

CHURCH OF GOD INSTITUTIONAL  
STANDARDS  
AND CRITERIA  
FOR DENOMINATIONAL CERTIFICATION





CHURCH OF GOD INSTITUTIONAL  
**STANDARDS  
AND CRITERIA**  
FOR DENOMINATIONAL CERTIFICATION

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Revised Edition

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# STANDARDS AND CRITERIA

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EDUCATION  
IN THE  
CHURCH OF GOD





# Master Plan of Education

The Church of God acknowledges, as part of the Great Commission, its responsibility to provide educational opportunities for its constituency. The programs of education are predicated upon a biblical and theological foundation set forth in the Declaration of Faith.

The church is committed to obedience of the mandate of the Great Commission to make disciples of all nations and to its educational endeavors. It views purposeful education as a lifelong quest for truth, which will help the learner become aware of God's self-disclosure in the Word and in the world, to the end that the individual may develop mentally and spiritually, relate meaningfully to others, fulfill Christian discipleship, and enjoy useful occupation. The ultimate aim of education is to develop a mature individual rightly related to God, to oneself, and to others.

Primary responsibility for the coordinating of all educational programs rests with the General Board of Education, authorized by the General Assembly and appointed biennially by the General Executive Committee. Direct control of programs rests with duly constituted governing boards at the international, national, regional, territorial, state, and local levels.

## **Educational Purposes**

Church of God educational agencies, institutions, and programs are committed to the following purposes:

1. To impart knowledge about God as He is revealed in the Bible and in Creation.
2. To aid in personal development which will lead to healthy physical, mental, and spiritual growth; to provide a framework in which the meaning of life and individual roles in the church and society can be understood; and to encourage ethical relationships in accordance with biblical principles.
3. To lead to an appreciation of biblical faith and practice as understood by the Church of God, to inspire wholehearted

acceptance of its principles, and to encourage a living expression of its precepts.

4. To prepare for successful vocational pursuits and effective Christian service.
5. To train in biblical knowledge, attitudes, and skills necessary for ministry.
6. To network ministerial training and ministerial placement with denominational leaders and local churches.

### **Educational Objectives**

The Church of God proposes to fulfill the purposes stated above by committing itself to the following educational objectives:

1. To make multilevel educational opportunities available to interested individuals through a coordinated international system, taking into consideration the uniqueness of individuals, national and cultural distinctives, age-group differences, and varying needs and goals.
2. To become involved in various levels of educational endeavors, including homeschooling, child care and kindergarten programs, private local church elementary and secondary schools, Bible institutes, Bible colleges, undergraduate liberal arts colleges, continuing education, distance learning, in-service training, and graduate-level professional programs.
3. To give highest educational priority to the preparation of clergy and laity for effective Christian ministry.
4. To place emphasis on the centrality of the Bible and the Christian worldview in the curriculum at all levels.
5. To fulfill the mandate for discipleship as stated in the Great Commission given by Christ.
6. To provide education in the arts and sciences and programs of vocational preparations.
7. To ensure excellence in all programs of education by encouraging educational institutions to meet appropriate accreditation standards, where such standards are not in conflict with the Church of God philosophy of education.
8. To teach love for and loyalty to the Church of God by understanding the values and importance of its history, doctrine, government, and practical commitments.

# History

The first ministry priorities of the Church of God were missions, education, publishing, and benevolence. As early as 1911, four boards were appointed to guide these vital ministries. In 1918, a Bible Training School with a single teacher conducted its first classes. Every college and educational effort in the church is connected to that infant Bible Training School that came to be known as BTS. The work that began at BTS developed into Lee College and Lee University and became the fountainhead of education in the church. The various colleges and seminaries that grew out of Lee College, with Lee University and the Pentecostal Theological Seminary leading the way, became the intellectual life force of the Church of God.

