 0-30 credits
- Sophomore: 31-60 credits
- Junior: 61-90 credits
- Senior: 91-120 credits

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

Undergraduate Graduation Requirements

There are 6 requirements for graduation:

- Have a total of 120 approved credit hours for bachelor's degree students, 60 for associate degree students, or 12-16 for certificate students.
- Complete all required credit hours in the major area of study.
- Fulfill the General Education Requirements listed in that section of this catalog (except for certificate programs).
- Have a cumulative GPA of at least 2.0 (including City Vision credits and accepted transfer credits).
- Have no outstanding balance with the school.
- If have received federal loans in the past, have completed exit counseling.

Graduate-Level Graduation Requirements

Students in graduate-level programs must complete the following requirements for graduation:

- Complete the course & credit requirements*:*
    - *MBA*: Complete 36 credits from 6 core courses and 6 concentration courses with at least 27 credits from City Vision.
    - *MSAD*C: Complete 36 credits from 7 core courses and 5 concentration courses with at least 27 credits from City Vision.
    - *MSNM*: Complete 30 credits from 5 core courses and 3 concentration courses with at least 22.5 credits from City Vision.
    - *MACML*: Complete 30 credits from 6 core courses and 3 concentration courses with at least 22.5 credits from City Vision*.*
- *Certificate:* Complete 12 credits with at least 9 credits from City Vision.
- Have a cumulative GPA of at least 2.0 (including City Vision credits and accepted transfer credits).
- Have no outstanding balance with the school.

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 City Vision Student Services first.

Academic Honors

Graduation honors are awarded for academic work performed by the student during his or her program

with City Vision University. Honors 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 Support, Inquiries and Comments

Students can contact City Vision Student Services by live chat ("Need Help?" in the bottom left of our website), by calling (816) 708-0794 from 9:00 AM to 5:00 PM Central Time, Monday through Friday, or by emailing support@cityvision.edu. This includes technical assistance, such as logging in to student accounts or making use of the Canvas online learning system.

Students with academic questions (such as about grading decisions, assignment instructions, or understanding course materials) should contact the professor who is grading their assignments through Inbox system in Canvas. Faculty should reply within 72 hours. If they do not, then students should inform City Vision Student Services.

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

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 support@cityvision.edu. However, the preferred method for termination of enrollment is by filling out the form located online at https://www.cityvision.edu/form/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. Termination may occur if a student violates provisions of the standards of academic integrity or university code of conduct, as described in this catalog. This would constitute a non-academic dismissal.

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 $10 for processing.

To request a transcript, fill out the online 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 job placement service for its graduates. However, we do offer career

advising to students as described in the “Career Advising” section, below.

Career Advising

We have multiple touchpoints within our academic programs that provide opportunities for career advising. These include:

Career Advising in Course Assignments

1. During our New Student Orientation, students are asked to create a Degree Plan and Career Goals related to their education. Students then have a live Zoom meeting with our Director of Student Services to provide academic and career advising as desired by the student.
2. Nearly all of our programs require a course called Vocation, Calling and Purpose of Work. We suggest students take this early in their program. This course is particularly focused on helping students discern their future career path based on their gifts and talents. The final project for the course is to develop a Life Plan which encompasses both personal and career goals. The faculty who teach this course provide one-to-one career advising and mentoring to all students in the course through their responses in the discussion forums and to student assignments.
3. Most of our undergraduate programs require either ADC101: Introduction to Christian Addiction Counseling or ORG101: Introduction to Nonprofit & Ministry Management. The final project in this course is to develop a career plan. Faculty then provide feedback through responses to the assignment and related discussion and Zoom meetings. Each of these courses have assignments where students work on their career plan and steps toward certification, if applicable, so that faculty can provide feedback through assignments, discussion forums and Zoom sessions.
4. Students desiring assistance with their job search may also take our ORG201 Job & Internship Search Strategies which gives them practical experience in identifying job and internship opportunities and contacting potential employers.
5. For Addiction Counseling students, multiple courses provide advising opportunities for both career and certification. This includes ADC406: Addiction Counseling Certification Preparation, ADC306: Recovery Coaching & Peer Support Specialist, ADC420/ADC550: Addiction Counseling Practicum and ADC540: Advanced Addiction Counseling Certification Preparation.

Staff & Faculty Career Advising Outside of Coursework

In addition to the advising built into our curriculum designed above, we provide the following touchpoints for career advising:

1. During the admissions process with our Director of Admissions
2. Students may set up advising and degree planning Zoom meetings with our Director of Student Services, Program Directors or Academic Dean at any point in their program.
3. Faculty often will set up one-to-one meetings with students to provide additional advising.

Other Services

- **Change of Address** - Students may provide change of address information to City Vision via our Student Information System, Populi.
- **Student ID cards** – As a fully-online university, City Vision University does not provide student ID cards. However, students who request it by emailing support@cityvision.edu may receive an Enrollment Verification document from Populi.
- **Orientation** - All first-term students are required to take the non-credit New Student Orientation course in our Canvas Learning Management system. This course will orient them to the policies, procedures, and technical requirements of how to be an effective student at the university.
- **Graduation Ceremony** – As a fully-online school, City Vision University does not currently have a physical graduation ceremony. However, we do celebrate graduates' accomplishments via an interview with academic leadership. Students are mailed their physical diploma after the term in which they graduate (except for certificate students who do not request one).
- **Honor Society** – City Vision University graduates are recognized on diplomas with honors listed on their diploma, but there is no formal honor society.
- **Alumni Services** - City Vision University does not provide any formal alumni services.

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 provides journal articles from the following databases:

- ProQuest Business Library
- ProQuest Core
- ProQuest EBook Central: Academic Complete
- Other ProQuest Libraries
- Statistica
- Gale Virtual Reference Library

Students who need assistance using library resources may email librarian@cityvision.edu

City Vision University Policy on Disabilities & Disabilities Services

City Vision University is in compliance with all relevant ADA policies for universities, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA). 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) 760-2084. This documentation could either come from a doctor, or could be in the form of a document like an IEP or ISP. While relevant faculty members may be informed about accommodations that have been granted to a student with a disability, all personal documentation related to that disability is kept confidential, as with all student records, and is accessible only by authorized administrators and staff.

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. Note that we may consider alternatives to medical documentation in extraordinary circumstances.

We aim to make all reasonable learning accommodations for disabilities. However, we are not able to grant accommodations until we have specific documentation of a disability. One example is our late policy accommodations for students with documented disabilities, but other accommodations can be granted based on what is applicable from documentation. If you have any questions about our policies and services for students with disabilities, email support@cityvision.edu.

Students with disabilities may review this guide to financial aid for students with disabilities.

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

Additional School Information

City Vision University Faculty

The individuals who serve as City Vision University professors have earned graduate degrees and have significant working experience in their subject areas.

See a list of our faculty here (list provided as a link due to the number of faculty).

City Vision University Staff and Leadership

Dr. Andrew Sears, President

Dr. Sandie Fauss, Director of Online Education and Technology

Dr. Charles McElveen, Dean of Faculty

Dr. Brian Paulson, Addiction Counseling Program Co-Director

Evan Donovan, Vice President of Academic Administration

Nancy Young, Director of Admissions

Dr. TJ Cummins, Director of Student Services

Traci Hedlund, Financial Manager

Erin Sifrit, Financial Aid Assistant

Aria Rechenbach, Registrar / Administrative Assistant

Deborah Torres, Senior VP of Partner Care

Dick McMillen, VP of Partner Care

Andrew Eason, Wounded Healers Director

Dr. Jeffrey Cook, Social Enterprise & Food Services Director

Dennis Strissel, TSA Partner Care Director

Darren Mudge, TSA Partner Care Director

City Vision University and 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:

Dr. Jay Gary, Board President
Associate Professor of Leadership
Executive Director of Online Programs
Oral Roberts University

Dr. Brad Smith, Board Treasurer
President, Bakke Graduate University

Dr. Amanda Forbes
Executive Director, Trinity Education Global

Harriet Hodge-Henry
Pastor, The Gathering Christian Fellowship, Boston
Former Director of Operations, City Vision University / TechMission

Colonel Dr. Janet Munn

Director of the Salvation Army International Social Justice Commission
Former Principal of the Salvation Army College for Officer Training; Suffern, NY

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

Brittany Hargrove
Chief Program Officer, Lighthouse Mission Ministries

City Vision University Advisory Council

See a list of Advisory Council Members here (list provided as a link due to the number of members).

Course Descriptions

Undergraduate Course Descriptions and Costs

The costs of course materials listed below are estimated and are subject to change at any time. The university does not sell textbooks. Links to purchase any required textbooks are provided in the course descriptions on the website; students may purchase textbooks from any source they prefer, such as Amazon.com or a local bookstore.

ADC101: Introduction to Christian Addiction Counseling (3 credits)
This course combines an Introduction to Christian Counseling with an Introduction to Addiction Counseling. The course reviews five approaches to counseling and Christianity including: Levels-of-Explanation, Integration, Christian Psychology, Transformational Counseling and Biblical Counseling. Students work to apply each of these models to a sample case.
The course also presents an overview of key elements of addiction counseling including: Assessment and Treatment, Co-Occurring Disorders, Behavioral Addictions, Relapse Prevention, Self-Help Groups, Addiction Counseling Techniques, Culturally Awareness and Development of the Counselor. The course also helps students to develop a plan to apply for certification in their state if they desire.

Course Materials (estimated)	$90.00
Tuition & Fees	$800.00
Total	**$890.00**

ADC201: Spirituality & Addiction (3 credits)
The student will have an enhanced understanding of what it means to be an agent of Christ-centered change to those in recovery by understanding the nature of addiction, by learning the importance of faith in the recovery process and by becoming an authority on linking clients to recovery support services and recovery communities.

Course Materials (estimated)	$43.00
Tuition & Fees	$800.00
Total	**$843.00**

ADC202: Family Issues and Recovery (3 credits)
Understanding family dynamics in recovery, including youth issues, codependency, resiliency and self-repair.

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

ADC301: Counseling in Urban and Multicultural Environments (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	$800.00
Total	**$830.00**

ADC302: 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 Materials (estimated)	$37.00
Tuition & Fees	$800.00
Total	**$837.00**

ADC303: Theories of Psychology and Counseling (3 credits)
This course covers various aspects of counseling theory, human development and the core counseling functions.

