

DALE KIETZMAN UNIVERSITY

2026–2028 Catalog

Douala, Cameroon | Online Worldwide

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ABOUT DKU

DKU History

The concept for a "development" university originated in Cameroon, West Africa, where a highly successful training program in development methodology is being carried out in Dale Kietzman Leadership Centers. The two-year program is based on a community-level development project selected and carried out by each student over the period of study. These centers have received official standing from the Ministry of Education in Cameroon.

Now, Dale Kietzman University is launching a new, university-level instructional program offered at the associates, bachelors, masters, and doctoral levels in several majors. DKU also offers all of its programs online for worldwide engagement.

DKU Vision

Dale Kietzman University seeks to be a global center for Christian thought, to be an influential evangelical voice that addresses crucial cultural issues, and to spark an intellectual and spiritual renewal that advances the Kingdom of Christ in the United States and around the world.

DKU Mission Statement

Dale Kietzman University offers biblically centered education, encourages students in scholarship and service, and equips men and women in mind and character to impact the world for the benefit of all humanity.

DKU Purpose

Dale Kietzman University is committed to helping students to progress to a top position in their chosen profession through world-class training, while learning to confront their challenges and opportunities with a Christian worldview. Through intensive study and an environment of proven scholarship, students will be able to speak to the issues of life with clarity, offering insight and hope to the world around them.

DKU Objectives

In keeping with our mission, our intent is to graduate students who have developed a biblical worldview that enables them to be productive in all areas of life. Dale Kietzman University is committed to an educational approach that is culturally relevant and socially aware.

Graduates will be noted for their commitment to:

- The healthy development of relationships as evidenced in interpersonal, family, church and social relationships that affirm the dignity of the individual and show sensitivity to diverse cultures and communities.
- The pursuit of intellectual excellence as evidenced by analytical and creative thinking, lifelong development of vocational skills, clear expression of ideas and appreciation of aesthetic values.
- The stewardship of God's creation as demonstrated in the practice of a healthy physical lifestyle and the wise management of the resources God has given us.

DKU Statement of Faith

The doctrinal position of DKU is historically that of Charismatic, evangelical Christianity. Dale Kietzman University rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great Doctrines of the historic Christian faith.

Traditionally, DKU graduates stand for these great truths, and it is the desire of DKU to continue to provide personnel for service in these ranks. To guarantee that DKU will maintain its theological position, each member of Board of Directors, Faculty, and Teaching Staff is required initially and annually to engage in and subscribe to the above.

God

We believe there is one true and living God who exists eternally as three persons: Father, Son, and Holy Spirit. The three persons of the Trinity are equal in essence but distinct in their relations. God the Son is the begotten of God the Father. God the Spirit proceeds from God the Father and God the Son. God is perfect in love, power, justice, knowledge, wisdom, and holiness. He is immortal, eternal, immutable, omnipresent, and sovereignly rules over all things.

The Bible

The Bible consists of the 66 books of the Old and New Testaments, is the inspired and authoritative revealed word of God, without error in all that it affirms, and the church's only infallible rule of faith and practice.

Creation and Sin

All things, visible and invisible, were created by God from nothing, and are sustained by his providential oversight. Human beings were created in the image of God to know, love, and worship God, and to rule over the rest of creation. Adam and Eve, deceived by Satan, rebelled against God and thus brought sin, guilt, and death to the rest of humanity. All human beings are therefore alienated from God by both their nature and choice, corrupted in every aspect of their being, and subject to God's righteous wrath.

Christ

Jesus Christ is the incarnate Son of God, one person with two natures, fully human and fully God. He was conceived of the Holy Spirit, born of the virgin Mary, lived a sinless life, and then died a substitutionary, atoning death on the cross. Christ rose bodily from the grave, ascended to heaven, and sits at the right hand of God the Father. One day he will come again in power and glory to judge the world. The dead will be raised, and the unrighteous will be separated from God in hell, while the righteous will inherit eternal life in heaven.

The Holy Spirit and Salvation

Through the regenerating work of the Holy Spirit, all those who repent of their sins and trust in Christ for salvation are united to Christ, justified, adopted by God, and baptized by the Holy Spirit who indwells them. Salvation is the gift of God's grace. In response to God's grace believers are called to live in the power of the Spirit, continually growing in holiness, doing good works, and exercising their spiritual gifts for the kingdom of God.

The Church

Those who believe in Christ are spiritually united together under Christ, the head of the church. The universal church is manifested in local churches, which are marked by worship, proclamation of the gospel, administration of the sacraments of baptism and the Lord's Supper, membership and discipline, love, unity, and mission. Each church is responsible for her doctrine and practice, and for settling disputes, receiving new members, conducting discipline, and establishing elders who lead, teach, and oversee the church.

DKU Core Values

In keeping with our mission statement and educational philosophy, the following values provide a framework for the student's educational experience and for assessing student progress.

Christian Character

This value emphasizes the need for students to cultivate a maturing Christian lifestyle and worldview. Such growth, maturity, and character formation for students encompass all aspects of life, including the intellectual, social, and physical habits of fitness and wellbeing.

Christian Worldview

This value stresses the educational importance of the thoughtful integration of biblical truth by students into the totality of life experience and learning. Thus, biblical truth is not only a part but also a condition of general knowledge. Students are encouraged to develop a coherent view of contemporary issues from a biblical perspective.

Effective Vocational Skills

Students must meet the requirements for effective service in their vocational pursuit, through study in organized fields of learning and practical experience. This value presupposes a vocational application of the students' study to areas of community development, training of others, and management of ongoing enterprises. Likewise, this value anticipates a commitment to vocational currency, continuing education, and lifelong learning.

Analytical and Creative Thinking

Students need to develop skills in critical and analytical thinking and to value the unity of truth. This value also presupposes the development of problem-solving techniques and research methodology, as well as ways of expressing ideas clearly, logically, thoughtfully, and persuasively through aesthetic, oral and written forms.

Personal and Group Relationships

Students should grow in the area of understanding others and to become responsible, compassionate, and productive participants in society. This value pre-supposes service to society, family, and the church through personal example, leadership, and organizational skills.

Social and Cultural Sensitivity

Students are encouraged to foster an understanding of both national and international cultures and to develop an appreciation for the richness and interdependence of multicultural communities. This anticipates a respect by students for the dignity of each person as a unique image-bearer of God.

Academic Excellence

We seek to provide an excellent academic environment for the acquisition of both knowledge and wisdom.

Learner Maturity

Education is the encouragement of a maturing process. DKU promotes increasingly greater responsibility on the part of students for their own learning. We recognize that students will not be under our instruction indefinitely. Our courses are designed to develop students who are able to continue their development after graduation as life-long, self-directed learners.

Dale Kietzman University Official Institutional Status

Utah State Registration

Utah serves as home state of our main campus in Murray, UT, a suburb of Salt Lake City. Dale Kietzman University has established an Exemption under the Utah Post-Secondary School Act (Title 13, Chapter 34, Section 105). Exemption under the Utah Post-Secondary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution.

California State Registration

Dale Kietzman University is also registered in California and has established an Exemption to offer religious programs to learners.

Cameroon, Africa Recognition

Dale Kietzman University's Douala, Cameroon Campus, locally entitled Institut Supérieur Dale Kietzman, is recognized by the Government of Cameroon (MINESUP) to offer programming ranging from the associates through the doctorate.

Articulation and Transcription Relationships

In partnership with several US-based, accredited institutions, DKU has developed pathways to educational programming outside its offerings. These institutions include:

- American National University (ANU). DKU has established an articulation agreement with ANU for students to transfer directly into ANU programs. ANU is accredited through the Distance Education Accrediting Commission (DEAC) and The Accrediting Bureau of Health Education Schools (ABHES).
- Ecclesia College (EC). DKU has established an articulation agreement with EC for students to transfer directly into EC programs recognizing the credits one-to-one. EC is accredited with the Association for Biblical Higher Education.
- Kansas Christian College (KCC). DKU has established an articulation agreement with KCC for students to transfer directly into KCC programs recognizing the credits one-to-one. KCC is accredited with the Association for Biblical Higher Education.