Following the development of these initial institutions, the church began to develop educational institutions in the various countries of the world where missionary activity thrived. The World Missions Board became aware of the importance of these schools to world evangelization. By the turn of this century, more than 120 postsecondary schools were functioning throughout the world under the guidance of the World Missions Board. These schools ranged from basic Bible schools to institutions with graduate- and seminary-level training. Many of these schools had sent a significant number of their faculty and leadership to Lee University and the Pentecostal Theological Seminary in Cleveland for their undergraduate or graduate education.

As educational efforts in the church became increasingly diverse, the Executive Council decided that the educational demands of the twenty-first century, posing drastic new educational challenges for the Church of God at home and abroad, required the church to unite the efforts of all education into a single division. Therefore, the Church of God formed and staffed the Division of Education to give oversight to the established and developing educational institutions of the church.

# Implementation

The Church of God set forth its educational objectives in a Master Plan of Education, and has regularly published these objectives in the *Education Handbook*. Pursuant to these objectives, the General Board of Education has adopted a plan to regularly evaluate the programs and effectiveness of the educational institutions of the denomination. Articles 2 and 7 of the educational objectives state that the church will engage in various levels of educational endeavor and that the goal of the educational objectives is to ensure excellence in all programs by endeavoring to meet appropriate accreditation standards, where such standards are not in conflict with the Church of God philosophy of education.

Acting on this mandate, the General Board of Education has developed a set of standards and criteria for the educational institutions of the church. The goal is to assist each institution in its development and move toward appropriate regional or national accreditation, and to publish a list of educational institutions which are certified by the denomination at a given educational level. After proper notice and publication of educational standards and criteria, the Division of Education implemented a program of institutional evaluation.



INSTITUTIONAL  
STANDARDS AND  
CRITERIA FOR  
DENOMINATIONAL  
CERTIFICATION



# **Institutional Standards and Criteria for Denominational Certification**

## **Purpose of Institutional Evaluation**

The purpose of denominational certification is to ensure that an institution is approved by the Division of Education as a Church of God school in keeping with the doctrine and polity of the Church of God, and certified by the denomination to function as a Level I, II, III, or IV institution. Denominational certification reflects credibility only in the Church of God and does not replace the necessity for approval by the appropriate governmental authority and certification by relevant institutional accrediting agencies.

The Division of Education views the certification process as developmental. Conformity to the Standards and Criteria for Denominational Certification results in either (1) candidacy status of an institution at an educational level, or (2) denominational certification of an institution by the Church of God at a designated educational level. The standards and criteria are essentially minimal models for excellence and a beginning point for institutional growth and maturity.

## **Evaluation Process**

Supervised by the Division of Education, the evaluation process is essentially a peer-evaluation procedure conducted by a visiting committee, appointed by the Division of Education. The evaluative experience serves a dual purpose: (1) to decide whether the institution should be certified at the level requested, and (2) to identify the strengths and weaknesses of the institution and how they influence the school's ability to perform its educational mission. The executive director appoints a Standing Committee on Certification which receives visiting committee reports that are submitted to the Division of Education and makes recommendations regarding the certification of the institution.

An evaluative procedure has been developed for four levels of institutions, with the cultural and national context of each institution considered in the evaluative process. The process of evaluation is not designed just to give an institution a grade for past performance but to serve as a resource for future development by having the institution become increasingly adept at measuring educational outcomes and institutional effectiveness.

Before a visiting committee is scheduled, the institution will prepare and submit to the Division of Education an evaluative instrument on forms provided by the Division. The number of individuals serving on a visiting committee will be determined by the size and complexity of the educational offerings of the institution. An institution may apply for a financial grant from the Division of Education to help defray the expenses associated with a committee visit. If the applying institution is an institution requesting a substantive change in its educational mission or is a new educational institution requesting initial approval, no action will be taken by the Division of Education until the board which administers the source of funding has approved the substantive change in the institution or the start-up of the new institution.

After a visiting committee has performed its evaluation of an institution, the visiting committee chair will submit its findings to the Division of Education for review by the Standing Committee on Certification. The executive director will share the recommendations of the visiting committee and the Standing Committee on Certification with the institution. The visiting committee and Standing Committee on Certification will not share their findings with anyone except those specified in the Division of Education.

