

# Shiloh University

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## Application for Approval and Registration of Postsecondary Schools

7/25/2012

The following document contains the written application and 15 exhibits for your consideration.

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# Iowa College Student Aid Commission

Postsecondary Registration Administrator  
200 10<sup>th</sup> Street, Fourth Floor  
Des Moines, IA 50309  
(515) 725-3470

## Postsecondary Registration Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

### GENERAL INFORMATION

**Q.** *Who must register?*

**A.** Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

"School" is defined as an entity which:

- a. Is, owns, or operates a nonprofit postsecondary educational institution.
- b. Provides a postsecondary instructional program or course leading to a degree.
- c. Uses in its name the term "college", "academy", "institute", or "university" or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

"Presence" means maintaining a physical, postal, telephone or internet address within Iowa. "Presence" does not mean, "located in Iowa".

**Q.** *What is required to register?*

**A.** To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

**Q.** *When must registration and renewal occur?*

**A.** Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed every four years.

2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

**Q.** *Must the school also file a bond under Iowa Code §714.17 et seq?*

**A.** The provisions of *Iowa Code § 714.17 et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

**Q.** *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

**A.** *Iowa Code §490.1501* requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code §504.1501* similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code Chapter 261B* is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code §490.1501 et seq.* or *§504.1501 et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State  
State Capitol, Room 105  
Des Moines, Iowa 50319.  
Phone: (515) 281-8993  
FAX: (515) 242-5952  
Website: [www.sos.state.ia.us](http://www.sos.state.ia.us)

**Q.** What is the fee for registration or renewal?

**A.** The complete application fee structure is as follows:

Initial application \$4,000  
Renewal \$4,000  
Substantive Change or Amendment \$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator

200 10<sup>th</sup> Street, Fourth Floor

Des Moines, IA 50309

(515) 725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.

Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator  
200 10<sup>th</sup> Street, Fourth Floor  
Des Moines, IA 50309

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:  
[(261B.4(2))] and [(261B.4(1))]

Name of School: Shiloh University  
Street: 100 Shiloh Drive  
City: Kalona  
State: Iowa  
Zip: 52247  
Country: United States  
Telephone Number (including country or area code): (319) 656-2247

Type of corporation:  
 For-profit  
 Non-profit

Address of this school in all in other states, and in foreign countries:

Our principal and only office is listed above.

Address of all locations in Iowa where instruction is to be provided: *Instruction is provided online*

Suite	Street	City	State	Zip	Country	Telephone
	100 Shiloh Drive	Kalona	Iowa	52247	USA	319-656-2447

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

Program to be offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Bachelor's in Biblical and Pastoral Studies	\$17,000	None	\$4,540	None	\$21,540
Master's in Biblical and Pastoral Studies	\$9,350	None	\$2,740	None	\$12,090
Master of Divinity	\$12,750	None	\$3,540	None	\$16,290

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))]  
If the refund policy is attached, please summarize the policy below.

Tuition is only due to the school after the student has received official registration. Students are entitled to a 100% refund up to the trimester start date. After the beginning of the trimester students are entitled to an 80% refund in the first (seven day) week of classes. After that the possible refund amount decreases by 10% each week. Students will receive their refund within 30 days of request. The typical refund turnaround time is 10 days or less.

See attached Exhibit 1 – Refund Policy

Degrees granted by the school [(261B.4(5))]

- Bachelor of Arts in Biblical and Pastoral Studies
- Master of Arts in Biblical and Pastoral Studies
- Master of Divinity

Offered in Iowa [(261B.4(11))]

- All three above named programs

Offered outside of Iowa

- All three above named programs

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Christopher Reeves  
Street: 100 Shiloh Drive  
City: Kalona  
State: Iowa  
Zip: 52247  
Country: United States of America  
Telephone Number (including country or area code): (319) 656-2447 ext. 1315

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

**Response:**

The following disclosure information items (as listed above) are included in the publicly available Academic Catalog and on the public website: disclosures 1, 2, 3, 4, 5, and 6.