DKU Policies

Non-Discrimination Policy

Dale Kietzman University admits students of any race, color, national and ethnic origin, or handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Privacy Policy

DKU complies with federal and state laws governing the privacy of educational records. A copy of the University policy pertaining to the privacy of such records is available from the Provost's Office. In the event of errors or changes of policy, Dale Kietzman University reserves the right to change the terms and conditions of this publication. The most up-to-date catalog is available at: www.DKUUniversity.us

Further, DKU works to ensure student privacy for distance/online education students by providing students with a username and password which they are to keep secure. The username and password may be used only by the student to access their records. Should a student learn that their username and password have become compromised, students are to alert DKU and change their password immediately. Should a breach of student data occur on the university's side, DKU will alert affected students.

Contact Information

We welcome questions and comments. Contact DKU using the following methods:

Dale Kietzman University

5284 South Commerce Drive, Suite A-136 #4

Murray, Utah 84107

Phone: (385) 743-0333 | Fax: (801) 410-0438

E-mail: info@dkuniversity.us

Web Site: www.dkuniversity.us

DKU FINANCIAL INFORMATION

DKU Charges: Tuition and Fees

Tuition and fees will not change during the period of enrollment. Tuition and fees may change for newly enrolled students. The amounts listed on the enrollment agreement are in effect during the student's period of enrollment.

Fees (Non-Refundable)

Fee Type	Amount
Application	\$100
Technology Fee (per credit hour)	\$10
Graduation Fee	\$150
Duplicate Transcripts (two copies)	\$30
Withdrawal / Course Change	\$100

Tuition

Program	Rate
Undergraduate Tuition (per credit hour)	\$360.00
Graduate Tuition (per credit hour)	\$590.00
Dissertation Only Ph.D. (equivalent of 60 hours)	\$35,400.00

Typical Undergraduate Program Costs

Cost Item	Associates Degree	Bachelors Degree	
Application Fee	\$100.00	\$100.00	
Technology Fee	\$600.00	\$1,200.00	
Tuition	\$21,600.00	\$43,200.00	
Books	Varies	Varies	
Graduation Fee	\$150.00	\$150.00	
TOTAL	\$22,450.00	\$44,650.00	

Typical Graduate Program Costs

Cost Item	Master's Degree	Ph.D. Physiotherapy	Dissertation Only Ph.D.
Application Fee	\$100.00	\$100.00	\$100.00
Technology Fee	\$360.00	\$600.00	\$600.00
Tuition	\$21,240.00	\$35,400.00	\$35,400.00
Books	Varies	Varies	Varies
Graduation Fee	\$150.00	\$150.00	\$150.00
TOTAL	\$21,850.00	\$36,250.00	\$36,250.00

Payments

Payments can be made by visiting our website, by phone, or by mail. If mailing payment, please include student name, ID# for returning students and the course and send it to:

Dale Kietzman University

5284 South Commerce Drive, Suite A-136 #4

Murray, Utah 84107

Phone: (801) 410-0437 | Fax: (801) 410-0438

E-mail: info@dkuniversity.us

Payments must be received before the start of courses. Students will not be permitted to join classes until payment is received. Student ID numbers must be included on all payment materials. Accounts are updated in approximately one week.

Payment Plans

Financial aid will be applied directly to a student's account charges. The student is responsible for paying the remaining portion of his or her bill. The Financial Aid or Business Office will accept credit/debit card payments. Checks/money orders can be made out to "Dale Kietzman University," and delivered/mailed to the University's Business or Financial Aid office.

Third Party Payments

Students who receive a scholarship, grant, or reimbursement from a third party, such as an employer, church or scholarship fund, or payment by an agency such as vocational rehabilitation or the military, must provide official documentation from the third party verifying the amount of the scholarship/payment per semester. The student is ultimately responsible to DKU for payment. Should a student fail to successfully make payments, the Financial Aid department will place a hold on the student's account until payment is made in full. No grades, transcripts, or diploma will be released until payment is made in full.

Refunds

Qualified students can receive a refund of a credit balance in their Student Account after the following requirements have been met:

- One course has been completed in the semester with a passing grade.
- Student continues to actively participate in registered courses (see Attendance Policy).

Students should reasonably expect to receive Student Account Credit Balance refund at the end of their second course, as long as all of the above requirements have been met. One absence will delay the processing of the funds.

Books and Materials

Due to the variety of locations of our students, books and materials are the responsibility of the student to secure. Our course designers have taken every opportunity to procure materials that are available electronically either developed within the course or through electronic sources such as Amazon Kindle. In some circumstances, books and materials are not available electronically. In those instances, administration will work with students to help them secure the materials necessary to complete coursework.

SERVICES AND POLICIES

Student Services and Policies

Accommodations Policy

Dale Kietzman University is committed to its entire student body, including those who need accommodation for disabilities. DKU Student Service personnel will work with students to provide as much accommodations as possible to meet the needs of documented disabilities in compliance with the University's duty to address any inquiries or requests regarding discrimination or denial of equal access.

Housing and Campus Employment

On campus housing and campus employment is not available for Adult and Graduate Studies students.

Student Record Information Changes

The University requires students requesting a name change to provide official documentation to the DKU Registrar's Office. The official documentation must include their new last name and either their social security number or date of birth. A copy of the new driver's license, social security card, a scanned image of their marriage certificate, or dissolution/divorce decree are approved documentation for the name change to become effective.

Students are responsible to update any address or telephone number information in the university Student Information System should their information change. Contact the student services department to do so.

Leave of Absence

Some students may need to leave school for a period of time. Currently, students are eligible to incorporate a break of up to six months into their schedule. However, they must be scheduled to take a course after the leave to avoid being considered dormant and being withdrawn from the University. If a student wishes to take a leave of absence, they may begin the process by contacting their assigned academic advisor or emailing info@dkuniversity.org.

Withdrawal

Students who need to withdraw from a course or program should always make an official contact via email with their assigned Academic Advisor.

Withdrawals from Program: The University will retain a fee of \$100 for processing the withdrawal.

Withdrawals from Individual Courses:

- If a student does not attend any sessions of a course for which they have registered, they will be credited one hundred percent of their tuition (minus drop fee).
- If a student attends/participates the first week of the class, they will be credited eighty percent of their tuition.
- If a student does not participate the first week, but attends/participates the second week, they are no longer eligible to be credited for the tuition.
- If a student withdraws after the second week of the course, they are no longer eligible to be credited for the tuition.

Course Changes

Students withdrawing from a course and switching to another course after the semester begins will be charged a \$100 change fee and their tuition adjusted to reflect the number of credits carried for that semester.

Administratively-Initiated Schedule Changes

The University reserves the right to change a cohort schedule and/or an individual's schedule including, but not limited to, moving cohorts/individuals from an onsite location to online, moving cohorts from one site location to another, or combining cohorts and thereby terminating one schedule and creating a new schedule.

Continual Academic Progress

Students must continue to make progress toward earning a degree or certificate by enrolling and passing at least one course every four months. Students who do not meet this basic enrollment requirement may be dismissed from the University. Students who are dismissed due to this policy may reapply, or they have the opportunity to appeal by submitting an appeal in writing within 5 business days of receiving notification of the dismissal.

International Student Policy

The University complies with U.S. government regulations for foreign students. Before a student can receive his/her I-20 to obtain a visa, certain requirements must be met. The student must pass an English proficiency test. Dale Kietzman University accepts the following tests of English as a second language:

- Test of English as a Foreign Language (TOEFL): minimum score of 550 paper based, 213 computer based, or 79 Internet based.
- IELTS: minimum 6.0.

The students must show, at the University's discretion, the ability to finance his/her education for the entire length of their program.

Behavioral Standards

The University requires that students maintain professional standards of behavior. We expect all members of the community both onsite and online to behave in a civil and respectful manner appropriate to a Christian environment.

Professional Behavior

Students are expected to act with professionalism and respect in a classroom and chatroom context, both toward peers and instructors. Behavior such as yelling or screaming, threats, crude remarks, uncooperative actions or attitudes, and hateful or demeaning language will not be tolerated. Actions or words that can reasonably be interpreted as physical threats will likely be reported to local authorities and may lead to the immediate dismissal from the program.

Firearms and Explosives

There will be no discharging of firearms, weapons, or explosives of any kind on University property. "Firearms/weapons" includes rifles, shotguns, air rifles, BB/pellet guns, slingshots, paintball, and bow and arrows. The University may confiscate firearms, if necessary, to maintain the safety of the campus and its residents.