With regard to certification, the Standing Committee on Certification will have several choices.

1. It can award certification at the requested level.
2. It can award candidacy for certification at the requested level.
3. It can award certification or candidacy for certification at a lower level than the requested level, provided the chief executive officer of the institution makes such change request by letter to the executive director.



4. It can delay certification and candidacy and make suggestions for development of the institution in considering future requests for certification.
5. It can award certification based on the institution's having achieved accreditation by a recognized regional or international accrediting agency.

Normally, an institution will need at least two years to work on moving from candidacy to certification. The procedure is to file a request for a committee visit with the executive director and go through the standard committee visit and evaluation process. The same procedure would be followed by institutions desiring substantive change to move to a higher level of certification and by beginning institutions.

After receiving certification at a given level, an institution will submit a report using a format provided by the Division of Education after five years. Further, a reaffirmation visit will take place after ten years, unless waived by the Division of Education. Any substantive change also will require a written explanation.

### **Evaluation Procedure**

The executive director of the Division of Education, after the status report has been received, will, in cooperation with the leadership of the institution, select a date for a committee visit to an institution, and appoint a committee to visit the institution. Selection of each visiting committee member will be based on one's educational background, area of expertise, experience, knowledge of the evaluative process, and compatibility with the educational mission of the institution. Committee members will be assigned one or more standards and criteria to evaluate. After reviewing various aspects of the school's performance, the members will report their findings to the committee in session at the site of the visit.

### **Level I: Christian Service Schools**

A Christian Service School will not normally receive a visiting committee. The decision concerning certification will be made on the basis of the status report that is submitted on the forms provided

by the Division of Education as evaluated by a committee meeting in the Division of Education offices.

**Level II: Bible Institute**

A Bible Institute will not normally receive a visiting committee. The decision concerning certification will be made on the basis of the status report that is submitted on the forms provided by the Division of Education as evaluated by a committee meeting in the Division of Education offices.

**Level III: Visiting Committee,  
Degree-Granting Institution**

The committee will consist of three individuals—a chair, a second member, and a representative of the Division of Education. The DOE representative will meet with the visiting committee on-site and give an orientation to the work of the committee. This will be a two-day visit with an additional day to receive reports from committee members. The committee will complete its work on-site, and the chair will deliver the committee report to the DOE within two weeks.

**Level IV: Visiting Committee,  
Graduate Degree-Granting Institution**

The committee will consist of a chair, one to three members, and a representative of the Division of Education. The DOE representative will meet with the visiting committee on-site and give an orientation to the work of the committee. This will be a two-day visit with an additional day to receive reports from committee members. The committee will complete its work on-site, and the chair will deliver the committee report to the DOE within a month.



GENERAL  
EVALUATION  
OBJECTIVES  
AND  
PROCEDURES



# General Evaluation Objectives and Procedures

## I. General Objectives

In seeking to fulfill the educational mandate of the church, the Division of Education will implement the evaluation process in a spirit of nurture and encouragement, in keeping with the following general objectives:

- A. Provide guidance for Church of God educational institutions through a review process leading to denominational certification.
- B. Encourage standards of excellence in the education and training provided by Church of God institutions.
- C. Aid institutions in evaluating their aims and objectives.
- D. Motivate educational centers to maintain acceptable, overall guidelines, which implement innovative patterns of education that effectively prepare students for Christian service.
- E. Build educational centers that prepare individuals for Christian ministry in the twenty-first century in order to effectively engage and support the world evangelism mission of the Church of God.
- F. Provide endorsement to new schools, direction for developing institutions, and an approval process for schools seeking substantive changes in their educational mission.

## II. Procedures

Church of God educational institutions are to be given a set of procedures outlined by the Division of Education. These procedures will enable the institutions to ascertain the educational level of the school and to seek denominational certification at a given level. This list will indicate the authorized level, noting those that hold denominational certification and/or schools in candidacy status.