Course Materials (estimated)	$85.00
Tuition & Fees	$800.00
Total	**$885.00**

ADC304: Introduction to Psychopharmacology of Addiction (3 credits)
This course serves as an overview of the chemicals that are commonly being abused in our current society. It will address the classes of drug and the effect of each class of drug. It will discuss the common methods of administration, the speed of transmission to the brain and the neurological impact on the brain. There will also be a brief look at the treatment continuum of care.

Course Materials (estimated)	$26.00 (if textbook is rented)
Tuition & Fees	$800.00
Total	**$826.00**

ADC305: 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.

Course Materials (estimated)	$12.99
Tuition & Fees	$800.00
Total	**$812.99**

ADC360: Recovery Coaching and Peer Support Specialist (3 credits)
The purpose of this course is to gain the knowledge and skills to excel as a peer support specialist as evidenced by possessing the knowledge necessary to pass the various state and national certification exams. Students will also begin the process of applying for certification in their state and complete a portfolio outlining in detail the remaining steps to complete in order to become certified.
Note: One of the requirements for becoming a Peer Specialist in most states is lived experience with an addiction (being in recovery). Since this course is designed to prepare you for certification, you should consider whether you meet this requirement as part of your decision in choosing this course.
Additionally, please be aware that this course does not automatically lead to certification. It is designed to equip you to lay out a plan for completing the required steps to become certified, but these steps will likely not be completed by the conclusion of this course, and additional steps beyond the course assignments are required.

Course Materials	$10.00
Tuition & Fees	$800.00

Total	**$810.00**

ADC401: Residential Recovery Programs (3 credits)
The purpose of this course is to impart practical counseling and operational principles for use in long-term programs for the chemically dependent, with a particular focus on homeless addicts and alcoholics.

Course Materials (estimated)	$0 (provided in course)
Tuition & Fees	$800.00
Total	**$800.00**

ADC402: 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	$800.00
Total	**$890.00**

ADC403: Addiction Counseling Assessment and Treatment Planning (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.

Course Materials (estimated)	$90.00
Tuition & Fees	$800.00
Total	**$890.00**

ADC404: Mental Illness, Addiction and Dual Diagnosis (3 credits)
An overview of counseling 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.

Course Materials (estimated)	$28.00
Tuition & Fees	$800.00
Total	**$828.00**

ADC405: 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.

Course Materials (estimated)	$80.00
Tuition & Fees	$800.00
Total	**$880.00**

ADC406: Addiction Counseling Certification Preparation (3 credits)
The purpose of this course is to gain the knowledge and skills to excel as a certified addiction counselor as evidenced by possessing the knowledge necessary to pass the various state and national certification exams. Students will also begin the process of applying for certification in their state and will complete a portfolio outlining in detail the remaining steps to complete in order to become certified.

Note: this course does not automatically lead to certification. It is designed to equip you to lay out a plan for completing the required steps to become certified, but these steps will likely not be completed by the conclusion of this course, and additional steps beyond the course assignments are required.

Course Materials (estimated)	$80.00
Tuition & Fees	$800.00
Total	**$880.00**

ADC407: Trauma and Recovery (3 credits)
This course presents a biblical view of trauma, suffering, and healing. It also covers how to provide Christian counseling to those who have experienced trauma. The course will cover individual differences in response to trauma, factors that affect these differences, symptoms and various types of trauma. Theories and types of trauma, assessment of trauma, steps of trauma counseling including: establishing safety, processing trauma and resolution are also included.

The course also examines the connection between trauma and addiction, and how this relates to a need for a trauma-informed recovery approach. Personal application is provided in examining effects of secondary trauma. The student will briefly examine their own level of personal trauma, current level of healing, and next steps needed to address any lingering effects of personal trauma.

Course Materials (estimated)	$25.00
Tuition & Fees	$800.00
Total	**$825.00**

ADC408: Technology, Life Balance & Behavioral Addictions (3 credits)
We live in an epidemic of addiction to sex, pornography, online affairs, gaming, the Internet and Facebook/social media-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)	$45.00
Tuition & Fees	$800.00
Total	**$845.00**

ADC420: Addiction Counseling Practicum (3 credits)
This is a practice-based course in which students will apply the concepts learned throughout the degree program by participating in an internship. The primary course objective is to serve as a means of practicing skills and applying theoretical learning in a clinical position. When applicable the course is customized to meet the requirements of the certification board in the student's state. Attention is also given to personal and professional growth in preparation for serving in a counseling role.
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.
Students may not do a practicum in an organization where they would be conducting research on human subjects.

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

ADC431: Fundamentals of Addiction Counseling (3 credits)

This course is designed to introduce the student to current theories and causes of addictions and addictive behaviors, including strategies for prevention, intervention, and treatment. Students will learn about the different types of addiction, including substance use disorders, gambling addiction, and behavioral addictions, as well as the psychological, biological, social, and environmental factors that contribute to the development of addictive behaviors. The course will cover various approaches to addiction counseling, ethical and legal issues, and the role of the addiction counselor in facilitating individual and group therapy sessions. The course also describes appropriate counseling strategies when working with clients with addiction and co-occurring disorders in a multicultural society. Students will be trained in Christian counseling approaches to addiction in appropriate contexts.

Course Materials (estimated)	$95.00
Tuition & Fees	$800.00
Total	**$895.00**

ADC432: Psychopharmacology of Addiction (3 credits)

This course provides an in-depth understanding of the effects of psychotropic substances on the brain and the treatment of addiction with medications. Students will learn about the pharmacological basis of addiction, the neurobiology of addiction, the pharmacokinetics of psychoactive drugs, and the use of medications in addiction treatment.

Course Materials (estimated)	$90.00
Tuition & Fees	$800.00
Total	**$890.00**

ADC433: Psychopathology, Co-occurring Disorders and Addiction (3 credits)

This course provides an in-depth exploration of psychopathology, co-occurring disorders, and addiction. Students will learn about the biological, psychological, and social factors that contribute to the development of mental health and substance use disorders. Clinical and scientific research is integrated through the course with a biblical worldview so that students will have a robust biopsychosocial and spiritual lens to understand and treat mental disorders. They will also examine the various models of addiction, the stages of addiction and recovery, and the different types of treatment available for addiction. Throughout the course, students will engage in critical thinking and discussion to deepen their understanding of the complex issues related to psychopathology, co-occurring disorders, and addiction. They will also develop the skills necessary to assess, diagnose, and treat individuals with these conditions in a variety of clinical settings.

By the end of the course, students will have a comprehensive understanding of the causes and treatment of psychopathology, co-occurring disorders, and addiction. They will also be equipped with the tools and knowledge necessary to work effectively with individuals struggling with these issues.

Course Materials (estimated)	$85.00
Tuition & Fees	$800.00
Total	**$885.00**

ADC434: Family Counseling and Addiction (3 credits)

This course considers the dynamics of marriage and family relationships from a systems perspective. The emphasis is on understanding family and other systems theories, the structure and function of marriage, various aspects of the marital relationship and family systems, and models of family and systemic interventions. This course covers the integration of addiction counseling, family therapy, and the Christian worldviews of each element. The course will outline the treatment of substance use disorders in the context of various approaches to family counseling. These approaches are based on the major schools of thought in family therapy. The conclusion of the course directs the student to compare and contrast these approaches to family counseling while creating their own approach to family therapy.

Course Materials (estimated)	$76.00
Tuition & Fees	$800.00
Total $876.00	

ADC435: Trauma and Crisis Counseling (3 credits)
This course provides students with a foundational understanding of the impact of trauma and crisis on individuals, families, and communities. Emphasis will be on the knowledge, skills, and attitudes essentials for counselors. Students will learn trauma informed practices and procedures useful for prevention, assessment, intervention, and treatment. Special attention is given to the intersection of trauma, crisis, and addiction. This course also examines the health and wellness components of counselor resilience.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

ADC436: Counseling Theories and Treatment Planning (3 credits)
This course serves as an overview of counseling theories used in mental health counseling and psychotherapy. It will address each key theory's history, techniques, strengths/limitations, research and application. It will provide students with the opportunity to explore faith integration with counseling theories and approaches. Students will also define their own theoretical approach to counseling and future work.

Course Materials (estimated)	$115.00
Tuition & Fees	$800.00
Total	**$915.00**

ADC437: Multicultural Counseling (3 credits)
This course explores the role of culture and diversity in the counseling process. Students will learn about the various cultural, social, and political factors that influence the mental health of individuals from different backgrounds. The course will cover topics such as cultural identity, acculturation, privilege, and oppression, and how these factors impact the counseling relationship. Students will also examine the ways in which culture influences help-seeking behaviors, communication styles, and coping strategies. Through readings, case studies, and experiential learning activities, students will develop practical skills for providing culturally responsive counseling services, such as conducting culturally sensitive assessments, adapting interventions to meet the needs of diverse clients, and working collaboratively with clients from different backgrounds. Overall, this course aims to prepare students to become culturally competent counselors,

capable of working effectively with clients from a variety of cultural backgrounds. This course will place a particular emphasis on serving clients in urban and at-risk communities. This course will provide tools for developing cultural competence particularly needed in addiction counseling. This course will also help students to frame multicultural counseling within a Christian worldview to use in appropriate contexts.

Course Materials (estimated)	$95.00
Tuition & Fees	$800.00
Total	**$895.00**

ADC438: Group Counseling (3 credits)
This course provides an introduction to the theory and practice of group counseling with a particular focus on groups for addiction recovery. Students will learn about the different types of groups used in counseling, including psychoeducational, support, and process groups. The course will cover the stages of group development, group dynamics, leadership styles, and ethical and legal issues in group counseling. Through readings, case studies, and experiential learning activities, students will develop practical skills in facilitating group sessions, building rapport, managing conflicts, and promoting positive group interactions. Overall, this course aims to prepare students for effective group counseling practice, equipping them with the knowledge and skills needed to work with diverse populations and facilitate positive change in group settings. Students will be trained in unique Christian approaches to group counseling to use in appropriate contexts.