Website: <http://www.shilohuniversity.edu/>

Catalog: [http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh\\_university\\_catalog.pdf](http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh_university_catalog.pdf)

The following disclosure information items (as listed above) are also included in each student's signed Enrollment Agreement: disclosures 3 and 4. Also, the school's statement that the information is being provided in compliance with Iowa Code 261B.9 is included in the enrollment agreement.

See Attached Exhibit 2 – Enrollment Agreement

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Name: Christopher J. Reeves, President

Street: 100 Shiloh Drive

City: Kalona

State: Iowa

Zip: 52247

Country: United States of America

Telephone Number (including country or area code): (319) 656-2447 ext. 1315

Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

See Exhibit 3 – Officers and Members of the Legal Governing Body

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Shiloh University is an Iowa Nonprofit religious corporation. It has no share holders or other private ownership.

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: Distance Education and Training Council  
Suite: 2  
Street: 1601 18<sup>th</sup> Street N.W.  
City: Washington  
State: D.C.  
Zip: 20009  
Country: United States  
Telephone Number (including country or area code): (202) 234-5100  
Contact Person: Michael P. Lambert

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

See Exhibit 4 – DETC Certificate of Accreditation

Shiloh University has one administrative office in Iowa. This was the location of the accreditation site visit and subsequent accreditation.

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

Shiloh University keeps all paper student records in a locked file cabinet in the school administrative office. Student records are regularly maintained according to predetermined procedures for accuracy and consistency.

Shiloh University electronic student records are maintained in a student record management database (GradPro). All Gradpro records as well as scanned copies of physical records are regularly maintained on the school server. This server is backed up regularly and the backup disc is kept in a safety deposit box at our bank. In the event that physical records are destroyed, the school’s electronic management system includes all necessary information to recreate complete student records.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Registrar  
Street: 100 Shiloh Drive  
City: Kalona

State: Iowa  
 Zip: 52247  
 Country: United States of America  
 Telephone Number (including country or area code): (319) 656-2447 ext. 2

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
Iowa	Iowa College Student Aid Commission	603 East 12 <sup>th</sup> Street, FL 5 Des Moines, IA 50319	Carolyn Small	(515) 725-3400

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

**Course Delivery**

Shiloh University delivers all of its courses in an online format. They are presented in an outline format using the Moodle 1.9 Learning Management System. We are currently updating to Moodle 2.3. The Moodle course delivery system allows for clear and logical organization of instructional materials according to weekly lessons and assignments.

For each individual class, an area in the online classroom is designated for course level documents such as the syllabus, course introduction and study tips, uploading and file naming instructions, research paper instructions, and other resources. Another area contains fifteen weekly segments. Each weekly segment contains lesson instructions, videos or lectures, assignments, additional readings, quizzes, and other applicable materials. Students can also upload completed assignments and participate in class discussions.

Shiloh University uses a standard template for all lesson materials, modified as necessary for each course. Students see a consistent format for lessons for each course. Lessons are presented in a universal PDF format. This allows students to save, resize, and/or print materials as needed.

**Teaching Methodology**

Course subject matter is divided into fifteen weekly segments (lessons). Each segment gives lesson objectives and assignments that guide the student into learning activities. Lesson instructions are written in clear, easy to read language. The lesson objectives typically address a mix of cognitive learning levels. On a weekly basis assignments present various ways of interacting with the materials being studied. Open book quizzes are designed to reinforce the lessons, and allow students to focus on the information and knowing where to find it rather than on memorization. Exercises and written assignments allow students to think about and react to the materials. Discussions allow students to learn how others think and to expand their own perspective. Instructors are also engaged each week with grading feedback and assistance to students.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

No other State of Iowa agency requires approval of Shiloh University.

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

Do you:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

Do you intend to:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

Currently, Shiloh University enrolls students exclusively from The Living Word Fellowship and affiliated churches per our registration exemption with the Iowa Student Aid Commission. We enroll students in Iowa, other states, and worldwide. Our current student body is approximately 40. We also employ several Iowa faculty members.

We plan to enroll students outside of this current group, within and outside the State of Iowa, once we are registered. We also plan to expand the number of Iowa faculty members employed.

Name, address, and telephone number of full-time employees in Iowa.