The procedures employed by the Division of Education to arrive at these listings are summarized in the following process.

- A. The educational level of each school will be determined as follows:
  1. Level I Christian Service School
  2. Level II Bible Institute
  3. Level III Degree-Granting Institution
  4. Level IV Graduate Degree-Granting Institution
  
- B. Application
  1. An institution will file an application with the Division of Education to function at one of the four educational levels.
  2. The request should be addressed to the executive director of the Church of God Division of Education. A formal application, supplied by the Division of Education, will be completed and submitted by the applicant.
  3. Status Report  
The institution will prepare and submit to the Division of Education an evaluative instrument, called a Status Report, on forms provided by the Division of Education.
  
- C. When the denominational certification process has begun, the Division of Education will supervise the procedure.
  1. The institutional Status Report will be reviewed by the Division of Education personnel and submitted to the visiting committee.
  2. The committee visit will be scheduled and undertaken.
  3. The committee will return to the DOE and make its recommendation.
  4. The Standing Committee on Certification will take action, awarding candidacy or certification as appropriate.
  5. The institution will be informed of the decision by the Standing Committee on Certification.

While denominational certification reflects the credibility of an institution within the Church of God, it does not replace any appropriate governmental authority or relevant accrediting agencies.

In order to prevent duplication of effort, an institution may submit to the Division of Education, as a supplement to any requested material, copies of any current institutional reports that have been submitted to a governmental authority. Also, an institution may submit recent self-study reports submitted to an accrediting agency.

CHURCH OF GOD INSTITUTIONAL STANDARDS AND CRITERIA  
FOR DENOMINATIONAL CERTIFICATION

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# STANDARDS AND CRITERIA



# LEVEL I

## Christian Service School

A Christian Service School is an institution designed to offer basic Christian service training to ministers and laity. The school may function in a local church under the guidance of the pastor or the pastor's appointee.

### 1. Purpose

**Standards and Criteria:** The school has a written statement of purpose defining the mission of the school. The objectives of the institution should be to support the ministry needs of the Church of God.

- a. What is the school's written statement of purpose?
- b. What are the objectives of the school?

### 2. Administration

**Standards and Criteria:** The school has been authorized to function by the appropriate regional, territorial, or national church leader and appropriate board and has selected a person to exercise administrative leadership of the institution.

- a. What group or authority approves and supports the school?
- b. Has the appropriate church leader approved the school?
- c. Does the school have a board of directors?
- d. What is the title of the administrative leader of the school?
- e. How is the administrative leader compensated?
- f. List the support staff to the administration.
- g. Provide an organizational chart for the school.

### 3. Curriculum

**Standards and Criteria: The school has a clearly defined curriculum with courses to support the mission of the institution.**

- a. Describe the entire curriculum and study tracks.
- b. What is the school calendar and time spent in classes?
- c. List the courses offered.
- d. What credits are given for each course listed?
- e. What certificates are offered?

### 4. Faculty

**Standards and Criteria: The faculty of the school is qualified to teach the courses assigned to them.**

- a. List the faculty with their educational background and experience.
- b. How is the faculty compensated?

### 5. Library and Media Center

**Standards and Criteria: The school's media center and library should be adequate to fulfill its mission and support the curriculum of the institution.**

- a. Does the school have a library? Number of volumes?
- b. What technology is available to the student?
- c. List and describe working relationships with other libraries or media centers.

### 6. Physical Facilities

**Standards and Criteria: The school's facilities or those available to the school should be adequate to fulfill the mission of the institution.**

- a. How are the facilities provided? By whom?
- b. Describe the offices and equipment of the administration and the support staff.
- c. Describe the classroom facilities and equipment.

## LEVEL II

# Bible Institute

A Bible Institute offers postsecondary or college-level education and training to those preparing for Christian ministry. The education focuses on extensive biblical knowledge, combined with a training emphasis on practical application. The institute functions under the auspices of the denomination upon recommendation of the Division of Education.