Course Materials (estimated)	$84.00
Tuition & Fees	$800.00
Total	**$884.00**

ADC439: Counseling Skills and Techniques (3 credits)
This course equips students with the skills and knowledge necessary to counsel and support individuals experiencing substance abuse and addiction. The course compares and contrasts the effectiveness of a range of evidence-based counseling techniques, while also assessing them from a Christian worldview. Students will develop proficiency in therapeutic rapport-building, assessment, treatment planning, and interventions specific to addiction counseling. Emphasis is placed on cultural competence, ethical considerations, and the integration of current research findings into clinical practice.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

BUS101: 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	$800.00
Total	**$840.00**

BUS102: 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	$800.00
Total	**$840.00**

BUS201: Introduction to Accounting (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 Materials (estimated)	$40.00
Tuition & Fees	$800.00
Total	**$840.00**

BUS202: Introduction to Management and Leadership (3 credits)

This course will teach students how to be an effective first-time manager if they have not yet served as a manager. It will also help students who have served in management improve their management skills. Management topics include duties of management, working with people, staff supervision and process, and improving yourself as a manager. In this course, students will also take a leadership assessment based on the DiSC personality profile and identify specific domains to develop within eight leadership practice areas. Students will also learn unique approaches to Christian management and leadership.

Course Materials (estimated)	$32.00
Tuition & Fees	$800.00
Total	**$832.00**

BUS 301: Introduction to Entrepreneurship (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	$800.00
Total	**$840.00**

BUS 303: Food Service Management (3 credits)

The Food Service Management course offers a comprehensive overview of the principles and practices necessary for effective management within the food service industry. This course equips students with a solid foundation in areas such as food safety and facility sanitation, nutrition, menu/meal planning, food purchasing and procurement, kitchen operations, facilities design, customer/client service, and employee development. Students apply the principles covered in this course practically through research and recommendations for the operations of a food service business or nonprofit, including applications particularly for the needs of rescue missions and similar organizations.

Course Materials (estimated)	$75.00
Tuition & Fees	$800.00
Total	**$875.00**

BUS 400: Marketing for Nonprofits and Businesses (self-paced) (3 credits)

This course is a study of marketing concepts for both nonprofits and businesses. Concepts covered include market research, segmentation, branding, storytelling, communication, marketing funnels, strategy, digital marketing, social media, marketing metrics and nonprofit specific marketing among others. The final project for this course is to develop a comprehensive marketing plan for an organization or business.

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

BUS 401: Marketing for Nonprofits and Businesses (self-paced) (3 credits)

This course is a study of marketing concepts for both nonprofits and businesses. Concepts covered include market research, segmentation, branding, storytelling, communication, marketing funnels, strategy, digital marketing, social media, marketing metrics and nonprofit specific marketing among others. The final project for this course is to develop a comprehensive marketing plan for an organization or business.

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

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	$800.00
Total	**$840.00**

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	$800.00
Total	**$840.00**

BUS 302: Retail Management (3 credits)

This course provides an overview of the principles and practices of retail management. It covers the management of retail operations, customer service, inventory management, merchandising, and sales management.

Course Materials (estimated)	$90.00
Tuition & Fees	$800.00
Total	**$890.00**

CVC307: Facilities Management (3 credits)

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.

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

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	$800.00
Total	**$840.00**

ENG101: English Composition I (3 credits)
In this course, students will develop better writing skills through learning and practicing the steps of the writing process: prewriting, writing (drafting), revision, editing, and publishing.
The course focuses on the genres of writing (types of writing) that are most frequently used in college, such as expository essays and research papers. Lessons also highlight the importance of proper grammar, punctuation, and spelling, and explain effective research techniques, use of sources, and citation.

Course Materials (estimated)	$5.20
Tuition & Fees	$800.00
Total	**$805.20**

ENG102: English Composition II (3 credits)
This course builds on the lessons from English Composition I to focuses on analytical writing skills. 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	$800.00
Total	**$849.00**

GEN103: Personal Finance (3 credits)
In this course, you will learn principles of personal financial management from a practical perspective. This course will also help you to understand God's purposes for money and finances and how to apply biblical principles in managing your money. A major focus of this course will be for you to develop a budget and monitor your spending to learn money management principles including: frugal living, avoiding unwise debt, consumer awareness and investment strategies.

Course Materials (estimated)	$50.00
Tuition & Fees	$800.00
Total	**$850.00**

GEN110: Holistic Personal Health and Spirituality (3 credits)
This course provides a holistic approach to personal health combining five key essentials of faith, food, fitness, focus, and friends. The primary framework used in this course is the Daniel Plan, which combines nationally renowned doctors Dr. Mark Hyman and Dr. Daniel Amen, with one of the top pastors, Rick Warren at Saddleback Church. You will learn how to implement this program, which has been used in thousands of churches and organizations, both for yourself and in a group for others.

Course Materials (estimated)	$62.99
Tuition & Fees	$800.00
Total	**$862.99**

MIN101: Vocation, Calling & the Purpose 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)	$37.63
Tuition & Fees	$800.00
Total	**$837.63**

MIN104: Wounded Healers: Holistic Addiction Recovery and Self-Care (3 credits)
City Vision University has developed our Wounded Healers Program to help serve our students who may have recently been recovering from addiction, incarcerated and/or homeless, a group we call Wounded Healers. This course builds on Henri Nouwen's concept of Wounded Healers where he says, "The great illusion of leadership is to think that man can be led out of the desert by someone who has never been there."

The goal of this course is to provide learning and a peer group for Wounded Healers to better recognize the unique call that their background enables them to pursue. This course also helps Wounded Healers to lay the foundation and next steps in their journey. This course also works particularly well for students who are in an internship or entry level job on a nonprofit or ministry.

This course requires the following:
1. Weekly attendance at a live video conference with the instructor.
2. Having a supervisor or mentor (see mentor qualifications & expectations)
Do not register for this course unless you can meet the above requirements.

Course Materials (estimated)	$18.00
Tuition & Fees	$800.00
Total	**$818.00**

MIN201: Old Testament Foundations (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)	$30.00
Tuition & Fees	$800.00
Total	**$830.00**

MIN202: New Testament Foundations (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)	$50.00
Tuition & Fees	$800.00
Total	**$850.00**

MIN203: Urban 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.

Course Materials (estimated)	$24.65
Tuition & Fees	$800.00
Total	**$824.65**

MIN301: Introduction to Biblical 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	$800.00
Total	**$839.70**

MIN302: 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	$800.00
Total	**$839.70**

MIN305: Christian Community Development and the Social Justice Tradition (3 credits)
This course introduces students to the theory and practice of Christian community development in an increasingly interconnected, urban world. Course topics include: relocation, racism, reconciliation, redistribution, community asset mapping and other Christian community development principles. This course also helps students understand a range of social justice traditions including the Black church, the Brown church, Rescue Missions, the Salvation Army, Global Justice traditions and others.

Course Materials (estimated)	$35.00
Tuition & Fees	$800.00
Total	**$835.00**

MIN310: 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)	$110.00
Tuition & Fees	$800.00
Total	**$910.00**

MIN204: Theology & Strategy of Urban Ministry (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.

Course Materials (estimated)	$45.00
Tuition & Fees	$800.00
Total	**$845.00**

MIN206: Emotional Intelligence in Ministry and Management (3 credits)
This course will introduce you to the practice of Emotional Intelligence in Christ. This will anchor your ability in the Holy Spirit to discern and manage personal emotions and behaviors, so they can

honor God by loving others well, like Jesus. Additionally, this course will provide the tools and practice to help build a community that is Emotionally Intelligent in Christ.

Course Materials (estimated)	$30.00
Tuition & Fees	$800.00
Total	**$830.00**

MIN410: Biblical Interpretation (3 credits)
This course trains students in a method of Biblical interpretation that enables them to read the Scripture faithfully according to its original audience meaning and apply it appropriately for their own ministry context and social location. The course also discusses the cultural and historical background of the Scripture and describes the genres of Biblical literature. Student work will focus on a Bible interpretation paper and talk for which students will select a particular passage of Scripture and apply it for their context.

Course Materials (estimated)	$60.00
Tuition & Fees	$800.00
Total	**$800.00**

MIN411: New Testament Survey (3 credits)
MIN411 is a chronological and synthetic survey of the entire New Testament. In it, students will read and study the entire New Testament in order to master its key content and themes and learn a Biblical interpretation method to aid in its proper exegesis. This provides the doctrinal foundation so students can develop theological vision and apply the Biblical principles of the New Testament to their own ministry context.

Course Materials (estimated)	$20.00
Tuition & Fees	$800.00
Total	**$820.00**

ORG101: Introduction to Nonprofit and Ministry Management (3 credits)
This course will help build the student's capacity to be an authentic leader and an effective manager for profit and non-profit organizations across all sectors including corporate, business, entrepreneurial, civic, and religious. This course is designed to resource the student's journey of personal leadership development and to learn how to motivate and inspire others in their organization to be authentic leaders, too. Students will reflect on their own professional leadership experiences, read case studies of successful business leaders, interact with fellow classmates and instructors, and then synthesize their own philosophy and practice of leadership in their final project. Successful students will actively participate and share in class forum discussions, learn theory and practice, and reflect on social, political, religious and other dynamics as organizations solve problems, face critical challenges, and serve local and global communities.

Course Materials (estimated)	$50.00
Tuition & Fees	$800.00
Total	**$850.00**

ORG201: Job & Internship Search Strategies (1 credit)
In this course you will learn and practice strategies for searching for a job, internship or practicum. **You should only take this course if you are actually ready to start looking for a job, internship or practicum.** This is a "learn by doing" course, so in much of the course you will be calling, emailing and applying for jobs,

internships or practicum placements. This course will train you in best practices to maximize your chances of finding a placement. The faculty in this course will serve as a coach to guide and advise you through your process.
One of the main purposes of this course is to help you find an internship or practicum, so you can take our ORG350/ADC420/ORG615 Internship/Practicum Course (which requires that the student be in a job, internship or practicum placement with appropriate supervision). The diagram below shows how this course fits into City Vision's student training and employment strategy.

Course Materials (estimated)	$0.00
Tuition & Fees	$267.00
Total	**$267.00**

ORG301: Nonprofit Human Resources (3 credits)
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.

Course Materials (estimated)	$80.00
Tuition & Fees	$800.00
Total	**$880.00**

ORG302: Social Entrepreneurship (3 credits)
Social Entrepreneurship is the field of applying business entrepreneurship, start-up principles to social causes. The course centers around a final project where students will build their own social entrepreneurship "pitch deck" presentation to use to persuade potential supporters of their initiative. This course will apply many of the best practices of startups used by Silicon Valley to the social sector including: Lean Startup principles and the Business Model Canvas.