Harassment

The University will not tolerate harassment or abuse of any member of the University community against any other. Students who are deemed a serious risk of imminent harm to themselves or others may be dismissed immediately. A student should report any incident via telephone or email to the DKU Director of Student Services.

Personal Property

Personal property is the sole responsibility of the individual student. The University assumes no responsibility for the loss of money, valuables, or other personal property.

Theft and Unlawful Entry

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property is strictly prohibited; violators may be prosecuted. Unauthorized or improper use of any University property, equipment, facilities, or resources is strictly prohibited.

Possession and Use of Controlled Substances and Tobacco

The possession and use of alcoholic beverages of any description, non-medical narcotics, or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on the campus of Dale Kietzman University and grounds at all times. All tobacco is prohibited on the University campus and grounds at all times. The use of e-Cigarettes is also prohibited inside any site owned or rented by the University. Dale Kietzman University is a drug, alcohol, and tobacco free environment.

Felony Arrests

Students indicted on felony charges by a local, state, or by the federal government in the United States or in any international location may be suspended pending the outcome of a trial. Depending on the outcome of the charges and the nature of the offense, DKU reserves the right to remove the student from the program based on a review by the Board of Directors.

Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Students, faculty, staff or employees who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system will incur penalties for violation of U.S. Federal copyright laws. Additionally, copyright infringement may result in the student's dismissal from the University.

Violation of Behavioral Standards – Disciplinary Process

All offenses will be handled on an individual basis. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. Every violation and decision will be discussed with the student. Students should be aware that all federal, state, and local laws apply as well.

Potential actions in the event of irresponsible behavior include:

1. **Written Warning:** Student receives a letter from the University informing them that they have engaged in behavior that is in violation of Dale Kietzman University Behavioral Standards.
2. **Request for Voluntary Withdrawal:** A student may be asked to withdraw for their best interest.
3. **Suspension:** Temporary immediate removal from academic status and other privileges for a designated period.
4. **Expulsion:** Permanent removal from school and immediate cessation of participation in the University's programs and services.

Appeal Procedure

Students are provided the opportunity to appeal any disciplinary decision by submitting their appeal in writing to the university administration office within five business days of receiving notification of the disciplinary action taken.

Request for Readmission

If a student is suspended from the University and desires to return, he/she must submit a written request to the university admissions office for readmission. The student is to provide a thorough account of the actions that led to his/her dismissal and the student's strategy for successfully continuing studies at the University.

ACADEMIC SERVICES AND POLICIES

Definition of A Credit Hour

DKU uses the Carnegie Credit hour model of a semester credit hour in compliance with U.S. higher education practice. For every semester hour of credit students should expect three clock hours of student work including contact, homework, lab, etc., for the duration of a traditional semester (15 weeks).

For online classes, they are offered in an accelerated environment in 8 weeks, with the workload being the same equaling 135 contact hours.

Online Programs

DKU offers a complete university online. The courses are accelerated into 8 weeks that include the same rigor of a seated program. Attendance is online and students are expected to have 135 contact hours through discussion boards, papers, zoom meetings, mentorships, and/or internships.

Academic Calendar

Because we understand the importance of family, work, and other commitments, we offer flexible class schedules for both the online and onsite degree options. Undergraduate courses are typically eight weeks in length, while graduate courses are usually five or eight weeks in length. Students enroll in groups called cohorts and progress through the programs taking consecutive courses together year-round, except for major holidays.

Online Courses

To increase access to education and meet the flexibility needs of busy learners, DKU works to offer courses and programs through online delivery through a learning management system. Some courses and concentrations are available only online.

In online courses students complete their weekly learning activities (reading, discussions, assignments) in an asynchronous way. The timeline is similar to onsite courses. Each course contains a complete syllabus and learning activities for each week.

Each student that completes online learning is provided a secure login and password, known only to them. It is connected with their own student academic record. Students are required to keep that information secure and only use it for their own use. It is against University policy for a user to give someone his or her password or to allow others to use his or her account.

Library

DKU has an arrangement with Kansas Christian College to offer library services as needed. Students can request access to their library services. Additionally, DKU recommends the following online resources for research:

- Book Boon: <https://bookboon.com/>
- DOAJ: <https://www.doaj.org/>
- ERIC: <https://eric.ed.gov/>
- Google Scholar: <https://scholar.google.com/>
- JSTOR: <https://www.jstor.org/>
- Open Library: <https://openlibrary.org/>
- OpenStax: <https://openstax.org/>
- OverDrive: <https://www.overdrive.com/>
- Project Gutenberg: <https://www.gutenberg.org/>
- Third Mill: <https://thirdmill.org/>

Homework Submission Requirements

Students must use Microsoft Word format when submitting assignments. Microsoft Excel and PowerPoint will be needed for some courses. Refer to the syllabus for course specific requirements.

Academic Honesty Policy

Students are expected to be honest in all their academic work and are responsible for their own work for course requirements. Scholastic dishonesty is a violation of both academic standards and biblical teachings and is an affront to other students and the faculty. Academic dishonesty includes the following:

5. Cheating on assignments and tests.
6. Plagiarism. The student is responsible for knowing the legitimate and illegitimate use of source material in written work. As a general guideline, plagiarism is defined as "presenting another person's language or ideas as one's own." There are three types: (a) Global plagiarism: stealing a paper or speech entirely from a single source; (b) Patchwork plagiarism: stealing ideas or language from two or three sources; (c) Incremental plagiarism: failing to give credit for particular parts of a paper that are borrowed from other people.
7. Submitting a paper or project in which part or the entirety was done by someone else. Using AI to write is also considered cheating. You may use AI to research.
8. Allowing another student to submit writing that is not their own.
9. Any act that violates the rights of other students from completing their academic assignments.

Undergraduate: For a student's first offense, he/she will earn a zero grade on the assignment. For the second offense, the student will fail the course and be placed on academic probation. For the third offense, the student will fail the course and may be suspended from Dale Kietzman University.

Graduate: For the student's first offense, the student will fail the course and be placed on academic probation. For the second offense, the student will fail the course and be suspended from Dale Kietzman University.

Attendance Policy

Students Taking Onsite Classes

Under emergency circumstances, a student may be allowed one absence in courses that are four class sessions or more in length. Students are not allowed an absence for any course that has three class sessions or fewer in length. Even if an absence is for a legitimate reason or approved by appeal, participation points will still be deducted. Homework assignments for the class missed are still due as scheduled. Students exceeding the allowed absences will be given a withdrawal grade.

Students Taking Online Classes

Attendance is determined by participation in online weekly learning activities. A student is reported absent for a week if there is no participation in course discussions or submission of assignments during that week. Under emergency circumstances, a student may be allowed one absence in courses that are four weeks or more in length. No absences are allowed in courses that are three weeks or shorter in length.

Students exceeding the allowed absences will be given a withdrawal grade regardless of the circumstances. The only exception is for military reserve personnel fulfilling annual training requirements.

Absence Appeals

An absence appeal may be filed when emergency circumstances arise leading to more than the allowed absences. Absence appeals are only permitted for onsite courses, not for online or hybrid courses when there are seven days in which to participate. Assignments are still due according to the original due dates. Please contact Student Services to obtain and complete the appropriate form within 7 days of the absence.

Auditing Courses

Students auditing courses are required to complete only the Short Application/Registration Form. Students auditing a course are taking the course for no credit; thus they do not earn a grade. Students must obtain their own textbooks.

Senior Citizens

Senior citizens, age 60 and older, may attend (audit) classes at no tuition charge providing there is space available and the professor is consulted. For online courses, senior citizens may be added to the course for participation in the online conversations and project creation. Book and material costs and course fees are the responsibility of the individual auditing the course. No grade or credit will be recorded.

Non-Degree-Seeking Students

Students not desiring a degree or certificate but wanting to take courses for credit must complete the Application/Registration Form. Non-degree-seeking students may earn up to 12 semester hours. If a student desires to continue taking courses after having completed 12 semester hours, the normal admissions process must be completed.

Identity Fraud

Enrolled students must complete their own assignments and exams. Any enrolled student who retains a third party to complete assignments on the enrolled student's behalf has committed identity fraud. Identity fraud will result in immediate dismissal.