### 1. Purpose

**Standards and Criteria: The institution has a statement of purpose, approved by its board, which describes the mission of the Bible Institute. The objectives of the institution should be to support the ministry needs of the Church of God.**

- a. What is the school's written statement of purpose?
- b. When was the statement of purpose approved by the school's board?
- c. What are the objectives of the school?

### 2. Documentation

**Standards and Criteria: The school must have official consent to operate as a Level II educational institution by the Church of God Division of Education. The institution must be registered with the appropriate governmental authority and, where possible, legally constituted as a nonprofit educational institution.**

- a. Has the institution been registered with the appropriate governmental authority?
- b. Is the school legally constituted as a nonprofit educational institution?

### 3. Administrative Control

**Standards and Criteria: The school must have a governing board to act on behalf of the school. The school must have a sound organization with clearly defined descriptions of the responsibilities of its officers to accomplish the mission of the school.**

#### a. Governing Board

- (1) How is the board selected?
- (2) List the names of the members of the board with their vitae.
- (3) How often does the board meet?

#### b. Administration

- (1) List the administrative positions of the school with a job description of each.
- (2) Provide a curriculum vita, life-experience overview and/or college transcript(s) of the person who fills each position.
- (3) Provide a copy of the institute's organizational chart.

### 4. Academic Mission

**Standards and Criteria: The curriculum of the Bible Institute must reflect a commitment to the mission of the school with courses designed to support that objective. The academic control of the school must be assigned to a chief academic officer who is supported by a faculty with the educational background and practical experience to fulfill the educational and training objectives of the institution.**

#### a. Curriculum and Courses of Study

- (1) Describe how the curriculum was developed.
- (2) List the courses of study with a description of each and the number of credits assigned to each.
- (3) Identify academic programs and list courses under each.
- (4) How many class hours are required for each credit?

(5) Provide a copy of the school calendar with printed materials that constitute a school bulletin or catalog.

b. Academic Control

- (1) Provide a curriculum vita of the chief academic officer.
- (2) List the requirements to complete a course with the grading system.
- (3) Do you offer a certificate or diploma?
- (4) Name of the certificate(s) or diploma(s) awarded.
- (5) Do you have a graduation ceremony?

c. Faculty

- (1) Provide a curriculum vita, life-experience overview, and/or college transcript(s) for each faculty member, listing the courses taught by each teacher.
- (2) Names of full-time faculty.
- (3) Names of part-time faculty.

**5. Business and Finance**

**Standards and Criteria: The institution must have a clear procedure for the preparation, approval, and control of its budget and finances.**

- a. Does the board approve the budget?
- b. Is there an annual audit of the financial transaction of the school?

**6. Library and Media Center**

**Standards and Criteria: The school's media center and library should be adequate to fulfill the mission and implement the curriculum of the institution.**

- a. Does the school have a library? Number of volumes?
- b. Does the school have a librarian? Number of hours weekly?
- c. What technology is available to the student?

- d. List and describe working relationships with other libraries or media centers.

**7. Facilities**

**Standards and Criteria: The school’s facilities or those available to the school should be adequate to fulfill the mission of the institution.**

- a. How are the facilities provided? By whom?
- b. Describe the offices and equipment of the administration and the support staff.
- c. Describe the classroom facilities and equipment.

**8. Enrollment Report**

**Standards and Criteria: A three-year statistical data report must be provided listing the on-campus enrollment of full-time and part-time students and any extension program enrollment of full-time and part-time students.**

Please fill in the following statistical report:

	<b>On-Campus Enrollment</b>		<b>Extension Program</b>	
	Full Time	Part Time	Full Time	Part Time
<i>Current Year</i>	_____	_____	_____	_____
<i>1 Year Ago</i>	_____	_____	_____	_____
<i>2 Years Ago</i>	_____	_____	_____	_____



## LEVEL III

# Degree-Granting Institution

A degree-granting institution is one which offers college-level programs of study leading to a baccalaureate degree or its equivalent. This normally requires 120 semester credits with a general education core and a major area of study or its equivalent in the context of each respective institution.