Course Materials (estimated)	$80.00
Tuition & Fees	$800.00
Total	**$880.00**

ORG350: Mentored Ministry and Leadership (3 credits)
This course focuses on mentoring relationships in a work context, rather than academic study. Students can choose one of three options: City Vision Online Mentoring, Local Mentoring within their current work context, or Local Mentoring with a new internship. Students who have not yet identified an internship can enroll in ORG201 Job & Internship Search Strategies (1 credit) to help them find an internship. If students choose Local Mentoring, City Vision will assign a faculty member to grade the course.

The course requires students to have: 1) have completed at least 12 credits with City Vision; 2) be working or volunteering in a context related to their degree or have identified an internship site with a signed agreement 2 weeks prior to the term start; 3) have at least a 3.5 GPA or be working in executive leadership (C-Level or VP Level) in a nonprofit or ministry. Students with a GPA between 3.0 and 3.5 may request an exception to #3 by emailing support@cityvision.edu to explain your goals for mentoring.

Course Materials (students self-select 2 books, estimated cost)	$50.00
Tuition & Fees	$800.00
Total	**$850.00**

ORG401: Nonprofit Financial Accounting (3 credits)

This course introduces students to the concepts and principles of nonprofit financial accounting. The students will explore strategies for financial accounting, including basic planning and management principles, underlying organizational issues involved with planning and finances, including in-depth analysis of the organization's financial planning process and audit, knowledge of how organizational ethics, norms, strategic planning and direction influence both the funding and their ability to meet their nonprofit organizations financial goals while meeting the donor's needs.

Course Materials (estimated)	$59.00
Tuition & Fees	$800.00
Total	**$859.00**

ORG402: 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)	$62.00
Tuition & Fees	$800.00
Total	**$862.00**

ORG403: Nonprofit Fundraising (3 credits)

A study of the concepts and principles of fundraising for nonprofits. The students will explore fundraising strategies, including basic planning and management principles, underlying organizational issues involved with planning and solicitation, including in-depth analysis of one organization's planning process and audit, knowledge of how organizational ethics, norms, strategic planning and direction influence both the funding and their ability to meet the donor's needs.

Course Materials (estimated)	$46.00
Tuition & Fees	$800.00
Total	**$846.00**

ORG405: Volunteer Management (3 credits)

Volunteer management is stewardship. In this course you will learn the principles of effective volunteer management across the lifecycle of the volunteer's involvement with the organization. You will learn how to recruit and retain volunteers in a way that is informed by their motivations and fosters the development of the volunteer as well as the fulfillment of the mission. You will learn to assess an organization's need for volunteers, craft job descriptions to meet those needs, and effectively screen, train and evaluate volunteers. You will also learn how to manage risk in a volunteer program and how volunteer programs often help support organizations fundraising and development programs. The final project for this course will be to develop a comprehensive volunteer management plan and procedures manual for your organization.

Course Materials (estimated)	$52.00
Tuition & Fees	$800.00
Total	**$852.00**

ORG430: Organizational Behavior: Developing Healthy Organizations (3 credits)

This course will teach you how to build healthy organizations and teams using principles of the Competing Values Framework and Organizational Behavior. Topics covered in the course include: group/team dynamics, organizational culture, organizational design/structure, motivation, burnout and leadership.

Course Materials (estimated)	$35.00

Tuition & Fees	$800.00
Total	**$835.00**

ORG433: 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	$800.00
Total	**$840.00**

ORG436: Nonprofit Executive Leadership & Board Development (3 credits)
This provides an overview of nonprofit executive leadership including organizational strategy, role of executive leadership/team, community building, organizational systems and running effective meetings. The course also focuses on nonprofit board developing and centers around a final project where the student creates a Nonprofit Board Manual that includes Board Member Orientation, Expectations, Board Policies and Organizational Background.

Course Materials (estimated)	$35.00
Tuition	$800.00
Total	**$835.00**

ORG437: Nonprofit Program Planning and Evaluation (3 credits)
In this course, you will learn and implement the process of nonprofit program design and evaluation. You will learn how to develop the program's theory of change, its corresponding logic model, and the means by which you will monitor, evaluate, and improve your program. Part 1 focuses on the theory of change, which is the comprehensive description and illustration of how and why a desired change is expected to happen in a particular context. Part 2 focuses on the logic model, which is a graphic depiction that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for your program. Part 3 focuses on the process of developing an effective and actionable evaluation and improvement plan.

Course Materials (estimated)	$30.00
Tuition	$800.00
Total	**$830.00**

ORG439: Major Gifts and Planned Giving (3 credits)
In this course you will learn to develop and expand major gifts and planned giving programs in your organization. You will learn how to identify potential major donors and their characteristics. You will also learn how to organize a major donor database and how to build relationships with major donors. You will learn how to develop a strategy and tools to implement planned giving. The final project for this course will be to develop a major donor and planned giving plan for your organization.

Course Materials (estimated)	$20.00
Tuition	$800.00
Total	**$820.00**

ORG450: 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	$800.00

Total	**$800.00**

ORG460: Nonprofit Fundraising (self-paced) (3 credits)
A study of the concepts and principles of fundraising for nonprofits. The students will explore fundraising strategies, including basic planning and management principles, underlying organizational issues involved with planning and solicitation, including in-depth analysis of one organization's planning process and audit, knowledge of how organizational ethics, norms, strategic planning and direction influence both the funding and their ability to meet the donor's needs.

Course Materials (estimated)	$46.00
Tuition & Fees	$800.00
Total	**$846.00**

ORG461: Major Gifts and Planned Giving (self-paced) (3 credits)
In this course you will learn to develop and expand major gifts and planned giving programs in your organization. You will learn how to identify potential major donors and their characteristics. You will also learn how to organize a major donor database and how to build relationships with major donors. You will learn how to develop a strategy and tools to implement planned giving. The final project for this course will be to develop a major donor and planned giving plan for your organization.

Course Materials (estimated)	$20.00
Tuition	$800.00
Total	**$820.00**

ORG462: Grant Writing (self-paced) (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	$800.00
Total	**$840.00**

PLA201: Prior Learning Assessment Portfolio Development
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 (or 15, for Associate's degree students). The course itself is 3 credits, but the amount student can earn in their portfolio varies as above. Students cannot earn 3 credits for the course without submitting at least one successful portfolio.
Students must have a 3.0 resident GPA and have completed at least 3 credits with City Vision to enroll 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 prior learning portfolio credits count the same as transfer credits.

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

SLS100: Introduction to Student Success (1 credit)

This course provides students with the information and skills needed to succeed in their studies, including setting academic goals, managing time and financial resources to meet those goals, and developing an awareness of personal learning styles. Students also build thinking, listening, reading, study skills, note-taking, test-taking, and information literacy skills. The course also includes discussions on stress management and career development. Throughout, students will apply critical thinking skills to solve problems and evaluate situations.

Course Materials (estimated)	$0.00
Tuition & Fees	$250.00
Total	**$250.00**

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. Links to purchase any required textbooks are provided in the course descriptions on the website; students may purchase textbooks from any source they prefer, such as Amazon.com or a local bookstore.

ADC501: Fundamentals of Addiction Counseling (3 credits)
This course is designed to introduce the student to current theories and causes of addictions and addictive behaviors, including strategies for prevention, intervention, and treatment. Students will learn about the different types of addiction, including substance use disorders, gambling addiction, and behavioral addictions, as well as the psychological, biological, social, and environmental factors that contribute to the development of addictive behaviors. The course will cover various approaches to addiction counseling, ethical and legal issues, and the role of the addiction counselor in facilitating individual and group therapy sessions. The course also describes appropriate counseling strategies when working with clients with addiction and co-occurring disorders in a multicultural society. Students will be trained in Christian counseling approaches to addiction in appropriate contexts.

Course Materials (estimated)	$95.00
Tuition & Fees	$800.00
Total	**$895.00**

ADC502: Counseling Theories and Treatment Planning (3 credits)
This course serves as an overview of counseling theories used in mental health counseling and psychotherapy. It will address each key theory's history, techniques, strengths/limitations, research and application. It will provide students with the opportunity to explore faith integration with counseling theories and approaches. Students will also define their own theoretical approach to counseling and future work.

Course Materials (estimated)	$115.00
Tuition & Fees	$800.00
Total	**$915.00**

ADC503: Ethical & Legal Issues in Counseling (3 credits)

Students will become familiar with the ethical principles and codes of conduct governing the addiction counseling profession, as well as developing an understanding of legal statutes and regulations. Students will compare the differing ethical codes that govern different bodies, especially with regard to challenging issues such as dual relationships. They will also assess these codes from a Christian perspective. Students will analyze complex scenarios, apply ethical decision-making models, and navigate the legal responsibilities of counseling practice. Finally, students will consider the role of self-care strategies in ensuring that they can maintain a successful counseling practice for the long term, while avoiding moral failures.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

AD504: Multicultural Counseling (3 credits)
This course explores the role of culture and diversity in the counseling process. Students will learn about the various cultural, social, and political factors that influence the mental health of individuals from different backgrounds. The course will cover topics such as cultural identity, acculturation, privilege, and oppression, and how these factors impact the counseling relationship. Students will also examine the ways in which culture influences help-seeking behaviors, communication styles, and coping strategies. Through readings, case studies, and experiential learning activities, students will develop practical skills for providing culturally responsive counseling services, such as conducting culturally sensitive assessments, adapting interventions to meet the needs of diverse clients, and working collaboratively with clients from different backgrounds. Overall, this course aims to prepare students to become culturally competent counselors, capable of working effectively with clients from a variety of cultural backgrounds. This course will place a particular emphasis on serving clients in urban and at-risk communities. This course will provide tools for developing cultural competence particularly needed in addiction counseling. This course will also help students to frame multicultural counseling within a Christian worldview to use in appropriate contexts.