Name: Christopher J. Reeves, President

Street: 2292 Lindy Lane

City: Kalona

State: Iowa

Zip: 52247

Country: United States of America

Telephone Number (including country or area code): (319) 936-0898

Name: Dr. Jenelle Sparks, Dean of General Education, Director of Institutional Effectiveness

Street: 2230 133<sup>rd</sup> Street

City: Kalona

State: Iowa

Zip: 52247

Country: United States of America

Telephone Number (including country or area code): (563) 349-0365

Name: Andy Thompson, Administrative Manager

Street: 100 Shiloh Drive, Apartment 153

City: Kalona

State: Iowa

Zip: 52247

Country: United States of America

Telephone Number (including country or area code): (319) 530-5974

Name: John Buckingham, M.Div, D.O., Dean of Biblical Studies  
Street: 1402 Nutmeg Avenue  
City: Kalona  
State: Iowa  
Zip: 52247  
Country: United States of America  
Telephone Number (including country or area code): (319) 330-2645

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

Yes  No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"?

(See the *Iowa Code* for details.)  Yes  No

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

Yes  No

Attach a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

See Exhibit 5 for our Independent Accountants' Audit Report. See page 22 of the included exhibits for evidence that the auditor is providing an unqualified opinion.

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

Students are required to purchase and learn to use the Logos Bible Software Scholar's Library as their digital biblical studies reference library. They are also required to purchase a set of eBooks containing over 1,800 messages/teachings published by The Living Word. The online classroom site also has links to online library resources, including WorldCat, Logos Books, Google Scholar, Christian Classics Ethereal Library, Bible Gateway, the Theological Research Exchange Network, and journal articles. Other library resources are discussed in the Library and Research tutorial course.

The following learning resources are also available to students from within the classroom site:

- Research tutorials
- Online library links
- Writing tutorials
- Grammar tutorials
- Instructions and templates for writing theological research papers, doctrinal research papers, and exegetical papers
- Tutorials and templates for creating bibliographies

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

The primary responsibility for course development rests with the academic council and individual credentialed and qualified instructors. The academic council is comprised of:

1. Jenelle Sparks, Ed.D., Dean
2. John Buckingham, M.Div, D.O., Dean
3. Ed Forbes, M.Div., Dean
3. Doug Barker, M.Div., Dean

See Exhibit 6 for a table of faculty credentials and the course(s) they teach.

See Exhibit 7 for a report on course authorship.

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

Shiloh University is housed in donated office space provided by Shiloh, a church and conference facility in Kalona, Iowa. Considering that our programs are exclusively provided online, our need for physical facilities is primarily limited to office space. The Apostolic Company (APCO), the parent organization of Shiloh University and the Shiloh church, has committed to fully supporting the resource needs of the University as it grows and expands.

See Exhibit 8 for a Unanimous Written Consent of the Directors of APCO approving the continued support of the University.

The Shiloh church functions out of three buildings on its 200 acre campus:

1. A 90,000-square-foot main building containing offices, classrooms, 400-person capacity dormitories, two conference rooms, a 100-person capacity multipurpose event room, and a 400-person capacity Sanctuary.
2. A 16,000-square-foot dining hall capable of feeding 1,500.
3. An 11,000-square-foot maintenance building and grounds-keeping facility

See Exhibit 9 for a photograph of the Shiloh church front entrance.

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

See Exhibit 10 for a letter of commitment to program delivery and our related agreement made to the Distance Education and Training Council.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

Shiloh University operates exclusively out of donated administrative office space in Kalona, IA. All administrative and technical services, key staff, and key faculty members function out of this location. Due to the online nature of our courses, our adjunct faculty members are located worldwide.

Address and contact information:

Shiloh University  
100 Shiloh Drive  
Kalona IA, 52247  
Telephone: (319) 656-2447  
Fax: (319) 656-2448  
Email contact: [administration@shilohuniversity.org](mailto:administration@shilohuniversity.org)

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complaints may be referred.

The following policy is included in our Academic Catalog:

**Administrative or Academic Grievances**

Shiloh University encourages any member of the University community including students, faculty, or staff; who has a formal complaint or a grievance to first direct their complaint or grievance to the faculty, staff or administrator involved.