### 1. Purpose

**Standards and Criteria: The institution has a statement of purpose, approved by its board, which describes the mission of the institution. The stated objectives of the institution should support the ministry needs of the Church of God.**

- a. What is the school's written statement of purpose?
- b. When was the statement of purpose approved by the school's board?
- c. What are the objectives of the school?

### 2. Documentation

**Standards and Criteria: The school must have official consent to operate as a Level III educational institution by the Church of God Division of Education. The institution must be registered with the appropriate governmental authority and, where possible, legally constituted as a nonprofit educational institution.**

Documentation for registration with the appropriate governmental authority must be provided to the Division of Education with evidence of nonprofit status or explanation of why this has not been accomplished.

- a. Has the institution been registered with the appropriate governmental authority?
- b. Is the school legally constituted as a nonprofit educational institution?

### 3. Administrative Control

**Standards and Criteria:** Each school must have a governing board of at least seven members to act on behalf of the school. The school must have a sound organization with clearly defined descriptions of the responsibilities of its officers to accomplish the mission of the institution. Board members are members of the Church of God. Non-Church of God members may serve with the board as consultants or *ex-officio* members, with voice but without vote.

- a. Governing Board
  - (1) How is the board selected?
  - (2) List the names of the members of the board with their vitae.
  - (3) How often does the board meet?
  - (4) Provide a copy of the minutes of the last two board meetings.
- b. Administration
  - (1) The institution must have a chief executive officer who answers to the board.
  - (2) List the administrative positions of the school with a job description of each.
  - (3) Provide a curriculum vita and college transcript(s) of the person who fills each position.
  - (4) Provide a copy of the institution's organizational chart.

### 4. Academic Mission

**Standards and Criteria:** The curriculum of the institution must reflect a commitment to the mission of the school with courses designed to support that objective. The academic control of the school must be assigned to a chief academic of-

**ficer. The faculty must have the educational background and practical experience to fulfill the educational and training objectives of the institution. Students must have completed high school or its academic equivalency.**

a. Curriculum and Courses of Study

- (1) Describe the process of curriculum development.
- (2) List the courses of study with a description of each and the number of credits assigned to each.
- (3) Identify academic programs and list courses under each.
- (4) How many class hours are required for each credit?
- (5) List the major areas of study in which a degree is offered.
- (6) Provide a copy of the school calendar with printed materials that constitute a school bulletin or catalog.

b. Academic Control

- (1) Provide a curriculum vita and college transcript(s) of the chief academic officer.
- (2) If there are departments, provide the name of each department chairperson.
- (3) What are the entrance requirements for admission to the school?
- (4) List the requirements to complete a course with the grading system.
- (5) Do you offer a certificate or diploma?
- (6) Name of the certificate(s), degree(s), or diploma(s) awarded.
- (7) Do you have a graduation ceremony?

c. Faculty

- (1) Provide a curriculum vita and college transcript(s) for each faculty member.
- (2) Send appropriate academic documentation of each faculty member which supports the assumption that the faculty member has a master's degree with a major in the area he or she teaches.

- (3) In each major area of study, it is desirable that there be a faculty member with an academically earned doctorate in that discipline.
- (4) List names of full-time faculty.
- (5) List names of part-time faculty.
- (6) Provide an organizational chart of the academic administration.

## 5. Business and Finance

**Standards and Criteria: The institution must have a clear procedure for the preparation, approval, and control of its budget and finances.**

- a. Does the board approve the budget?
- b. Is there a periodic, independent audit of the financial transactions of the school? How often?
- c. Does the school follow appropriate accounting practices for educational institutions?

## 6. Library and Media Center

**Standards and Criteria: The school's media center and library should be adequate to fulfill the mission and implement the curriculum of the institution.**

- a. Does the school have a library? Number of volumes?
- b. Does the school have a librarian? Number of hours weekly?
- c. What technology is available to the student?
- d. List and describe working relationships with other libraries or media centers.