Course Materials (estimated)	$95.00
Tuition & Fees	$800.00
Total	**$895.00**

ADC505: Counseling Skills and Techniques (3 credits)
This course equips students with the skills and knowledge necessary to counsel and support individuals experiencing substance abuse and addiction. The course compares and contrasts the effectiveness of a range of evidence-based counseling techniques, while also assessing them from a Christian worldview. Students will develop proficiency in therapeutic rapport-building, assessment, treatment planning, and interventions specific to addiction counseling. Emphasis is placed on cultural competence, ethical considerations, and the integration of current research findings into clinical practice.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

ADC506: Christian Approaches to Counseling and Life Transformation (3 credits)
This course is designed to help professional counselors articulate a Christian worldview of counseling so they may hold to their faith commitment while respecting the differing worldviews of clients in a pluralistic society. In the course students will analyze the basic worldview assumptions of Christianity as compared to the secular counseling profession and develop a Christian philosophy of how to counsel effectively. To aid in

this, the course compares the different models of Christian integration that have been formulated in the field.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

ADC510: Group Counseling (3 credits)
This course provides an introduction to the theory and practice of group counseling with a particular focus on groups for addiction recovery. Students will learn about the different types of groups used in counseling, including psychoeducational, support, and process groups. The course will cover the stages of group development, group dynamics, leadership styles, and ethical and legal issues in group counseling. Through readings, case studies, and experiential learning activities, students will develop practical skills in facilitating group sessions, building rapport, managing conflicts, and promoting positive group interactions. Overall, this course aims to prepare students for effective group counseling practice, equipping them with the knowledge and skills needed to work with diverse populations and facilitate positive change in group settings. Students will be trained in unique Christian approaches to group counseling to use in appropriate contexts.

Course Materials (estimated)	$84.00
Tuition & Fees	$800.00
Total	**$884.00**

ADC511: Assessment Techniques in Counseling (3 credits)
The content of the course is designed to orient students to the concepts of assessment in counseling, including the selection, administration, and interpretation of empirically validated assessment tools. Students will learn about assessment concepts, such as reliability, validity, selection, instrumentation, and interpretation, from a Christian worldview and an addiction counseling perspective. The assessments of addiction, aptitude, achievement, religion, personality, intelligence, and career are included. Students are educated on how to conduct assessments and score results by applying the concepts to a real-world case study.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

ADC512: Family Counseling and Addiction (3 credits)
This course considers the dynamics of marriage and family relationships from a systems perspective. The emphasis is on understanding family and other systems theories, the structure and function of marriage, various aspects of the marital relationship and family systems, and models of family and systemic interventions. This course covers the integration of addiction counseling, family therapy, and the Christian worldviews of each element. The course will outline the treatment of substance use disorders in the context of various approaches to family counseling. These approaches are based on the major schools of thought in family therapy. The conclusion of the course directs the student to compare and contrast these approaches to family counseling while creating their own approach to family therapy.

Course Materials (estimated)	$76.00
Tuition & Fees	$800.00
Total	**$876.00**

ADC513: Psychopathology, Co-Occurring Disorders and Addiction (3 credits)
This course provides an in-depth exploration of psychopathology, co-occurring disorders, and addiction. Students will learn about the biological, psychological, and social factors that contribute to the development of mental health and substance use disorders. Clinical and scientific research is integrated through the course with a biblical worldview so that students will have a robust biopsychosocial and spiritual lens to understand and treat mental disorders. They will also examine the various models of addiction, the stages of addiction and recovery, and the different types of treatment available for addiction. The course will cover the diagnostic criteria for major mental health disorders, such as mood disorders, anxiety disorders, personality disorders, and psychotic disorders. Students will also explore the comorbidity of mental health disorders with substance use disorders and the challenges that arise when treating co-occurring disorders.
Throughout the course, students will engage in critical thinking and discussion to deepen their understanding of the complex issues related to psychopathology, co-occurring disorders, and addiction. They will also develop the skills necessary to assess, diagnose, and treat individuals with these conditions in a variety of clinical settings.
By the end of the course, students will have a comprehensive understanding of the causes and treatment of psychopathology, co-occurring disorders, and addiction. They will also be equipped with the tools and knowledge necessary to work effectively with individuals struggling with these issues.

Course Materials (estimated)	$85.00
Tuition & Fees	$800.00
Total	**$885.00**

ADC514: Psychopharmacology of Addiction (3 credits)
This course provides an in-depth understanding of the effects of psychotropic substances on the brain and the treatment of addiction with medications. Students will learn about the pharmacological basis of addiction, the neurobiology of addiction, the pharmacokinetics of psychoactive drugs, and the use of medications in addiction treatment.

Course Materials (estimated)	$90.00
Tuition & Fees	$800.00
Total	**$890.00**

ADC520: Trauma and Crisis Counseling (3 credits)
This course provides students with a foundational understanding of the impact of trauma and crisis on individuals, families, and communities. Emphasis will be on the knowledge, skills, and attitudes essential for counselors. Students will learn trauma-informed practices and procedures useful for prevention, assessment, intervention, and treatment. Special attention is given to the intersection of trauma, crisis, and addiction. This course also examines the health and wellness components of counselor resilience.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

ADC521: Technology, Life Balance & Behavioral Addictions (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)	$23.00
Tuition & Fees	$800.00
Total	**$823.00**

ADC540: Advanced Addiction Counseling Certification Preparation (3 credits)
The purpose of this course is to gain the knowledge and skills to excel as a certified addiction counselor as evidenced by possessing the knowledge necessary to pass the various state and national certification exams. Students will also begin the process of applying for certification in their state and will complete a portfolio outlining in detail the remaining steps to complete in order to become certified.
Note: this course does not automatically lead to certification. It is designed to equip you to lay out a plan for completing the required steps to become certified, but these steps will likely not be completed by the conclusion of this course, and additional steps beyond the course assignments are required.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

ADC550: Counseling Practicum (3 credits)
This is a practice-based course in which students will apply the concepts learned throughout the degree program by participating in an internship. The primary course objective is to serve as a means of practicing skills and applying theoretical learning in a clinical position. When applicable the course is customized to meet the requirements of the certification board in the student's state. Attention is also given to personal and professional growth in preparation for serving in a counseling role.
Students may not do a practicum in an organization where they would be conducting research on human subjects.

Course Materials (estimated)	$67.00
Tuition & Fees	$800.00
Total	**$867.00**

BUS 600: Marketing for Nonprofits and Businesses (self-paced) (3 credits)
This course is a study of marketing concepts for both nonprofits and businesses. Concepts covered include market research, segmentation, branding, storytelling, communication, marketing funnels, strategy, digital marketing, social media, marketing metrics and nonprofit specific marketing among others. The final project for this course is to develop a comprehensive marketing plan for an organization or business.

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

BUS601: Marketing for Nonprofits and Businesses (3 credits)
This course is a study of marketing concepts for both nonprofits and businesses. Concepts covered include market research, segmentation, branding, storytelling, communication, marketing funnels, strategy, digital

marketing, social media, marketing metrics and nonprofit specific marketing among others. The final project for this course is to develop a comprehensive marketing plan for an organization or business.

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

BUS602: Project Management (3 credits)
This course is an introduction to project management (PM). A variety of learning opportunities are employed to help students learn and demonstrate an understanding of the various project management concepts, techniques, and tools. A running case problem is also used allowing students to develop multiple outputs or deliverables related to managing a project throughout the course.

Course Materials (estimated)	$80.00
Tuition & Fees	$800.00
Total	**$880.00**

BUS605: 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**

MIN601: Vocation, Calling, and the Purpose 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)	$37.63
Tuition & Fees	$800.00
Total	**$837.63**

MIN602: Christian Community Development and the Social Justice Tradition (3 credits)
This course introduces students to the theory and practice of Christian community development in an increasingly interconnected, urban world. Course topics include: relocation, racism, reconciliation, redistribution, community asset mapping and other Christian community development principles. This course also helps students understand a range of social justice traditions including the Black church, the Brown church, Rescue Missions, the Salvation Army, Global Justice traditions and others.

Course Materials (estimated)	$35.00
Tuition & Fees	$800.00
Total	**$835.00**

MIN603: Technology, Life Balance, and Behavioral Addictions (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**

MIN620: Aligning Strategy with Theology and Values (3 Credits)
Too often organizations and ministries develop strategies that are not well-aligned with the theology and values of the organization. This course will help students create a theological vision for their organization consisting of an inspirational understanding of its mission, vision and values that fits with their context. This will then be used as a guide to ensure that the organization's strategy is aligned with its theology and values.

Course Materials (estimated)	$35.00
Tuition & Fees	$800.00
Total	**$835.00**

MIN606: New Testament Survey (3 credits)
MIN606 is a chronological and synthetic survey of the entire New Testament. In it, students will read and study the entire New Testament in order to master its key content and themes and learn a Biblical interpretation method to aid in its proper exegesis. This provides the doctrinal foundation so students can develop theological vision and apply the Biblical principles of the New Testament to their own ministry context.

Course Materials (estimated)	$20.00
Tuition & Fees	$800.00
Total	**$820.00**

MIN607: Biblical Interpretation (3 credits)
This course trains students in a method of Biblical interpretation that enables them to read the Scripture faithfully according to its original audience meaning and apply it appropriately for their own ministry context and social location. The course also discusses the cultural and historical background of the Scripture and describes the genres of Biblical literature. Student work will focus on a Bible interpretation paper and talk for which students will select a particular passage of Scripture and apply it for their context.

Course Materials (estimated)	$60.00
Tuition & Fees	$800.00
Total	**$860.00**

ORG601: Cross-Cultural Management and Ministry (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 distinctives 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)	$40.00
Tuition & Fees	$800.00
Total	**$840.00**

ORG602: Social Entrepreneurship (3 Credits)
Social Entrepreneurship is the field of applying business entrepreneurship and start-up principles to social causes. The course centers around a final project where students will build their own social entrepreneurship "pitch deck" presentation to use to persuade potential supporters of their initiative. This course will apply many of the best practices of startups used by Silicon Valley to the social sector including: Lean Startup principles and the Business Model Canvas.

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

ORG603: Leadership in Diverse and Under-Resourced Communities
This course covers traditional Christian leadership development theory as well as providing a survey of theories on leadership. The first part of the course focuses on life reflection within a Christian context in order to develop a philosophy of ministry. The last part of this course focuses on how to lead effectively in organizations serving in diverse and under-resourced communities and to develop strategies to improve the representation of women and people of color in leadership.

Course Materials (estimated)	$50.00
Tuition & Fees	$800.00
Total	**$850.00**

ORG604: Nonprofit Fundraising (3 credits)
A study of the concepts and principles of fundraising for nonprofits. The students will explore fundraising strategies, including basic planning and management principles, underlying organizational issues involved with planning and solicitation, including in-depth analysis of one organization's planning process and audit, knowledge of how organizational ethics, norms, strategic planning and direction influence both the funding and their ability to meet the donor's needs.