Should the complaint or grievance not be resolved at that point, or should the member not feel comfortable directing their complaint or grievance to the faculty, staff, or administrator involved, then the individual with the complaint or grievance should submit a completed General Complaint / Grievance Form, to the Vice President of Administration.

The University will respond to the individual filing the complaint within 30 days of the Vice President of Administration receiving the completed General Complaint / Grievance Form.

See Exhibit 11 for a copy of the University's General Complaint / Grievance Form.

Complaints can be referred to:

Frank Pottorff, Vice President of Administration  
100 Shiloh Drive  
Kalona, IA 52247  
email: [frank.pottorff@shilohuniversity.org](mailto:frank.pottorff@shilohuniversity.org)

In addition to this procedure for formal complaints, the Director of Institutional Effectiveness and the Vice President of Administration work together to categorize, investigate, and resolve complaints.

The Director of Institutional Effectiveness maintains a "complaint file" for complaints made through anonymous student surveys. The process for categorizing, investigating, and resolving complaints from student surveys is as follows:

- Complaints collected from student surveys are analyzed and summarized by the Director of Institutional Effectiveness at the end of each trimester.
- Depending on the nature of the anonymous complaint, a report is given to the President, the Executive Cabinet, the Academic Council, and/or appropriate faculty members for discussion and to develop an action plan for resolution.
- If needed, anonymous survey complaints are further investigated until satisfactorily resolved.
- Resolutions to survey complaints are incorporated into the improvement plan and may be addressed by faculty in-service, improvement in student support services, or other means by which specific complaints may best be resolved.

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

See Exhibit 12 for a copy of the University's Articles of Incorporation filed with the Iowa Secretary of State September 18, 2006. Also included is an amendment to the articles filed March 9, 2009.

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

At this time the Department of Education has not reported a cohort default rate (for any year) for Shiloh University. It is our understanding that only schools who participate in federal student aid programs will receive a cohort default rate, which we currently do not.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization.

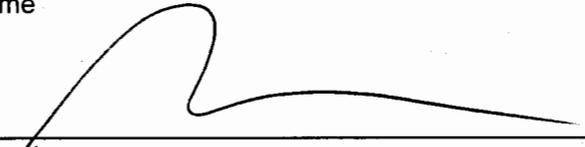
At this time Shiloh University has no graduates.

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

At this time Shiloh University has no graduates.

**SIGNATURE**

**Applicant School Chief Executive Officer**

<u>Christopher Reeves</u> Name	<u>President</u> Title
<u></u> Signature	<u>7/24/12</u> Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

*The following policy is available to students on the website, in the Academic Catalog, the Student Handbook, their Enrollment Agreement, and in the classroom.*

### **Refund Policy**

- Any tuition refund owed to a student will be refunded within 30 days of request.
- You may notify the University of your withdrawal in any manner (written notification is recommended).
- You are entitled to a full refund if you withdraw between the payment due date and the official trimester start date.
- For refundable amounts after the trimester start, refer to the table to the right.
- Cost of materials ordered from the Institute of Theological Studies and delivered to the student will be subtracted from refund calculations.
- “Week # of trimester,” as used in the refund table, is defined as (example):  
Week 1 - 12 a.m., Day 1 of Week 1 to 11:59 p.m., Day 7 of Week 1.

Week 1 of trimester	80%
Week 2 of trimester	70%
Week 3 of trimester	60%
Week 4 of trimester	50%
Week 5 of trimester	40%
Week 6 of trimester	30%
Week 7 of trimester	20%
Week 8 of trimester	10%
Week 9-15...	0%

# Enrollment Agreement

**Congratulations** on being admitted to Shiloh University! Your enrollment process is almost complete. Once you complete and return this agreement, you will be able to start our **Bachelor of Arts Degree in Biblical and Pastoral Studies** program beginning in the **[Term]** trimester of **[Year]**.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street Apt. # City State Postal code Country