## 7. Facilities

**Standards and Criteria: The school's facilities or those available to the school should be adequate to fulfill the mission of the institution.**

- a. How are the facilities provided? By whom?
- b. Describe the offices and equipment of the administration and the support staff.
- c. Describe the classroom facilities and equipment.

## 8. Student Life and Services

**Standards and Criteria: The spiritual formation of the student is a primary focus of the institution. A school is expected to show evidence of a ministry to the spiritual, intellectual, and social life of the student by serving the students' needs for personal growth and development.**

- a. Provide a description of the institution's services to the student in the following areas:
  - (1) Orientation to campus life
  - (2) Discipline
  - (3) Extra-curricular activities
  - (4) Financial assistance
- b. Provide a description of services in the following areas:
  - (1) Worship and spiritual life
  - (2) Counseling services
  - (3) Health, housing, and food services
  - (4) Graduation activities
  - (5) Placement

## 9. Enrollment Report

**Standards and Criteria: A four-year statistical data report must be provided listing the on-campus enrollment of full-time and part-time students and any extension program enrollment of full-time and part-time students.**

CHURCH OF GOD INSTITUTIONAL STANDARDS AND CRITERIA  
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Please fill in the following statistical report:

	<b>On-Campus Enrollment</b>		<b>Extension Program</b>	
	Full Time	Part Time	Full Time	Part Time
<i>Current Year</i>	_____	_____	_____	_____
<i>1 Year Ago</i>	_____	_____	_____	_____
<i>2 Years Ago</i>	_____	_____	_____	_____
<i>3 Years Ago</i>	_____	_____	_____	_____

## LEVEL IV

# Graduate Degree-Granting Institution

A graduate degree-granting institution is a college, seminary, or university offering postgraduate degrees. Level IV certification is available only to those institutions which independently grant said degrees. If an institution hosts a graduate program from another institution, this alone does not meet the criteria for a Level IV certification.

When an institution offers a master's degree program, it may be certified only when 100 percent of the resident faculty members teaching at the master's level have appropriate academic credentials.

### 1. Purpose

**Standards and Criteria: The institution has a statement of purpose, approved by its board, which describes the mission of the college, seminary, or university. The objectives of the institution should be to support the ministry needs of the Church of God.**

The mission and general objectives of the institution must be clearly stated in the catalog. There should also be a published set of objectives for each area of concentration. These objectives should state how the purpose of the school relates to the ministry needs of the denomination.

In general, a school will have an appropriate period of longevity of operation before applying for recognition as a Level IV educational institution. In this regard, each institution will be evaluated individually.

- a. What is the school's written statement of purpose?
- b. When was the statement of purpose approved by the school's board?
- c. What are the objectives of each area of concentration?

## 2. Documentation of Registration

**Standards and Criteria:** The school must have official consent to operate as a Level IV educational institution by the Church of God Division of Education. The institution must be registered with the appropriate governmental authority and, where possible, legally constituted as a nonprofit educational institution.

Documentation for registration with the appropriate governmental authority must be provided to the Division of Education with evidence of nonprofit status or an explanation of why this has not been accomplished.

- a. Has the institution been registered with the appropriate governmental authority?
- b. Is the school legally constituted as a nonprofit educational institution?

## 3. Administrative Control

**Standards and Criteria:** Each school must have a governing board of at least seven members to act on behalf of the school. The school must have a sound organization with clearly defined descriptions of the responsibilities of its officers to accomplish the mission of the school. Board members are members of the Church of God. Non-Church of God members may serve with the board as consultants or *ex-officio* members, with voice but without vote.

- a. Governing Board
  - (1) How is the board selected?
  - (2) List the names of the members of the board with their vitae.



- (3) How often does the board meet?
- (4) Provide a copy of the minutes of the last two board meetings.

b. Administration

- (1) The institution must have a chief executive officer who answers to the board.
- (2) List the administrative positions of the school with a description of the responsibilities for each position.
- (3) Provide a curriculum vita and college transcript(s) of the person who fills each position.
- (4) Provide a copy of the institution's organizational chart.