Course Materials (estimated)	$46.00
Tuition & Fees	$800.00
Total	**$846.00**

ORG605: Organizational Behavior: Developing Healthy Organizations (3 credits)
This course will teach you how to build healthy organizations and teams using principles of the Competing Values Framework and Organizational Behavior. Topics covered in the course include: group/team dynamics, organizational culture, organizational design/structure, motivation, burnout and leadership.

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

ORG606: Nonprofit Financial Management (3 credits)
A study of financial accounting techniques and an in-depth examination of the uses of accounting information from a management perspective.

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

ORG607: 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**

ORG610: **Nonprofit Program Planning and Evaluation** (3 credits)

In this course, you will learn and implement the process of nonprofit program design and evaluation. You will learn how to develop the program's theory of change, its corresponding logic model, and the means by which you will monitor, evaluate, and improve your program. Part 1 focuses on the theory of change, which is the comprehensive description and illustration of how and why a desired change is expected to happen in a particular context. Part 2 focuses on the logic model, which is a graphic depiction that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for your program. Part 3 focuses on the process of developing an effective and actionable evaluation and improvement plan.

Course Materials (estimated)	$27.99
Tuition & Fees	$800.00
Total	**$827.99**

ORG611: 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)	$65.14
Tuition & Fees	$800.00
Total	**$865.14**

ORG612: Nonprofit Executive Leadership and Board Development (3 credits)

This course covers the nonprofit startup process and board development. The course centers around a final project where the student 1) completes or reviews nonprofit startup documents, 2) writes an executive summary board development best practices based on course materials and 3) develops a comprehensive board manual.

Course Materials (estimated)	$30.00
Tuition & Fees	$800.00
Total	**$830.00**

ORG613: Transformational Change Leadership (3 credits)

This course will teach you how to apply change leadership principles and strategies to achieve breakthrough business and culture results. In the course, you will develop a change process model and roadmap by applying the principles of process dynamics to support organizational transformation and deliver desired outcomes.

Course Materials (estimated)	$33.17
Tuition & Fees	$800.00
Total	**$833.17**

ORG614: Nonprofit Educational Program Design (3 credits)

In this course you will develop an educational program plan in a nonprofit organization to help bring transformational life change in clients. This course is focused on adult education in the social service sector,

but principles could apply to other types of programs. In this course you will learn the principles of adult education. In the first part of the course, you will focus on analysis including: assessing client educational needs, designing education to support nonprofit outcomes and researching outside resources and program models. In the second part of the course. you will develop educational program learning outcomes, a course syllabus, a lesson plan (which you will teach) and an evaluation and retention plan.

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

ORG650: Mentored Ministry and Leadership (3 Credits)

This course focuses on mentoring relationships in a work context, rather than academic study. Students can choose one of three options: City Vision Online Mentoring, Local Mentoring within their current work context, or Local Mentoring with a new internship. Students who have not yet identified an internship can enroll in ORG201 Job & Internship Search Strategies (1 credit) to help them find an internship. If students choose Local Mentoring, City Vision will assign a faculty member to grade the course.

The course requires students to have: 1) have completed at least 6 credits with City Vision; 2) be working or volunteering in a context related to their degree or have identified an internship site with a signed agreement **2 weeks prior** to the term start; 3) have at least a 3.0 GPA or be working in executive leadership (C-Level or VP Level) in a nonprofit or ministry.

Course Materials (students self-select 2 books, estimated cost)	$50.00
Tuition & Fees	$800.00
Total	**$800.00**

ORG616: Independent Study (3 Credits)

A directed course of study in a topic of special interest to the student related to the student's degree.

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

ORG617: Major Gifts and Planned Giving (3 Credits)

In this course you will learn to develop and expand major gifts and planned giving programs in your organization. You will learn how to identify potential major donors and their characteristics. You will also learn how to organize a major donor database and how to build relationships with major donors. You will learn how to develop a strategy and tools to implement planned giving. The final project for this course will be to develop a major donor and planned giving plan for your organization.

Please Note: In order to complete the assignments for this course, the student needs permission to study an organization in depth.

Course Materials (estimated)	$20.00
Tuition & Fees	$800.00
Total	**$820.00**

ORG620: Strategic Management (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**

ORG630: Nonprofit Fundraising (self-paced) (3 credits)
A study of the concepts and principles of fundraising for nonprofits. The students will explore fundraising strategies, including basic planning and management principles, underlying organizational issues involved with planning and solicitation, including in-depth analysis of one organization's planning process and audit, knowledge of how organizational ethics, norms, strategic planning and direction influence both the funding and their ability to meet the donor's needs.

Course Materials (estimated)	$46.00
Tuition & Fees	$800.00
Total	**$846.00**

ORG631: Major Gifts and Planned Giving (self-paced) (3 credits)
In this course you will learn to develop and expand major gifts and planned giving programs in your organization. You will learn how to identify potential major donors and their characteristics. You will also learn how to organize a major donor database and how to build relationships with major donors. You will learn how to develop a strategy and tools to implement planned giving. The final project for this course will be to develop a major donor and planned giving plan for your organization.

Course Materials (estimated)	$20.00
Tuition	$800.00
Total	**$820.00**

ORG632: Grant Writing (self-paced) (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	$800.00
Total	**$840.00**

PLA601: 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 Master's students to have up to 9 credits evaluated for prior learning assessment based on the portfolio developed in this course. The course itself is 3 credits, but the amount student can earn in their portfolio varies as above. Students cannot earn 3 credits for the course without submitting at least one successful portfolio.
Students must have a 3.0 resident GPA, have completed at least 3 credits with City Vision, and have exemplary experience and academic performance to enroll in this course.

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

Additional Policies and Administrative Guidelines

City Vision University Doctrinal Statement / Statement of Faith

This statement of faith comes primarily from the statement of faith of the 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.

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, and compares students' photographs against their images during classes' live videoconferencing sessions.

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))

Intellectual Property Rights

Any papers or posts written by students are the intellectual property of that student.

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 may also be subject to criminal prosecution*, depending on the severity of the offense.

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 Celebrate Recovery as a faith-based option for receiving support for substance abuse issues.

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.

City Vision Grievance Policy / Student Complaint Process

Definition of Complaints

An item is only considered a complaint if the student believes that City Vision University is not following its own policies, DEAC standards, SARA policies, state or federal laws. Students that have concerns that do not meet this definition should work with City Vision staff to resolve them without the formal process described below.

Steps to Resolve Complaints

We recommend that students follow the following process to resolve complaints.

1. If a student has a complaint (as defined above), the first step is to work with appropriate staff or faculty member 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). When City Vision staff receive what they perceive to be a complaint, they will notify City Vision's President, Andrew Sears, to ask for guidance.
2. If no appropriate resolution can be reached in working directly with staff, provide a detailed written response to our President, Andrew Sears, at andrew@cityvision.edu. Based on the definition of a complaint listed above, students are encouraged to identify which of City Vision University's policies, DEAC standards, SARA policies, state or federal laws they believe are not being followed. If students have had informal interactions with our President regarding their concern, then this written response from the student starts the next stage of the complaint process. A written response from City Vision will be given at least within 4 weeks of the official complaint, but typically is much sooner than that.
3. If students are not able to resolve their complaint with one of the above options, they may submit their complaints through one of the following channels:

Distance Education Accrediting Commission

Our accreditor 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 identify is not necessary to investigate.

Missouri Department of Higher Education

City Vision University is licensed out of Missouri. To file a complaint 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 in which to make the formal complaint.

SARA

City Vision University is authorized by its home state to participate in the State Authorization Reciprocity Agreements (SARA) and to operate in other SARA member states under the terms and provisions of SARA.

If you have a complaint specifically about City Vision's compliance with SARA policies, and it has not already been resolved through City Vision's own complaints process, you have the right to file a complaint by following the SARA Student Complaint Process on the NC-SARA website.

Complaints to Other State Governments

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 (see "Complaints to Other State Governments" section on the linked web page). Be advised that most states will require a student to have attempted to resolve any complaints through the college's own complaint process before contacting a state agency to request its intervention.

Additional Financial Aid Policies

Return to Title IV Policy

Federal Pell grants, Iraq and Afghanistan Service Grants, and FSEOG program aid are the only forms of federal student aid offered by City Vision University that are required to be included in the Return to Title IV (R2T4) calculation. (For students receiving Federal loans prior to Spring 1 2018, Federal loans were included in the R2T4 calculation as well.)

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 aid 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 latest R2T4 worksheet for credit hour schools is used for performing the R2T4 calculation.

The calculation process for R2T4s corresponds to the description given in the *Federal Student Aid* handbook for the applicable financial aid year. For example, the calculation for the 22-23 aid year is performed according to the rules described in the *22-23 FSA Handbook* Vol. 5, Ch. 2.

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

R2T4 calculations will be performed for all students who academically participate in a course for at least one day and are otherwise eligible for federal student aid.

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.

See our policies called "Dropping Courses and Grading" and "Attendance Policy" for details on how an unofficial withdrawal is determined, as well as the following:

If students fail to earn a passing grade in all courses for which they were enrolled in a term, they will be considered to still be enrolled in the school if they have completed the course(s) but failed to achieve the course objectives, as measured by their grades on the assignments they were submitted.

Students may not request an official Leave of Absence from City Vision University. They are always either enrolled or withdrawn. Therefore, there are no circumstances under which an LOA would affect an R2T4 calculation.

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/Loans 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:

- Loans
    - Unsubsidized Federal Direct loans
    - Subsidized Federal Direct loans
    - Federal Direct PLUS received on behalf of the student
- Remaining funds
    - Federal Pell Grants
    - Iraq and Afghanistan Service Grants
    - FSEOG Program Aid
    - TEACH Aid

Currently, City Vision University only participates in the following of those programs: Pell Grants, Iraq and Afghanistan Service Grants, FSEOG Program Aid. City Vision does not currently participate in the other Title IV aid programs listed in 34 CFR 668.22(i), including federal student loans.

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.

Post-Withdrawal Disbursement Procedure

City Vision University's post-withdrawal disbursement procedure shall follow the rules set forth in the FSA Handbook for the applicable financial aid year. For example, the post-withdrawal disbursement procedure for the 17-18 aid year is performed according to the rules described in the *17-18 FSA Handbook* Vol. 5, Ch. 1.