Directed Study

A student who needs a required course that is not available in the regular schedule may contact Student Services to determine if a directed study course is available. Directed study courses are offered through the LMS for the convenience of the student and faculty. The duration of a directed study course is the same as the regular schedule course on which it is based.

Late Homework Policy

Onsite: All assignments must be turned in by 6:30 p.m. the night of class. The majority of course assignments are due 7 days after the end date of the course to provide students the opportunity to use information they learn from the last session of the course.

Online: All assignments are due the last day of each school week; for example, a Tuesday to Monday school week requires all assignments to be submitted by midnight Mountain Standard Time (GMT -6) each Monday.

Late Submission Deductions: Assignments may be submitted after the due date, earning a 10% deduction per day late.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law (section 9528), gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Dale Kietzman University chooses to follow FERPA guidelines whether students are in the U.S. or living around the world for all of its programming.

Directory Information

Directory information is generally not considered harmful or an invasion of privacy if released. However, if a student does not want Dale Kietzman University to disclose directory information from education records without prior written consent, he/she must notify the University in writing by the first day that classes begin in each semester.

In accordance with FERPA guidelines, DKU has designated the following items as directory information:

- Name
- Current enrollment
- Local and permanent address
- Local telephone number
- E-mail addresses
- Dates of attendance
- Class standing (e.g., sophomore)
- Schedule of classes
- Previous institution(s) attended
- Field(s) of study
- Awards and honors
- Degree(s) and date(s) conferred
- Full-time or part-time status
- Photographic or videotaped image
- Past and present participation in officially recognized sports and activities

Other Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords certain other rights with respect to education records. These rights are:

- The right to inspect and review education records within 45 days of the day the college receives a request for access.
- The right to request the amendment of education records that the student believes to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

Grade Appeal and Academic Policy Grievance

Grade Appeal

A final grade appeal involves only those situations in which a student believes that an instructor: (a) has not followed fair grading practice or (b) has not followed published grading policy. A student who wishes to appeal a final grade must follow these procedures:

- The student must first contact the instructor for full explanation of the grade given and the basis for assigning the grade.
- If there is no resolution, then the student may file a grade appeal request form (available from the Student Services office) and any supporting documents to info@dkuniversity.org. If a properly completed grade appeal request form is not received by the University within 6 weeks of the end date of the course, then the student will forfeit any further right to appeal.
- After the University receives the grade appeal request form, it will be forwarded to the instructor for a response.
- The Academic Appeals Committee will meet to review the form and submitted documents. The decision of the committee will be final and binding upon all parties.

Academic Policy Grievance

An academic policy grievance involves those situations in which a student believes that the University has not followed published academic policies. A student who wishes to file an academic policy grievance must follow these procedures:

10. It is recommended that the student first contact the person who has made the decision for a full explanation of the policy and how the policy was followed.
11. The student may request that the matter be reviewed by the Academic Appeals Committee by filing a formal request in writing to info@dkuniversity.org within 30 calendar days of the event.
12. The student may appeal the Academic Appeals Committee decision to the Chief Academic Officer by submission of a written request to info@dkuniversity.org within 15 calendar days of the notice in step 2. The decision of the Chief Academic Officer will be final and binding upon all parties.

Independent Study

A student wishing to study a subject matter that is relevant to his/her degree program, but not listed in the catalog, may request an independent study of that subject. The two major criteria are (1) relevance and (2) lack of subject availability through any other course in the catalog. Students on any kind of academic restriction will not be considered for an independent study. Students may contact Student Services to determine approval.

PROGRAMS: UNDERGRADUATE STUDIES

Dale Kietzman University offers Associate through Doctoral degrees with majors in Business, Christian Ministry, Computer Science, Interdisciplinary Studies, International Development, and Physiotherapy. These programs are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

Note: Content courses for Computer Science and Physiotherapy programs are available only onsite at the Douala, Cameroon campus. General education courses are taken online.

Program Overview

Undergraduate Programs	Graduate Programs
Associates: Business, Christian Ministry, Computer Science*, Healthcare Administration, Human Services, Interdisciplinary Studies, Physiotherapy*	Masters: Business Administration (with concentrations), Christian Ministry (with concentrations), Computer Science/MBA Hybrid, International Development*, Organizational Leadership, Physiotherapy*
Bachelors: Business Management, Christian Ministry, Communication, Healthcare Administration, Human Services, Information Technology*, Physiotherapy*, Psychology	Doctorates: Ph.D. in Business, Ph.D. in International Development, Ph.D. in Practical Theology, Ph.D. in Physiotherapy

Admission Requirements

Application Process

Students may start courses before the admissions process is completed but must have all application file requirements submitted within 5 weeks. Pieces that must be included in the file before being considered for admission are:

- Students seeking to complete an associate's degree or having less than 12 transferrable college credits must submit a legible copy of an official high school transcript/GED/international equivalency as proof of high school equivalency.
- Students seeking to complete a degree must submit official transcripts of prior college work from all institutions previously attended.
- Completed and signed application and application fee paid (non-refundable).
- Residential onsite students undergraduate from non-English-speaking countries may be required to complete the TOEFL or other approved tests if English is not their first language.
- Ministry Reference Form (for Christian Ministries students only).

Undergraduate Program Policies

Undergraduate Transfer Student Policy

Dale Kietzman University welcomes students to apply transfer credits from other institutions. The following provisions govern transferring credits:

- All academic courses in which at least a "C-" grade or its equivalent has been earned are eligible for transfer, subject to discretion of the University, providing the courses were taken at a U.S. Department of Education (USDE) recognized regionally or nationally accredited college/university.
- Credits earned at an institution that does not hold USDE regional or national accreditation will be accepted only after probationary study of 30 credit hours and achievement of a 2.0 average or better.
- Bible and theology courses will only be accepted for transfer credit if earned from ABHE, CCCU, TRACS, or other approved institutions.
- Courses must be for college credit (i.e. not developmental).

Advanced Standing

A student bringing transfer credit may be granted advanced standing to replace required courses. In undergraduate programs, a student may transfer in up to 6 classes or 18 semester hours (whichever is more advantageous for the student) for advanced standing. The course(s) must be equivalent in content and equal in credit weight to be considered.

Credit by Examination

The University accepts credit for knowledge demonstrated by CLEP and DANTES exams. These two programs are U.S.-based national sets of exams on selected topics, offered on a regular schedule.

Prior Learning Assessment (PLA)

Students can earn credits through a portfolio process at the following levels:

- Associate: Maximum of 12 semester credit hours
- Bachelor: Maximum of 24 semester credit hours (includes 12 earned at the associate's level)
- Graduate: Maximum of 18 semester credit hours

These credits can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs, and work experiences. Students desiring PLA credit will work with DKU partner, InterLearn, to complete a process of documenting experiences for review by field experts. PLA per credit hour rate is \$150/credit hour.

Course Load

The normal course load is 12–15 credit hours per semester, taken one course at a time. After successful completion of the first semester, the Director of Student Services may approve the following:

- Overlapping of courses provided the student's cumulative GPA is 2.70 or higher.
- A course load of 17–18 hours provided the student cumulative GPA is 2.70 or higher.
- A course load of 19–21 hours provided the student's cumulative GPA is 3.00 or higher.

General Education Requirements (39 Credits)

Every undergraduate program will include the coverage of a core set of courses that provide a solid general education for each DKU student. Required courses include:

Bible/Theology/Ministry:

- BIB 141 Old Testament Survey (3 hours)
- BIB 143 New Testament Survey (3 hours)
- MIN 161 Living the Christian Faith (3 hours)

Communications:

- GEN 123 College Writing and Research I (3 hours)
- GEN 125 College Writing and Research II (3 hours)
- SPE 200 Oral Communications (3 hours)

Self & Society:

- GEN 110 College Study Skills (3 hours)
- HUM 131 Introduction to Psychology (3 hours)
- FIN 105 Personal Financial Management (3 hours)

Fine Arts & Humanities:

- HUM 133 Philosophy & Worldview (3 hours)
- HUM 231 World Civilizations (3 hours)

Reasoning & Scientific Logic:

- GEN 115 Technology for College (3 hours)
- GEN 221 Environmental Science (3 hours) (or program science)

Multiple Degrees, Majors, Concentrations, and Certificates

Obtaining a Second Bachelor's Degree

Students can obtain a second bachelor's degree. The following conditions apply:

- An earned baccalaureate degree from an institution that holds regional or national accreditation.
- Earn a minimum of thirty (30) credit hours beyond the first degree.
- Complete general education and Bible/theology requirements associated with the degree declared.
- Complete two-thirds of the major courses within the second bachelor's degree program.
- Meet the residency requirement.