4. Academic Mission

**Standards and Criteria: The curriculum of the institution must reflect a commitment to the mission of the school with courses designed to support the objectives of the institution. The academic control of the school must be assigned to a chief academic officer. The faculty must have the educational background and practical experience to fulfill the educational and training objectives of the institution. Student applicants to master's degree programs must demonstrate that they have earned the appropriate undergraduate degree.**

a. Curriculum and Courses of Study

- (1) Describe the process of curriculum development.
- (2) List the courses of study with a description of each and the number of credits assigned to each.
- (3) Identify academic programs and list courses under each.
- (4) How many class hours are required for each credit?
- (5) Provide a copy of the school calendar with printed materials that constitute a school bulletin or catalog.

b. Academic Control

- (1) Provide a curriculum vita and college transcript(s) of the chief academic officer.
- (2) If there are departments, provide the name of each department chairperson.

- (3) What are the requirements for admission to the school?  
To each program of study?
- (4) List the requirements to complete a course with the grading system.
- (5) What degree programs does the institution offer?
- (6) What areas of concentration are offered?
- (7) Describe the thesis requirement for each area of concentration.

c. Faculty

- (1) Provide a curriculum vita and college transcript(s) for each faculty member.
- (2) Does the transcript of each graduate faculty member support the assumption that each member of the faculty teaching in the graduate program holds a doctoral degree or a significant body of graduate study with a major in the area he or she teaches?
- (3) In each major area of study, there must be a predominance of graduate faculty members with a doctorate in that discipline.
- (4) List full-time faculty and teaching loads.
- (5) List of part-time faculty and teaching loads.
- (6) Provide an organizational chart of the school.

**5. Business and Finance**

**Standards and Criteria: The institution must have a clear procedure for the preparation, approval, and control of its budget and finances.**

- a. Does the board approve the budget?
- b. Is there a periodic, independent annual audit of the financial transactions of the school?
- c. Does the school follow appropriate accounting practices for educational institutions?

**6. Library and Media Center**

**Standards and Criteria: The school's media center and library should be adequate to fulfill the mission and implement the curriculum of the institution.**

- a. Does the school have a library? Number of volumes?
- b. Does the school have a full-time librarian? Number of hours weekly?
- c. Provide a curriculum vita and college transcript(s) of the librarian.
- d. What technology is available to the student?
- e. List and describe working relationships with other libraries or media centers.

**7. Facilities**

**Standards and Criteria: The school's facilities or those available to the school should be adequate to fulfill the mission of the institution.**

- a. How are the facilities provided? By whom?
- b. Describe the office and equipment of the administration and the support staff.
- c. Describe the classroom facilities and equipment.

**8. Student Life and Services**

**Standards and Criteria: The spiritual formation of the student is a primary focus of the institution. A school is expected to show evidence of a ministry to the spiritual, intellectual, and social life of the student by serving the students' needs for personal growth and development.**

- a. Provide a description of the institution's services to the student in the following areas:
  - (1) Orientation to campus life
  - (2) Discipline
  - (3) Extra-curricular activities
  - (4) Financial assistance

- b. Provide a description of services in the following areas:
- (1) Worship and spiritual life
  - (2) Counseling services
  - (3) Health, housing, and food services
  - (4) Graduation activities
  - (5) Placement

**9. Enrollment Report**

**Standards and Criteria:** A five-year statistical data report must be provided listing the on-campus enrollment of full-time and part-time students and any extension program enrollment of full-time and part-time students.

Please fill in the following statistical report:

	<b>On-Campus Enrollment</b>		<b>Extension Program</b>	
	Full Time	Part Time	Full Time	Part Time
<i>Current Year</i>	_____	_____	_____	_____
<i>1 Year Ago</i>	_____	_____	_____	_____
<i>2 Years Ago</i>	_____	_____	_____	_____
<i>3 Years Ago</i>	_____	_____	_____	_____
<i>4 Years Ago</i>	_____	_____	_____	_____