## Our commitment to you assures you of the following benefits:

- A full range of courses is offered for \$425\* each. The cost per course includes all materials for the course except textbooks and reading materials, for which you are responsible. Textbook information and estimated prices will be provided online approximately 4 weeks before each class begins.
- Student and administrative services are available every trimester you are actively enrolled in a course as well as for 3 successive trimesters. If you do not take a course for 3 successive trimesters, your enrollment will be considered inactive and you may have to re-enroll in the University to continue taking courses.
- You are entitled to receive a degree in this program once you have completed the following:
  - All of the required courses in the degree program with a 2.0 or higher cumulative GPA
  - Any residency requirements
  - Any and all financial obligations to the school

**Note** that all of the above must be completed within 5 years of your enrollment date if you maintain full-time status, 10 years if you maintain less than full-time status.

\*See page 2 for additional cost information

## Your commitment to us entitles us to the following:

- Prompt payment for courses.
  - Payment for courses is due 2 weeks before the official trimester start date. For a specific due date, refer to the academic calendar on our Web site.
  - If payment is not received by the end of the trimester, your future enrollment in courses will be restricted until all financial obligations are settled.
  - If you choose to withdraw from a course, you could be entitled a refund based on the refund policy outlined on Page 2.



100 Shiloh Drive  
 Kalona IA, 52247  
[www.shilohuniversity.org](http://www.shilohuniversity.org)

Phone: (319) 656-2447  
 Fax: (319) 656-2448  
 E-mail: [admissions@shilohuniversity.org](mailto:admissions@shilohuniversity.org)

## Financial Details

### Typical Program Cost

Total program tuition cost ( <i>at current per course price</i> )	17,000
Library resource materials ( <i>Logos and Living Word Publications eBooks</i> )	695
Textbook costs ( <i>ranging from \$50 to \$150 per course</i> )	<u>4,000</u>
( <i>Any previously owned materials and/or applicable discounts are not included in program calculation</i> )	<b>\$21,695</b>

### Refund Policy

- Any tuition refund owed to a student will be refunded within 30 days of request.
- You may notify the University of your withdrawal in any manner (written notification is recommended).
- You are entitled to a full refund if you withdraw between the payment due date and the official trimester start date.
- For refundable amounts after the trimester start, refer to the table to the right.
- Cost of materials ordered from the Institute of Theological Studies and delivered to the student will be subtracted from refund calculations.
- "Week # of trimester," as used in the refund table, is defined as (example):  
Week 1 - 12 a.m., Day 1 of Week 1 to 11:59 p.m., Day 7 of Week 1.

Week 1 of trimester	80%
Week 2 of trimester	70%
Week 3 of trimester	60%
Week 4 of trimester	50%
Week 5 of trimester	40%
Week 6 of trimester	30%
Week 7 of trimester	20%
Week 8 of trimester	10%
Week 9-15...	0%

Note: The transfer of credits earned at Shiloh University to other institutions is determined by the receiving institution. Acceptance of such transfer credits cannot be guaranteed.

## Enrollment Acceptance

I, \_\_\_\_\_, have read and understand the stated terms in this agreement as well as the University catalog and accept my enrollment obligations to Shiloh University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Shiloh University** agrees to the stated terms in this agreement and accepts our obligation to provide you with a quality education and services as long as you are actively enrolled with us.

\_\_\_\_\_  
Dr. Jenelle Sparks

Vice President of Academics

\_\_\_\_\_  
Date

The information contained in this agreement as well as the information included in the Academic Catalog are in compliance with Distance Education and Training Council policies and standards as well as Iowa Code section 261B. If you have any questions or comments or if you need to file a complaint or grievance with Shiloh University, please use the following contact information: (319) 656-2447 or [administration@shilohuniversity.org](mailto:administration@shilohuniversity.org)



100 Shiloh Drive  
Kalona IA, 52247  
[www.shilohuniversity.org](http://www.shilohuniversity.org)

Phone: (319) 656-2447  
Fax: (319) 656-2448  
Email: [admissions@shilohuniversity.org](mailto:admissions@shilohuniversity.org)

## Officers and Members of the Legal Governing Body of Shiloh University

<b>Officer Number 1</b>			
Name:	Frank Pottorff	Title:	Vice President of Administration
Street:	1171 Poplar Blvd		
City:	Kalona		
State:	Iowa		
Zip:	52247		
Country:	United States		
Phone No:	319-430-3471		