Obtaining a Second Major

Students can obtain a second major while completing their degree with their originally declared major. Second majors are fully different programs. The following conditions apply:

- Complete the specific requirements of the original major declared.
- Complete two-thirds of the major courses within the second major's program.
- Meet the 30-hour residency requirement for undergraduate programs.

Obtaining Additional Concentrations

Students can obtain additional concentrations while completing their degree. The following conditions apply:

- Complete the specific requirements of all concentrations declared.
- Complete all of the courses within the additional concentrations at DKU.
- Meet the residency requirement.

Obtaining Certificate(s)

Students can obtain certificate(s) in a separate discipline area while completing their degree. The following conditions apply:

- Complete the specific requirements of all certificates declared.
- All of the courses within the additional certificates must be completed at DKU.
- Must meet the residency requirement.

UNDERGRADUATE GRADING SYSTEM

Grades are due from the Instructor to the DKU Registrar's Office 15 days after the end date listed in the University SIS. They may take several days to administratively process. Grade changes are subject to additional approvals and may take up to 10 days to administratively process.

Undergraduate Grade Definitions

A	Superior Work. Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.
B	Above Average. Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth or insight that A-level work has.

C	Average. Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles.
D	Inferior but Passing. Implies poor thinking and performance in a course. D-level work is inconsistently clear, precise, well-reasoned.
F	Failure. Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.
I	Incomplete. Recorded temporarily in extenuating circumstances after student request and administrative approval.
W	Withdrawal. Not used in computing the student's GPA but does affect completion rate.
WP	Withdrawal Passing. Not used in computing student's GPA but does affect completion rate.
WF	Withdrawal Failing. Used in computing student's GPA but does not affect completion rate.
AU	Audit. No credit is earned. Not used in computing the student's GPA.
P	Passing. Credit given for a pass/no credit course. Not used in computing the student's GPA.
NC	No Credit. No credit is given for a credit/no credit course. Not used in computing the student's GPA.

Computing Undergraduate Grade Point Averages (GPA)

DKU uses a standard four-point GPA scale as follows:

Grade	Weight	Percentage
A	4.00	89.5 – 100%
B	3.00	79.5 – 89.4%
C	2.00	69.5 – 79.4%
D	1.00	59.5 – 69.4%
F	0.00	59.4% or below
I	0.00 (Temporary)	—
W	No GPA assigned	—
WP	No GPA assigned	—
WF	0.00	—
AU	No GPA assigned	—
P	No GPA assigned	—
NC	No GPA assigned	—

Probation and Suspension

Students should strive to maintain an appropriate grade point average (GPA) for the degree they are seeking. When students are not able to maintain a 2.0 or "C" grade average over time they are likely to be placed on probation or suspended from the University.

Probation is a general status placed on either new students who do not meet the full requirements for admission or for continuing students who have not maintained a cumulative or semester GPA of a 2.0 for one or more semesters. Students on probation may not register for more than 15 credits per semester with no overlapping courses while on probation.

Suspension occurs when a student is not able to increase their GPA above a 2.0 for more than two consecutive semesters. Students may appeal a GPA suspension by submitting extenuating appeal information to the university admissions and records office within one month of suspension notification.

Undergraduate Latin Honors

The following honors are designed for bachelor's graduates. Students who have earned at least 60 credit hours in residency must meet the following criteria:

- Summa Cum Laude (with highest honors): cumulative grade point average of 3.90 or above.
- Magna Cum Laude (with high honors): cumulative grade point average of 3.75–3.89.
- Cum Laude (with honors): cumulative grade point average of 3.50–3.74.

Students who have earned between 40 and 59.9 credit hours in residency must meet the following criteria:

- Summa Cum Laude (with highest honors): cumulative grade point average of 3.95 or above.
- Magna Cum Laude (with high honors): cumulative grade point average of 3.80–3.94.
- Cum Laude (with honors): cumulative grade point average of 3.55–3.79.

Graduate Honors

Graduate students may graduate with honors according to the following scale:

- High Honors: 3.95 or above
- Honors: 3.80 – 3.94

Graduation Requirements

To graduate a student must:

13. Complete the approved course of study for one of the programs offered.
14. Complete the additional hours required in the areas of general education and general electives. The Bachelor degrees require 120 semester credits. The Associate degree requires 60 semester credits.
15. Achieve a cumulative GPA of at least 2.0 or better (on a 4.0 scale) on all course work.
16. Complete all CLEP and PLA credits.
17. Satisfy all financial obligations to the University and be in good standing with the University.
18. Submit Graduation Application by published deadline, accompanied by the non-refundable Graduation Fee.

Residency Requirements

In order to graduate from Dale Kietzman University, candidates must have taken:

- At least 15 credit hours from DKU for an associate's degree.
- At least 30 credit hours from DKU for a bachelor's degree.
- At least 27 credit hours from DKU for a master's degree.

Degree Conferral

Degrees are conferred in a rolling process to allow students who complete all program requirements to have their final transcript and diploma. Typically, conferral happens monthly. Those with degrees already conferred are encouraged to participate in the next commencement ceremony.

Commencement

Dale Kietzman University conducts a commencement ceremony to celebrate the graduation of the students who completed their programs within the prior year. Students wishing to participate in the commencement ceremony must: (1) lack no more than nine credit hours to complete, and (2) have all requirements completed by September 1.

UNDERGRADUATE PROGRAMS

At Dale Kietzman University, undergraduate programming consists of Certificates, Associate, and Bachelor programs.

Certificates are 12 hours of programming in a particular topic that form a Concentration when combined with a Bachelor's Core.

Associate's degrees are 60–63 hours of specific programming as outlined by DKU.

Bachelor's degrees are 120 semester hours combining a Bachelor's core, general education, and electives.

Associate Degree + Bachelor Core (+ Concentration/Electives) = Bachelor's Degree

Certificates / Concentrations

Accounting and Auditing

An understanding of accounting and audits helps individuals understand the proper financial operations of an organization. The Certificate in Accounting and Auditing provides the learner with an understanding of aspects of accounting and auditing principles.

Banking and Finance

Banking and finance are areas that are required in business settings around the world. The Certificate in Banking and Finance provides the learner with an understanding of aspects of banking practice.

Communication

Communication strategies are needed in every field, for every endeavor. The Certificate in Communication helps the learner to understand the field-based areas necessary for communicating with other individuals and organizations. Upon completion, a student should be able to demonstrate successful methods for effective communication in the marketplace.

Criminal Justice

The Certificate in Criminal Justice, most often coupled with the Human Services programming, helps learners to think Biblically regarding law enforcement and the opportunities for ministry in this arena. Upon completion, a student should be able to recognize the Biblical perspective needed to effectively serve individuals engaged or entangled in the Criminal Justice arena.

Professional Recruiting

Designed in conjunction with the Institute of Recruiting, this Certificate also comes with a Professional Recruiter Certification (PRC) from the Institute of Recruiting upon successful completion. Upon

completion, a student should be able to demonstrate the market-ready strategies for recruiting personnel to new roles for organizations.

Transportation and Logistics

The management of transportation and logistics is an ever growing field in our increasingly mobile society. The certificate in Transportation and Logistics provides a basis for understanding the needs of those sectors. Upon completion, a student should be able to develop a global business perspective regarding transportation and logistics management.

Associate Programs

Associate degrees through Dale Kietzman University are 60–63 semester hours long and contain the required General Education Degree Core. The Associate degrees also form the first half of a Bachelor degree.

Associate Degree in Business

The Associate of Arts in Business degree provides students a solid grounding in essential principles and practices in business. Upon completion of this program, a student should be able to:

19. Demonstrate basic proficiency in essential business skills.
20. Devise a personal philosophy of business.
21. Integrate a biblical-based Christian worldview that can be used in business settings.