Note that, beginning in Spring 1 2018 term, the rules pertaining to post-withdrawal loan disbursements are only applicable to students with existing federal student loans, since City Vision has ended participation in the Federal student loans program.

Eligibility

Students will only be eligible to receive a post-withdrawal disbursement under the following conditions:

- they are otherwise eligible for financial aid, including the following:
    - any verification documents have been approved
    - no C-codes remain unresolved
    - they have academically participated in the course
- they meet the relevant criteria for a late disbursement as described in 34 CFR 668.164(j) , including the limitations stated in 34 CFR 668.164(j)(4)

If a student who has not yet completed verification has withdrawn from the institution, but later completes verification before the established verification deadlines (such as those stated in the Federal Register for Pell), the institution will complete an R2T4 calculation for them at that time to determine their eligibility for a post-withdrawal disbursement.

Process & Timeframe

1. For students who withdraw without providing notification (unofficial withdrawals), the school will determine their withdrawal date within 14 days of the last day of attendance, where attendance is defined as academic activity within a course.
2. The institution will perform the return of any unearned, already disbursed Title IV funds to the Department of Education within 45 days of the date of determination of when the student withdrew.

3. The institution will make a post-withdrawal disbursement to the student's account for outstanding current allowable charges, such as tuition and fees, when required by regulation. This disbursement will be made no later than 180 days after the date of determination of the student's withdrawal, in accordance with the disbursement regulations of 34 CFR 668.164.
4. Prior to disbursing any federal student loan funds as a post-withdrawal disbursement, the institution will send written notification providing the student (or parent, as applicable) the opportunity to accept all or part of this disbursement. This notification will also include notification of the student's eligibility for direct post-withdrawal disbursement of loan funds that are in excess of outstanding current (educationally related) charges. This notification will be provided within 30 days of the school's determination that the student withdrew and will only be sent out for post-withdrawal disbursements of loan funds, as stated in the provisions of 34 CFR 666.22(a)(6)(iii)(A).
5. A direct post-withdrawal disbursement of loan funds must only be made when the student (or parent, as applicable) approves of this disbursement. There will be a deadline of 60 days for the student (or parent) to respond to the notification, but with the institution reserving the right to accept a late response.
6. Direct post-withdrawal disbursements to the student for earned Title IV funds in excess of outstanding current (educationally related) charges will be made within the following timeframes:
    a. If loans, no later than 180 days after the date the school determined the student withdrew.
    b. If grants, no later than 45 days after the date the school determined the student withdrew.

Billing and Disbursement Date

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. However, City Vision will perform a Return to Title IV calculation for all students who have academically participated in their courses for at least one day and are otherwise eligible for federal student aid.

If after institutional charges have been calculated, the student has a credit balance on their account, City Vision then has 14 days to issue a credit balance check, as stated in 34 CFR 668.164(h)(2). This check will be issued to the student, rather than the funds retained for future terms.

Note: 34 CFR 690.76 states:

> ***Frequency of payment.***
> *(a) In each payment period, an institution may pay a student at such times and in such installments as it determines will best meet the student's needs.*
> *(b) The institution may pay funds in one lump sum for all the prior payment periods for which the student was an eligible student within the award year. The student's enrollment status must be determined according to work already completed.*

Our mission is to transform the world through radically affordable Christian education to underserved communities via distance learning. Given this mission, we believe that this timing best meets our student needs because it helps us continue to provide our programs in the most affordable way possible.

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 instruction in the program or course has begun, City Vision University shall at its discretion either:

- provide a full refund of all monies paid, or
- 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 l 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 all applicable federal and 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 the US Department of Education requires additional information to be supplied in order to verify the information provided on the FAFSA. Not all students will be asked for the same information. In addition, students are selected for verifications separately for each aid year: even if a student has already been attending City Vision University, 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.

As soon as students have registered on our secure online financial aid site, and their FAFSA has been initially reviewed by our aid servicer, Campus Ivy, they will be notified if verification documents are requested - by email, and, in some cases, by phone as well, and will be informed of which specific documents are needed. Students are responsible for sharing information requests with their parents, if needed to resolve the verification requirements.

Note that financial portal registrations are typically processed by City Vision within 5 business days for actively enrolled students. Submitted verification documents are likewise processed by Campus Ivy within 5 business days. However, the verification process may be delayed if students submit incomplete or incorrect verification documentation.

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. Additionally, if a student has already received financial aid for an aid year, but has subsequently been selected for verification, the student may not receive any further financial aid until verification is complete.

City Vision will work with students to ensure that they supply the documentation needed, including further explanation of the requirements for a particular student's case. However, ultimately, the responsibility lies with a student who has been selected for verification to provide valid verification documentation, and thus receive aid (if determined to be eligible).

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 this 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).

Note: Beginning in the 2018-19 aid year, If a student whose ISIR indicates an unusual enrollment history is asked for cooperation in obtaining prior college transcripts and such transcripts are not received by City Vision within 14 calendar days, and/or if the student is asked to provide a written explanation of his or her unusual enrollment history and does not provide it within 14 calendar days, or if the requested documentation or information is provided on time but does not provide evidence that satisfactorily resolves the matter, the student will be declared ineligible for federal student aid at City Vision and will be expected to satisfy financial obligations at City Vision without federal student aid. Exceptions may be made to the 14-day deadline for receipt of students' Unusual Enrollment History documentation if the student is affiliated with a partner organization that provides an advisor to the student.

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.

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 2024 could complete either the 2023-2024 FAFSA or the 2024-2025 FAFSA. However, students planning to start in Fall 1 2024 or later should complete the 2024-2025 FAFSA.

If you have any questions about which FAFSA you should file, please contact the Financial Aid Office at 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, a Student Aid Index (SAI) will have been calculated for the student by the Department of Education using a formula that considers income, assets, family size and other factors to determine the SAI. 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 Student Aid Index (SAI) is subtracted from the COA to determine each student's demonstrated financial need.

The College uses the formula used by the federal government to determine your Student Aid Index (SAI) when filing the FAFSA. The formula considers income, assets, size of the family and other factors to determine the SAI. It also applies standard allowances against those resources to determine how much your family can contribute.

COA – SAI = 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 SAI 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 scholarships are included.
4. If the student is eligible for AmeriCorps funds, those funds are added.

Note that federal loans are not added to the aid package, since City Vision University does not participate in the Federal student loan programs.

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 Pell grant program.

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 used the BBAY3 methodology for packaging & scheduling loan funds, for students that requested loans. City Vision is no longer offering federal student loans as of Jan. 8, 2018.

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

If a student has submitted all required items in their financial aid file and been determined to be eligible, their financial aid will be disbursed on the 33rd day of the term. Students will not be billed until the first day

of the seventh week of the term. However, City Vision will perform a Return to Title IV calculation for all students who have academically participated in their courses for at least one day and are otherwise eligible for federal student aid.

If after institutional charges have been calculated, the student has a credit balance on their account, City Vision then has 14 days to issue a credit balance check (first day of the 9th week of the term), as stated in 34 CFR 668.164(h)(2). This check will be issued to the student, rather than the funds retained for future terms.

Our mission is to transform the world through radically affordable Christian education to underserved communities via distance learning. Given this mission, we believe that this timing best meets our student needs because it helps us continue to provide our programs in the most affordable way possible, in compliance with both 34 CFR 690.76 (Frequency of payment) and 34 CFR 668.16(s).

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 for a non-financial aid student, after withdrawal, the excess will be refunded to the payer within 30 days.

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 within 240 days.

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 (see the regulatory citation at HEA 479A(a) and the guidance at DCL GEN 16-03, as well as the earlier Dear Colleague Letters referenced within DCL GEN 16-03).

All Professional Judgment determinations will be documented and will relate to each student's special circumstances (not to conditions that may exist for a whole class of students).

As stated in DCL GEN 16-03, one specific circumstance under which Professional Judgment *may* be appropriate is when a student's income information from two years previous is significantly different than the student's income in more recent years. This type of Professional Judgment request has become more common starting with the 2017-18 FAFSA, now that the FAFSA uses income information from two years prior to the aid year. However, all Professional Judgment requests will be evaluated on a *case-by-case basis*, not for students with income variance between two tax years as a general class.

Circumstances for Professional Judgment

The following are circumstances in which students may apply for Professional Judgment:

- Unemployment or change in employment which has drastically reduced your income (and/or your spouse's, if you have a spouse).
- Unemployment or change in employment which you and/or your parent(s)' income - *dependent students only*

- You have already completed the FAFSA and since that time your marital status has changed (Marriage, Separation, Divorce, or Death) - including if your change in marital status changed your Dependency status
- You have already completed the FAFSA and since that time your parent(s)' marital status has changed (Marriage, Separation, Divorce, or Death) - *dependent students only*
- One-time income (examples: inheritance, IRA, or pension distribution)

  Students may also request a Dependency Override, in a manner similar to a Professional Judgment. More details on Dependency Overrides are provided below.

Instructions to Students/Parents:

All requests for Professional Judgment must:

- *Include a completed Professional Judgment form.* On City Vision's website, there are forms for Independent and Dependent students for the situations listed below. These forms indicate what documentation is needed in addition to the student Statement. The forms also may have additional information to fill in, such as anticipated income.
    - Income Reduction
    - Unusual Medical Expenses
    - Change in Marital Status Affecting Dependency Status
- *Include a written Statement describing why Professional Judgment is appropriate*. This statement must be signed and dated in pen. It should give a full description of what has happened in the past year that affects the student's ability to pay for college. Depending on the type of professional judgment requested, the statement may need to include particular information, such as whether you have received unemployment benefits.
- *Include supporting documentation.* The "Documentation Requirements" listed on the Professional Judgment form shows what is needed for each type of Professional Judgment request.

Before you can make a Professional Judgment request, we will need to have a completed FAFSA on file for the current aid year. Follow the FAFSA instructions listed on Step 2 of the Financial Aid and Pell Grants page.

If you have been selected for verification, we must complete that process before reviewing your Professional Judgment request (as stated in 34 CFR 668.53(c)).

Remember: A request for Professional Judgment will delay your receipt of financial aid, sometimes for a significant period of time.

If you request Professional Judgment, the amount of financial aid that you can receive in an aid year may change. However, it will not change if your request is denied.