<b>Officer Number 2</b>			
Name:	James Wirthlin	Title:	Vice President of Technology
Street:	2294 Lindy Lane		
City:	Kalona		
State:	Iowa		
Zip:	52247		
Country:	United States		
Phone No:	319-656-3957		

<b>Officer Number 3</b>			
Name:	Daniel Salvador	Title:	Vice President of Academics
Street:	Estrada Marino Nunes Vieira, n. 500, casa 31		
City:	Niteroi		
State:	Rio De Janeiro		
Zip:			
Country:	Brazil		
Phone No:	011-55-21-3701-5647		

<b>Member Number 1</b>			
Name:	Lisa Runquist	Title:	Trustee
Street:	17554 Community Street		
City:	Northridge		
State:	California		
Zip:	91325		
Country:	United States		
Phone No:	818-609-7761		

<b>Member Number 2</b>			
Name:	Ed Forbes	Title:	Trustee
Street:	3531 Russell Road		
City:	Grants Pass		
State:	Oregon		
Zip:	97526		
Country:	United States		
Phone No:	319-631-0377		

<b>Member Number 3</b>			
Name:	Don Gaudreau	Title:	Trustee
Street:	2204 135 <sup>th</sup> Drive, Unit 5		
City:	Kalona		
State:	Iowa		
Zip:	52247		
Country:	United States		
Phone No:	319-656-2914		

<b>Member Number 4</b>			
Name:	Marsha Smith	Title:	Trustee
Street:	3215 8 <sup>th</sup> Avenue		
City:	Rock Island		
State:	Illinois		
Zip:	61201		
Country:	United States		
Phone No:	309-737-8409		

<b>Member Number 5</b>			
Name:	Gary Hargrave	Title:	Trustee, Chairman of the Board
Street:	P.O. Box 7332		
City:	Van Nuys		
State:	California		
Zip:	91409		
Country:	U.S.A.		
Phone No:	818-892-7455		

<b>Member Number 6</b>			
Name:	Phyllis Haworth	Title:	Trustee
Street:	186 Main Street		
City:	Kalona		
State:	Iowa		
Zip:	52247		
Country:	U.S.A.		
Phone No:	319-656-2410		

<b>Member Number 7</b>			
Name:	Gregg Gray	Title:	Trustee
Street:	4348 Waialae Avenue, Suite 535		
City:	Honolulu		
State:	HI		
Zip:	96816		
Country:	U.S.A.		
Phone No:	808-478-2578		

<b>Member Number 8</b>			
Name:	D. Bruce Larson	Title:	Trustee
Street:	1148 Sea Bird Way		
City:	San Diego		
State:	California		
Zip:	92154		
Country:	U.S.A.		
Phone No:	619-507-1848		

The Accrediting Commission  
of the  
Distance Education  
and Training Council  
Washington, D.C.

*Certifies that*

Shiloh University  
of  
Kalona, Iowa

*has been duly examined and been found to meet the Educational and Ethical Business Standards of the Accrediting Commission of the Distance Education and Training Council on the 20th day of January 2012.*

*In witness whereof, we, the undersigned by order of the Commission, have hereunto affixed our signatures.*



*Timothy J. McArthur*

*Chairman*

*Michael P. Lambert*

*Executive Director*

**Shiloh University**  
**Financial Statements**  
**December 31, 2011 and 2010**

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## Independent Accountant's Audit Report

To the Board of Trustees of  
Shiloh University  
Kalona, Iowa

We have audited the accompanying statement of financial position of Shiloh University as of December 31, 2011. This financial statement is the responsibility of the entity's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement of financial position is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement of financial position. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement of financial position presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the statement of financial position referred to above presents fairly, in all material respects, the financial position of Shiloh University as of December 31, 2011, in conformity with accounting principles generally accepted in the United States of America.