Associate Degree in Christian Ministry

The Associate Degree in Christian Ministry is for individuals involved in or preparing for ministry as a vocation or avocation. Upon completion of this program, a student should be able to:

22. Demonstrate a deepening relationship with Jesus Christ evidenced in a greater commitment to service.
23. Construct a personal philosophy for ministry that is consistent with Scripture and proven leadership principles.
24. Apply practical principles and strategies in creating a model for effective ministry practice.

Associate Degree in Computer Science

The Associate Degree in Computer Science is designed to help learners engage technology effectively through an understanding of the structures and systems used to operate in the digital world. Upon completion of this program, a student should be able to:

25. Solve computer-related problems using critical thinking skills.
26. Identify the role and application of computer technology in the digital age to field-based topics.
27. Understand biblical-based Christian worldview that can be used in computer science settings.

Associate Degree in Healthcare Administration

The Associate of Arts in Healthcare Administration provides students a solid grounding in essential principles and practices in healthcare administration. Upon completion of this program, a student should be able to:

28. Demonstrate basic proficiency in essential business skills.
29. Devise a personal philosophy of healthcare administration and leadership.
30. Understand biblical-based Christian worldview that can be used in healthcare settings.

Associate Degree in Human Services

The Associate of Arts in Human Services lays a foundation for those interested in serving individuals, families, and society. Its purpose is to develop biblically-informed entry-level practitioners who are ethical thinkers. Upon completion of this program, a student should be able to:

31. Integrate Christian principles in critical thinking and decision making.
32. Articulate a basic understanding of the principles related to Human Services.

33. Pursue a baccalaureate degree related to Human Services.

Associate Degree in Interdisciplinary Studies

The Associate Degree in Interdisciplinary Studies allows students to explore personal topic interest areas before moving on to the Bachelor's Degree or bring in credits previously earned more easily. It is also the degree program used for the Dual Degree High School Program. Upon completion of this program, a student should be able to:

34. Apply knowledge acquisition, communication, cultural intelligence, and critical thinking skills to expand self-efficacy and achieve college-level academic study.
35. Apply the Bible and doctrinal themes to life and learning to form a biblical worldview.
36. Understand the role that culture plays in serving others with their education.

Associate Degree in Physiotherapy

The Associate Degree in Physiotherapy provides a foundation of general education and science fundamentals necessary to move on to the Bachelor's Degree in Physiotherapy. Upon completion of this program, a student should be able to:

37. Select and perform safe and effective interventions within the Physical Therapist Assistant (PTA) scope of practice.
38. Demonstrate knowledge of physical therapy laws and regulations.
39. Demonstrate ethical and professional behaviors consistent with professional standards and practice.
40. Communicate effectively, both verbally and in writing, as appropriate for a PTA practice.
41. Participate in self-assessment and develop plans to improve knowledge, skills, and behavior.
42. Incorporate an understanding of the implications of individual and cultural differences, and adapt behavior and delivery of care accordingly.

Bachelor Programs

Bachelor's degrees through Dale Kietzman University are 120 semester hours long and contain the required General Education Degree Core.

Bachelor's in Business Management

The Bachelor of Science in Business prepares students to effectively lead and manage businesses and organizations anywhere in the world, including for-profit enterprises, not-for-profit organizations, and governmental and international non-governmental entities. Upon completion of this program, a student should be able to:

43. Demonstrate basic proficiency in essential business skills.
44. Devise a personal philosophy of business.
45. Integrate a biblical-based Christian worldview that can be used in business settings.
46. Demonstrate entrepreneurship ideas and practical business techniques capable of starting a personal business endeavor.

Bachelor's in Christian Ministry

The Bachelor's degree in Christian Ministry is for individuals involved in or preparing for ministry as a vocation. Upon completion of this program, a student should be able to:

47. Construct a comprehensive personal philosophy for ministry that is consistent with Scripture and proven leadership principles.
48. Apply practical principles and strategies for effective ministry practice in a team environment.
49. Analyze and interpret biblical texts and basic doctrinal themes.

Bachelor's in Computer Science

The Information Technology major prepares students for a career in the information technology field. The program integrates information technology with business and equips students to plan, implement, and support information systems. Upon completion of this program, a student should be able to:

50. Analyze users' technology needs.
51. Evaluate current and emerging technologies.
52. Create an effective IT project plan.
53. Integrate Christian principles in critical thinking and decision-making.
54. Apply management principles to work with people and processes within an organization.

Bachelor's in Healthcare Administration

The Healthcare Administration Bachelor of Science degree prepares working professionals to assume roles as dynamic leaders in the healthcare industry. Upon completion of this program, a student should be able to:

55. Demonstrate basic proficiency in essential healthcare administration skills.
56. Devise a personal philosophy of leadership for a diverse and multicultural 21st century workforce.
57. Understand biblical-based Christian worldview that can be applied to healthcare settings.
58. Demonstrate and apply business principles and healthcare leadership best practices in ethics, finance, operational management, informatics, and human resources.

Bachelor's in Human Services

The Bachelor's in Human Services will provide a comprehensive understanding of helping and healing relationships that enable graduates to serve individuals, families, and society. Upon completion of this program, a student should be able to:

59. Develop a personal philosophy of human helping, emphasizing student strengths and potential growth areas.
60. Apply the principles and skills of ethical decision-making and respect for diversity.
61. Demonstrate interpersonal skills in helping relationships and group dynamics.
62. Recognize the social and psychological dimensions of human interactions in a variety of settings.

Bachelor's in Physiotherapy

The Bachelor's in Physiotherapy is a popular modular program that offers both classroom and clinical-based experience. The program covers theoretical disciplines including human anatomy and physiology, therapeutics, cardiorespiratory, neurological and musculoskeletal physiotherapy, psycho-social aspects of health care, as well as professional codes of conduct, cultural competence, ethics, research, and study skills. Upon completion of this program, a student should be able to:

63. Demonstrate appropriate professional behavior with an awareness of the fundamental legal and ethical boundaries of professional practice.
64. Demonstrate appropriate interpersonal communication skills with service users and other members of the health care team.
65. Assess and collect service user data and report in a professionally appropriate manner.
66. Engage in reflective practice and experiential learning.
67. Demonstrate safe and effective use of appropriate core physiotherapeutic skills.
68. Demonstrate a developing awareness of the roles of other professionals in health and social care.

Bachelor's Degree in Psychology

The science of psychology goes beyond diagnosing and treating mental illness. Psychology students embrace individuals holistically, taking a bio-psycho-social-spiritual perspective. Approaching psychology from a biblical worldview empowers students to support psychological findings in God's general revelation with His special revelation, the Bible. Upon completion of this program, a student should be able to:

69. Identify and apply psychological concepts, theories, and research to various behavior problems.
70. Interpret and illustrate skills in scientific inquiry and critical thinking.

71. Construct culturally appropriate, ethical behavior in response to an increasingly diverse world.
72. Demonstrate proficiency in writing and in oral and interpersonal communication skills.

GRADUATE PROGRAMS

Dale Kietzman has Master's and Doctoral programming for its students. Those programs are developed in response to the needs of our communities.

Master's programs range in length from 30–51 hours and include:

- Executive MBA (30 hours)
- MBA with Concentrations (36 hours): Finance, Healthcare Administration, Management, Organizational Leadership, Public Administration
- Master of Christian Ministry with Concentrations (36 hours): Chaplaincy, Counseling, Pastoral Leadership, Missions, TESOL
- Master of Computer Science/MBA Hybrid
- Master of International Development
- Master of Organizational Leadership

Master's Degrees

Executive MBA

The Executive Master of Business Administration is designed as a program for individuals who are later in their careers with more experience but still desiring to gain additional expertise gained through further education. As a result, the length of the program is slightly less than the traditional MBA with a concentration at 30 hours. Upon completion of this program, a student should be able to:

73. Engage and learn generally recognized principles, dynamics, and best practices in the core disciplines of business, economics, and organizational development, especially as applied within a cross-cultural and international context.
74. Formulate a personal philosophy of effective and ethical business and leadership practices and strategies, well-grounded in a biblically-based Christian worldview.
75. Demonstrate the ability to effectively and ethically lead people, manage systems and operations, and steward resources at various levels within for-profit and not-for-profit organizations.

MBA with Concentrations

The Master of Business Administration provides emerging business professionals and organizational leaders the core knowledge and skills required for effectively and ethically managing organizations and leading people. DKU's MBA is a 36-credit hour online program that develops the essential tools for critical thinking and decision-making both in for-profit and not-for-profit entities.