All Professional Judgment requests should be made to the Director of Financial Aid (financialaid@cityvision.edu). Please fax any documentation to (816) 256-8471

Dependency overrides:

Students are considered to be dependent unless they meet at least one of the criteria in listed in the table on this page. If you are considered to be a dependent student, then your parent(s)' income is counted in your estimated family contribution (SAI), which typically would decrease the amount of federal and other need-based financial aid for which you are eligible. If you are an independent student, parental income is not counted in your SAI.

Below is a summary of the most common criteria to be an independent student, but there are a few others.

- Being over the age of 24
- 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 above for full definition)

A Dependency Override allows a student to be considered independent for income calculation purposes. It may be requested in the following circumstances:

a) Special circumstances in the family that prevent you from obtaining your parent(s)'s financial information, such as:

- Incarceration of the custodial parent (i.e., imprisonment of the parent who would otherwise be responsible for you)
- Abandonment by both parents
- Unable to locate parents
- History of parental alcohol or drug abuse
- Abusive home situation which is detrimental to your physical or mental well-being
- Students who are refugees from war-torn or turbulent countries

b) Death of a parent after the FAFSA was filed using their information, and special circumstances, such as those listed above, exist with the surviving parent

c) You are divorced and during the time you were married, you lived separately from both from your parents and ex-spouse's parents. Additionally, you currently live separately from your parents and pay all expenses from your own income and assets

Students requiring a Dependency Override must complete the Dependency Override Request form. The supporting documentation below must accompany the form. All signatures and dates should be in pen.

1. A personal statement explaining your special circumstances and how you came to support yourself. Include the amount of time that you have supported yourself. You must describe the events which led to your current separation from your family. Provide any additional information that you believe will help explain your situation.
2. A signed/dated letter (on letterhead that includes the contact information) from at least one authoritative third party that knows and can verify the circumstances described in your personal explanation. For example, this letter could come from a guidance counselor, clergy member, teacher or professor, doctor, family counselor, mental health professional, or law enforcement personnel.

3. A signed/dated letter from a friend or relative who can verify the circumstances described in your personal explanation. Include address and phone number for the relative.

The following additional documentation is required based on which type of Dependency Override you are requesting:

1. *Type A, Special Family Circumstances:* If there is court documentation related to your situation, you must provide that in addition to the other documentation for Dependency Overrides.
2. *Type B, Death of Parent:* Provide a copy of the death certificate or newspaper obituary.
3. *Type C, Divorced and Living in Separate Residence:* Provide a copy of the mortgage or lease agreement for the period in which you were married.

If you have been selected for verification, we must complete that process before reviewing your Dependency Override request. All documentation must be provided within 30 days of a Dependency Override request, or the request will not be reviewed.

The Director of Financial Aid will make the final determination in requests for dependency overrides. **Please note:** Federal regulations *do not* permit a financial aid officer to perform a dependency override because of a parent's unwillingness to pay for education, or refusal to provide information on the FAFSA.

All Dependency Override requests should be made to the Director of Financial Aid (financialaid@cityvision.edu). Please fax any documentation to (816) 256-8471

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)
- The student must complete loan entrance counseling prior to receiving their first disbursement of federal loan funds.
- The student must also complete the online federal loan 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.

City Vision University ceased participating in any Federal student loans program as of Spring 1 2018.

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 relevant regulations, 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.

VA Funds Payment Policy

In compliance with the Veterans Benefits and Transition Act of 2018, City Vision University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Price of Attendance / Cost of Attendance (COA)

The following is the estimated Price of Attendance / Cost of Attendance (COA) for students in the 2025-2026 and 2024-2025 aid years.

Other than the length of the academic program, the COA figures listed below do not differ based on the academic program in which the student is enrolled.

For half-time students, the tuition and books & supplies amounts are prorated to half.

To complete City Vision's Net Price Calculator, click here. Note, however, that its estimate is based only on aid received by first-time full-time students: the overall aid that you may receive could be higher than that.

2025-2026

Undergraduate Student

Academic Year Undergraduate Student (4 terms – 8 mos.)

Academic expenses:

- Undergraduate Tuition: $6,400
- Books & Supplies (estimated): $600
- Admin/Tech Fee: $200
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $4,264
    - Food: $1,832
    - Transportation: $1,976
    - Other: $1,008
- Off-campus (with family):
    - Housing: $1,440
    - Food: $1,024

    - Transportation: $1,976
    - Other: $1,008

Total for students living with family: $12,648

Total for students not living with family: $16,280

Calendar Year Undergraduate Student (5 terms – 10 mos.)

Academic expenses:

- Undergraduate Tuition: $8,000
- Books & Supplies (estimated): $750
- Admin/Tech Fee: $250
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $5,330
    - Food: $2,290
    - Transportation: $2,470
    - Other: $1,260
- Off-campus (with family):
    - Housing: $1,800
    - Food: $1,280
    - Transportation: $2,470
    - Other: $1,260

Total for students living with family: $15,810

Total for students not living with family: $20,350

Undergraduate Certificate (16 credits)

Undergraduate Certificate Student (3 terms – 6 mos.)

Academic expenses:

- Undergraduate Tuition: $4,267
- Admin/Tech Fee: $150
- Books & Supplies (estimated): $450

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $3,198
    - Food: $1,374
    - Transportation: $1,482
    - Other: $756
- Off-campus (with family):
    - Housing: $1,080
    - Food: $768
    - Transportation: $1,482
    - Other: $756

Total for students living with family: $8,953

Total for students not living with family: $11,677

Graduate Student

Academic Year Graduate Student (4 terms – 8 mos.)

Academic expenses:

- Undergraduate Tuition: $6,400
- Books & Supplies (estimated): $600
- Admin/Tech Fee: $200
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $4,264
    - Food: $1,832
    - Transportation: $1,976
    - Other: $1,008
- Off-campus (with family):
    - Housing: $1,440
    - Food: $1,024

    - Transportation: $1,976
    - Other: $1,008

Total for graduate students living with family: $12,648

Total for graduate students not living with family: $16,280

Calendar Year Graduate Student (5 terms – 10 mos.)

Academic expenses:

- Undergraduate Tuition: $8,000
- Books & Supplies (estimated): $750
- Admin/Tech Fee: $250
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $5,330
    - Food: $2,290
    - Transportation: $2,470
    - Other: $1,260
- Off-campus (with family):
    - Housing: $1,800
    - Food: $1,280
    - Transportation: $2,470
    - Other: $1,260

Total for graduate students living with family: $15,810

Total for graduate students not living with family: $20,350

Graduate Certificate (12 credits)

Graduate Certificate Student (2 terms – 4 mos.)

Academic expenses:

- Tuition: $3,200
- Books & Supplies (estimated): $300
- Admin/tech fee: $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $2,132
    - Food: $916
    - Transportation: $988
    - Other: $504
- Off-campus (with family):
    - Housing: $720
    - Food: $384
    - Transportation: $988
    - Other: $504

Total for graduate students living with family: $6,196

Total for graduate students not living with family: $8,140

2024-2025

Undergraduate Student

Academic Year Undergraduate Student (4 terms – 8 mos.)

Academic expenses:

- Undergraduate Tuition: $6,400
- Books & Supplies (estimated): $600
- Admin/Tech Fee: $200
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $4,160
    - Food: $1,784
    - Transportation: $1,928
    - Other: $984
- Off-campus (with family):
    - Housing: $1,408

- Food: $1,000
- Transportation: $1,928
- Other: $984

Total for students living with family: $12,520

Total for students not living with family: $16,056

Calendar Year Undergraduate Student (5 terms – 10 mos.)

Academic expenses:

- Undergraduate Tuition: $8,000
- Books & Supplies (estimated): $750
- Admin/Tech Fee: $250
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
  - Housing: $5,200
  - Food: $2,230
  - Transportation: $2,410
  - Other: $1,230
- Off-campus (with family):
  - Housing: $1,760
  - Food: $1,250
  - Transportation: $2,410
  - Other: $1,230

Total for students living with family: $15,650

Total for students not living with family: $20,070

Undergraduate Certificate (16 credits)

Undergraduate Certificate Student (3 terms – 6 mos.)

Academic expenses:

- Undergraduate Tuition: $4,267
- Admin/Tech Fee: $150

- Books & Supplies (estimated): $450

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $3,120
    - Food: $1,338
    - Transportation: $1,446
    - Other: $738
- Off-campus (with family):
    - Housing: $1,056
    - Food: $750
    - Transportation: $1,446
    - Other: $738

Total for students living with family: $8,857

Total for students not living with family: $11,509

Graduate Student

Academic Year Graduate Student (4 terms – 8 mos.)

Academic expenses:

- Graduate Tuition: $6,400
- Books & Supplies (estimated): $600
- Admin/Tech Fee: $200
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $4,160
    - Food: $1,784
    - Transportation: $1,928
    - Other: $984
- Off-campus (with family):
    - Housing: $1,408

    - Food: $1,000
    - Transportation: $1,928
    - Other: $984

Total for graduate students living with family: $12,520

Total for graduate students not living with family: $16,056

Calendar Year Graduate Student (5 terms – 10 mos.)

Academic expenses:

- Undergraduate Tuition: $8,000
- Books & Supplies (estimated): $750
- Admin/Tech Fee: $250
- Graduation Fee (one-time, applied at graduation): $100

Living expenses & other indirect costs (estimated):

- <u>Off-campus (not with family):</u>
    - Housing: $5,200
    - Food: $2,230
    - Transportation: $2,410
    - Other: $1,230
- <u>Off-campus (with family):</u>
    - Housing: $1,760
    - Food: $1,250
    - Transportation: $2,410
    - Other: $1,230

Total for graduate students living with family: $15,650

Total for graduate students not living with family: $20,070

Graduate Certificate (12 credits)

Graduate Certificate Student (2 terms – 4 mos.)

Academic expenses:

- Tuition: $3,200
- Books & Supplies (estimated): $300

- Admin/tech fee: $100

Living expenses & other indirect costs (estimated):

- Off-campus (not with family):
    - Housing: $2,080
    - Food: $892
    - Transportation: $964
    - Other: $492
- Off-campus (with family):
    - Housing: $704
    - Food: $375
    - Transportation: $964
    - Other: $492

Total for graduate students living with family: $6,135

Total for graduate students not living with family: $8,028