The statement of financial position for the year ended December 31, 2010 and the statements of activities and cash flows for the years ended December 31, 2011 and 2010 were reviewed by us and our report thereon, dated April 18, 2012 and March 15, 2011, respectively, stated we were not aware of any material modifications that should be made to those statements for them to be in conformity with generally accepted accounting principles. However, a review is substantially less in scope than an audit and does not provide a basis for the expression of an opinion on the financial statements taken as a whole.

**HONKAMP KRUEGER & CO., P.C.**

Dubuque, Iowa  
July 18, 2012

**Shiloh University**  
**Statements of Financial Position**  
**December 31, 2011 (Audited) and 2010 (Reviewed)**

	2011 (Audited)	2010 (Reviewed)
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 52,013	\$ 88,683
Accounts Receivable	9,225	7,093
Inventory	2,298	-
Prepaid Insurance	1,141	-
Equipment, Net of Accumulated Depreciation: 2011: \$28,982 and 2010: \$26,492	9,971	9,013
Total Assets	\$ 74,648	\$ 104,789
 <b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities</b>		
Accounts Payable	\$ 375	\$ -
Accrued Expenses	13,747	11,838
Deferred Revenue	18,900	14,600
Total Liabilities	33,022	26,438
 <b>Net Assets</b>		
Unrestricted Net Assets	41,626	78,351
Total Liabilities and Net Assets	\$ 74,648	\$ 104,789

See Accompanying Notes to Financial Statements

**Shiloh University**  
**Statements of Activities**  
**Years Ended December 31, 2011 (Reviewed) and 2010 (Reviewed)**

	2011 Unrestricted (Reviewed)	2010 Unrestricted (Reviewed)
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>		
Contribution Income	\$ 159,490	\$ 167,291
Tuition Income	35,864	39,175
In-Kind Revenue	78,816	59,300
Apparel Income	5,889	-
Other Income (Loss)	1,014	(113)
	<hr/>	<hr/>
Total Revenues, Gains, and Other Support	281,073	265,653
	<hr/>	<hr/>
<b>EXPENSES</b>		
Apparel	2,841	-
Executive	72,814	76,349
Academic Services	72,584	77,543
Instructional	6,467	2,457
Course Development	1,178	1,203
Library	630	685
Technology	19,880	6,477
Accreditation	25,591	-
General, Assessment, and Administrative	115,813	81,068
	<hr/>	<hr/>
Total Expenses	317,798	245,782
	<hr/>	<hr/>
Increase (Decrease) in Net Assets	(36,725)	19,871
Net Assets, Beginning of Year	78,351	73,080
Prior Period Adjustment (Note 4)	-	(14,600)
	<hr/>	<hr/>
Net Assets, End of Year	\$ 41,626	\$ 78,351
	<hr/> <hr/>	<hr/> <hr/>

See Accompanying Notes to Financial Statements

**Shiloh University**  
**Statements of Cash Flows**  
**Years Ended December 31, 2011 (Reviewed) and 2010 (Reviewed)**

	<u>2011</u> <u>(Reviewed)</u>	<u>2010</u> <u>(Reviewed)</u>
<b>Cash Flows from Operating Activities:</b>		
Increase (Decrease) in Net Assets	\$ (36,725)	\$ 19,871
Adjustments to Reconcile Change in Net Assets to Net Cash Flows from Operating Activities:		
Depreciation	2,490	8,368
Loss on Sale of Property and Equipment	-	113
Changes in Operating Assets and Liabilities:		
Accounts Receivable	(2,132)	(7,093)
Inventory	(2,298)	-
Prepaid Expenses	(1,141)	-
Accounts Payable	375	-
Accrued Expenses	1,909	11,838
Deferred Revenue	4,300	-
Net Cash Flows Provided (Used) by Operating Activities	<u>(33,222)</u>	<u>33,097</u>
<b>Cash Flows from Investing Activities:</b>		
Purchase of Equipment	(3,448)	(5,306)
Proceeds from Sale of Equipment	-	400
Net Cash Flows (Used) by Investing Activities	<u>(3,448)</u>	<u>(4,906)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(36,670)	28,191
Cash and Cash Equivalents at Beginning of Year	<u>88,683</u>	<u>60,492</u>
Cash and Cash Equivalents at End of Year	<u>\$ 52,013</u>	<u>\$ 88,683</u>
<b>Supplemental Disclosure of Non-Cash Investing Transactions:</b>		
Donated Assets	<u>\$ 1,010</u>	<u>\$ -</u>

See Accompanying Notes to Financial Statements

## Notes to Financial Statements

### NOTE 1. Nature of Business and Significant Accounting Policies

#### **Nature of Business**

Shiloh University (the "Organization") is a Living Word Fellowship school providing training for pastors, Bible teachers, and lay ministries. The Organization also provides courses to those who wish to enrich their personal lives.