Concentrations available include:

- Finance: Allows the learner to focus on the financial needs of the organization and how the market relates to the profitability of the organization.
- Healthcare Administration: For those interested in the ever-expanding business aspects of the healthcare field, focused on devising strategies for leading healthcare organizations.
- Management: The traditional and general MBA focus, providing broad coverage of business issues faced by the leader in the organization today.
- Organizational Leadership: Prepares the learner with the educational edge to excel at leadership within the organization.

- **Public Administration:** Helps the business student consider the aspects of public service and combine business acumen with civic duty.

Master's of Christian Ministry with Concentrations

The Master of Practical Theology degree program seeks to prepare men and women for ministry both within their own particular communities of faith and cultures and also to the larger body of Christ. The Master's of Christian Ministries is a 36-hour program with 21 hours of focused concentration. Upon completion of this program, a student should be able to:

76. Demonstrate a knowledge of Scripture and the ability to use hermeneutical and exegetical principles to interpret and apply the Word of God in life and ministry.
77. Explain the heritage, traditions, and practices of the global Pentecostal/Charismatic Movements.
78. Communicate a biblically-based and Spirit-empowered theology of ministry and leadership.
79. Apply biblical and theological knowledge to one's personal spiritual formation within the practices of ministry.
80. Integrate biblical and theological knowledge in the student's specialized area of ministry.

Concentrations available include:

- **Chaplaincy:** Prepares the learner for Chaplaincy roles within hospitals, businesses, non-profits, and other civic groups.
- **Counseling (Marriage and Family Care / Mission Care):** Designed for church counseling with focus on identifying and addressing common family issues in an ethical and culturally-sensitive manner.
- **Pastoral Leadership:** Designed to help pastors lead their congregations, allowing the learner to select courses most appropriate to their needs.
- **Missions:** Offers courses on a variety of important areas for missionaries to apply biblical principles and models for participating in the global mission of God.
- **TESOL:** Prepares the learner to use English teaching as a ministry, reaching others with the message of Christ.

Master of Computer Science/MBA Hybrid

Dale Kietzman University's Master's in Computer Science MBA Hybrid program provides IT professionals with the advanced knowledge to manage the increasingly complex information systems in use today. This 42-hour program provides a strong MBA basis offered online for the first 24 hours of the program. Then, learners switch to an onsite hands-on Computer Science core. Upon completion of this program, a student should be able to:

81. Engage and learn generally recognized principles, dynamics, and best practices in the core disciplines of business, economics, information technology, and operations.
82. Demonstrate the ability to effectively and ethically lead people, manage systems and operations, and steward resources at various levels within organizations.
83. Analyze complex, real-world problems and apply principles of computing and other relevant disciplines to identify solutions.
84. Recognize professional responsibilities and make informed judgments in computing practice based on ethical and moral principles.

Master's of International Development

The Master's of International Development offers a coherent and interdisciplinary grounding in the core aspects of international development theory, policy, and practice. The course is designed for social science graduates, or for those working in a wide range of development organizations both internationally and within developing countries. It aims to blend theory and practice and seeks to explain policy behavior through an integrated approach. Upon completion of this program, a student should be able to:

85. Prioritize central concepts of international development, including measurement of development, actors, theoretical approaches, and the history and trajectory of the field.

86. Analyze specific development contexts and cases in order to evaluate the strengths and limitations of theoretical approaches, programs, and projects.
87. Evaluate the merits of different approaches to international development on the basis of values at stake, including Biblical, ethical, political, social, environmental, and economic ramifications.
88. Appraise the causes and implications of a range of global environmental challenges and of different forms of response.

Master's of Organizational Leadership

The Master of Organizational Leadership (MOL) degree program prepares working professionals to assume roles as dynamic leaders throughout the United States and around the world. Upon completion of this program, a student should be able to:

89. Analyze and apply principles of effective organizational leadership, personal leadership development, foundational theories of leadership, leadership research, and cultural/sociological/psychological dynamics.
90. Evaluate and implement high-quality organizational leadership best practices in the core disciplines of strategic planning, team building, change management, finance, and human resources.
91. Formulate solutions to organizational questions and problems within a diverse array of global organizations to improve the organization.
92. Articulate an ethical personal leadership philosophy for a diverse and multicultural 21st century workforce based upon a Christian worldview.

Doctoral Programs

The DKU Doctoral programs are designed to offer students advanced coursework and/or research. Most of the doctoral programs are dissertation-only research options. The Doctorate in Physiotherapy is a coursework-based program.

Dissertation-Only Doctor of Philosophy

Dale Kietzman University currently offers Dissertation-Only Doctoral programs in the following areas:

- Business
- International Development
- Practical Theology

Upon completion of this program, a student should be able to:

93. Establish a Christian worldview regarding one's research area.
94. Appraise the research area for problems needing an answer.
95. Evaluate the field through communication of personal research.
96. Generalize findings for solutions and theories for the research area.

Doctorate in Physical Therapy

The demand for physical therapists is expected to grow nationally at a rate much faster than the average for all occupations. With that in mind, DKU has created a student-centric, three-year Doctorate in Physiotherapy program dedicated to developing proficient physical therapists. Leveraging innovative learning strategies, DKU's Doctor of Physiotherapy program places experience and collaboration at the cornerstone of student achievement. Upon completion of this program, a student should be able to:

97. Provide professional physical therapy services to diverse populations consistent with American Physical Therapy Association (APTA) standards.
98. Perform autonomous entry-level physical therapy skills in a safe manner.
99. Facilitate culturally sensitive communication using consultative and collaborative skills as a part of the health care team.

100. Design evidence-based physical therapy treatment plans using clinical reasoning for optimal patient-centered care.
101. Exercise professional conduct that is consistent with the ethical and legal practice of physical therapy.

DALE KIETZMAN UNIVERSITY ADMINISTRATORS

The staff at DKU care about the well-being and success of students. We look forward to welcoming you to our community and supporting you through your time at Dale Kietzman University!

Dr. Andre Talla, Chancellor

Dr. Anne Wade, President & CEO

Dr. Santarvis Brown, VP & CAO

DALE KIETZMAN UNIVERSITY BOARD OF TRUSTEES

Dr. Andre Talla, Chair

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COURSE DESCRIPTIONS

The following courses are offered by Dale Kietzman University. Course availability may vary by term and campus location.

ADM – Administration

ADM 500 MPA Program Foundations (3 credits)

This course introduces incoming MPA students to the study and profession of public administration with an emphasis on leadership and service. The focus is on how government and public organizations serve stakeholders; the manner in which services are provided; how organizational, financial, and human resources are managed; and how evaluation and change is accomplished. Students will develop skills to succeed as graduate students in the program.

ADM 520 Public Administration (3 credits)

This course investigates theoretical, structural, and practical foundations of public administration and its evolution in the United States through a Christian worldview. The complexity of real-world organizational leadership, managerial, ethical, political, and technical contexts of public administration will be addressed. Students will analyze, interpret and critique current public administration issues through the lens of principled leadership and service.

BIB – Bible

BIB 100 Studying the Bible (3 credits)

This course explores and practices the basic principles of general hermeneutics (principles of interpretation). Learners will focus on learning and performing the guiding principles that lead to correctly understanding the Bible.

BIB 110D Old Testament Survey (3 credits)

In this course, you will become familiar with the contents of each book of the Old Testament and the broad historical framework of Old Testament events. You will pay special attention to key passages and prominent themes of the Old Testament. You will read the Old Testament with a view to using it for spiritual formation and discipleship.

BIB 120D New Testament Survey (3 credits)

This course is an overview of the books of the New Testament and the historical circumstances surrounding them. The focus is on the background, content, message, and personal application of each New Testament book. Attention will also be given to examining the process by which the New Testament canon was formed and transmitted throughout the history of the Church.

BIB 140 Old Testament Survey (3 credits)

This course is a survey of Old Testament literature in its historical setting. Attention is given to outstanding persons, events, and theological emphases.

BIB 145 New Testament Survey (3 credits)

This course is a survey of the background and content of the New Testament with an emphasis on learning to ask questions that will give the student a deeper understanding of the Scriptures. It is designed for students who desire to use the New Testament for the purposes intended by God both in their personal lives and in their teaching. The course is designed from a conservative, evangelical, and dispensational framework.

BIB 301 Biblical Resources for Professionals (3 credits)

This course will address principles and techniques applied to various styles and types of biblical writing. Emphasis is given to critical analysis, word studies, interpretation and application of selected passages.

BIB 342 Life of Christ (3 credits)

This course is a journey in the steps of Christ to experience authentic and transformative Christian living. Students will explore context, life examples, teachings, and theology inherent in the life of Christ in order to develop a personal theology. The four Gospels serve as the knowledge base.

BIB 344 Redemption in the Old Testament (3 credits)

This course is an overview of the Old Testament teachings and application of the doctrine of redemption for both individuals and the community of Israel. It includes contextual relationships and the redemptive work of Jesus Christ to provide foundational knowledge of the Christian view of redemption.

BIB 350 Scripture & Christian Living (3 credits)

This course investigates how Christians may live in the contemporary world as people shaped by Scripture. It explains how to use the compass of Scripture to navigate a world of competing allegiances while faithfully bearing witness to God's reign.

BIB 360 Biblical Theology (3 credits)

This course considers key biblical doctrines from a biblical perspective. It explores the scriptural foundations for Christian teaching and highlights contributions of both the Old and New Testaments, while noting any developments in salvation history or further revelation from God.

BIB 361 Romans (3 credits)

Within the framework of an exegetical study, you will focus on the New Testament's most organized, thorough exposition of the Christian faith and its relations to human history and implications for Christian living. Giving special attention to the personal application of the message, you will apply principles of biblical interpretation to the study of this book.

BIB 442 Letters of Paul (3 credits)

This course examines the background and ministry of Paul, as well as the origin and purpose of each of the Pauline epistles in the context of the development of his ministry. The study will include an analysis and synthesis of major Pauline themes, including the Pauline concept of the church and its mission.

BIB 475 Biblical Studies Capstone (3 credits)

The Biblical Studies Capstone is the final course in the Biblical Studies Program. This course will highlight all that has been learned during the student's time at the university. With the completion of this course, the student should be fully prepared to graduate and be equipped to begin full-time Christian service.

BIB 500 Hermeneutics (3 credits)

Hermeneutics introduces you to the principles and processes of biblical interpretation and application. Emphasis will be placed on both theory and practice. Within the framework of an exegetical method, you will learn to apply basic principles to selected missiological passages from the Old and New Testaments. You will give special attention to the principles used in correctly interpreting parables, poetry, and prophecy.

BIB 510 Old Testament I (3 credits)

This course is an examination of the current status of research in studies relative to the Pentateuch and Historical Books. Special attention will be given to biblical introduction, hermeneutics, and the acquiring of a strategic grasp of the historical setting, literary genres, and structure of each book, as well as areas of critical concern.

BIB 520 New Testament I: The Gospels (3 credits)

This course explores the New Testament with a specific emphasis on the gospels (Matthew, Mark, Luke, and John), including a broad historical framework of New Testament events.

BIB 620 Bible Backgrounds (3 credits)

This course examines the resources and methodological principles for studying and applying the finds of Bible backgrounds as an integral part of the hermeneutical process. As you compare the history, cultures, and literature of the biblical world, you will see similarities and differences and evaluate their impact and role in the exegesis of the biblical text.

BIB 660 1 & 2 Peter and Jude (3 credits)

This course investigates the unique message of 1 and 2 Peter and Jude in light of their historical, literary settings and how they relate to one another and to the broader teaching of the New Testament. Students will gain experience in approaching the exegetical difficulties of each book and in developing text-based applications for life and ministry.

BUS – Business

BUS 110 Fundamentals of Business (3 credits)

This course provides an overview of the fundamental practices and issues involved in managing and operating a business in today's marketplace. Areas of business explored in this course include various management theories, economic concepts, management and organization, human resources, sales and marketing, and operations. The course also examines the challenges of operating in both domestic and global markets, business ethics and business strategy.

BUS 205 Introduction to Economics (3 credits)

This course is an introduction to the study of economics and its impact upon society. Key historical economic theories are introduced along with fundamental economic concepts. Key microeconomic topics covered include the concept of scarcity, supply and demand function, production, monopoly, oligopoly, monopolistic competition, and perfect competition market structures. Macroeconomic topics include classical macroeconomic theories, basic fiscal and monetary policy and the instruments used to implement them, the economic cycle, inflation, and unemployment.

BUS 225 Financial Management (3 credits)

This course is an introduction to business and financial policies regarding allocation, acquisition, and flow of funds. The student is introduced to basic accounting terms and principles and develops skills in reading financial statements, calculating ratios, and managing budgets.

BUS 230 Introduction to Finance (3 credits)

This course will provide opportunity to learn basic finance principles linking financial markets, institutions and investors. An overview of the flow of capital will be explored from the corporate perspective, including topics such as interest rates, stocks, bonds, risk and return, the time value of money, and the cost of capital.

BUS 245 Accounting I (3 credits)

This course is an introduction to the field of accounting and the role that accounting plays in business. Students will be introduced to journals, ledgers, postings, and adjusting/closing of the books. The course emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

BUS 255 Fundamentals of Business Law (3 credits)

This course provides an overview of the law as it pertains to business organizations. It will introduce the student to the legal system in its various forms and its impact on the legal environment of business. Topics include the Constitution and its historical foundation, ethics, business decision-making, alternative dispute resolution, torts, intellectual property, criminal law and cybercrimes, contracts, sales and lease, and employment law.

BUS 260 Global Issues in Business (3 credits)

This course familiarizes students with important considerations in conducting business in an increasingly global economy. Students will be exposed to some of the issues encountered in global business. Key topics will include cultural issues, ethical issues, and political and economic issues.

BUS 275 Business Case Studies (3 credits)

This course requires the students to utilize much of what they have already learned in previous courses and to apply that knowledge in solving actual business issues in organizations. This course will include written case studies exploring the identified problem, the relevant literature, and the proposed recommendations.

BUS 332 Business Ethics (3 credits)

This course is a study of ethical theories and how they relate to contemporary issues in business. Special attention is given to the application of Judeo-Christian ethical principles, identifying basic beliefs, values, commitments, and ethical decision-making.

BUS 410 Management of Information Systems (3 credits)

This course is an introduction to the design and use of management information systems for the business student. It presents the significant components and technologies employed in information systems, their impact on business processes, and the contribution they make to competitive advantage. Special attention is paid to the role of information systems in global, multinational businesses.

BUS 430 Management of Marketing (3 credits)

This course examines various aspects of the discipline of marketing as they relate to today's domestic and global marketplaces. Multiple marketing strategies will be analyzed and the behavior of consumers in various target markets will be explored. Information related to understanding and making advantageous marketing decisions related to product and service offerings, distribution, promotion, and pricing will also be examined.

BUS 445 Accounting II (3 credits)

This course will provide learners the opportunity to learn basic managerial accounting processes such as product and service costing, profit planning, capital investment analysis, flexible budgeting and financial statement analysis. Special attention will be given to the use of computer applications to perform analysis and make decisions.

BUS 465 Finance and Budgeting for Managers (3 credits)

This course will build upon basic finance concepts involving financial markets. An in-depth review of the function and use of financial statements in capital markets will be surveyed. Managerial planning and decision-making roles will be explored in topics such as capital budgeting, capital structure, leverage, and cash flow analysis.

BUS 470 Personnel Development (3 credits)

This course will prepare the student to integrate the various theories of learning, leadership, and motivation into a practical application of different methodologies, including needs assessment, development, and execution. Other important aspects covered include job design, coaching, mentoring, and performance management techniques.

BUS 475 Operations Management (3 credits)

This course is designed to provide an understanding of the foundations of the operations function from both manufacturing and services perspectives. The course will analyze operations from both the strategic and operational perspectives and highlight the competitive advantages that operations can provide for the organization. Topics covered include process analysis, materials management, production scheduling, quality improvement, and product design.

BUS 480 International Issues in Business (3 credits)

This course provides a context for understanding the global context for businesses seeking to grow internationally. Issues related to ethical and cultural differences among various countries are discussed, as well as strategies for entering the global market and competing successfully. Further, a biblical perspective on international business will be introduced.

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