#### **Reporting Entity**

The Organization is operated, supervised, and controlled by The Apostolic Company (d/b/a The Living Word Fellowship). The accompanying financial statements present the financial position, results of operations and cash flows of the Organization only. The Organization is governed by a board of trustees appointed by The Apostolic Company.

#### **Basis of Accounting**

The financial statements of the Organization are prepared on the accrual basis of accounting. Accordingly, revenues are recognized when earned, and expenses are recognized when incurred.

#### **Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

#### **Cash and Cash Equivalents**

For purposes of the statement of cash flows, cash and cash equivalents include all highly liquid investments with purchased maturities of three months or less.

#### **Accounts Receivable**

Accounts receivable are uncollateralized student tuition obligations. Accounts receivable are stated at the invoice amount. Interest is not charged on overdue accounts.

The Organization considers accounts receivable to be fully collectible based on historical payments from students; accordingly, no allowance for doubtful accounts is recorded.

## Notes to Financial Statements

### NOTE 1. Nature of Business and Significant Accounting Policies (Continued)

#### **Equipment**

Acquisitions of property and equipment in excess of \$500 are capitalized. Equipment is stated at cost at date of acquisition. Equipment is depreciated over its estimated useful life, which ranges from five to ten years.

#### **Donated Services**

Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

#### **Net Assets**

External financial reporting for not-for-profit organizations includes the classification of resources into three classes of net assets. The three net asset categories are as follows:

#### **Unrestricted**

Net assets which are free of donor-imposed restrictions, all revenues, expenses, gains, and losses that are not changes in permanently or temporarily restricted net assets. The Organization's policy is to classify investment income (loss) on temporarily restricted investments as unrestricted unless specifically restricted by the donor.

#### **Temporarily Restricted**

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or the passage of time. The Organization has no temporarily restricted net assets for the years ended December 31, 2011 and 2010.

#### **Permanently Restricted**

Net assets subject to donor-imposed stipulations that neither expire by passage of time, nor can be met by actions of the Organization. The Organization has no permanently restricted net assets for the years ended December 31, 2011 and 2010.

#### **Inventory**

Inventories are valued at the lower of cost (first-in, first-out) or market.

## Notes to Financial Statements

### NOTE 1. Nature of Business and Significant Accounting Policies (Continued)

#### Revenue Recognition

Revenue is recognized when realized and earned.

Contributions and pledges received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. If a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as unrestricted.

Tuition is recognized as revenue ratably over the period of instruction. Deferred Revenue represents the amount collected from students that cannot be recognized at the time of collection. These amounts are deferred on the basis that they have not met the general conditions for revenue recognition. Deferred revenue represents the amount collected from students that is expected to ultimately be recognized as revenue.

#### Research and Development Costs

The Company expenses research and development costs as incurred. Total research and development costs were \$1,178 and \$1,203 for the years ended December 31, 2011 and 2010, respectively.

#### Income Tax Matters

The Internal Revenue Service has recognized Shiloh University as exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code and a similar section of the Iowa income tax law, which provides tax exemption for corporations organized and operated exclusively for religious, charitable, or educational purposes.

Management has determined that the Company does not have any uncertain tax positions and associated unrecognized benefits that materially impact the financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Company's tax returns will not be challenged by the taxing authorities and that the Company or its shareholders (partners) will not be subject to additional tax, penalties, and interest as a result of such challenge. Generally, the Company is no longer subject to income tax examinations by the U.S. federal, state, or local tax authorities for years before 2008.

## Notes to Financial Statements

### NOTE 2. Retirement Benefit

The Organization will contribute 2.5% of each employee's salary to a tax sheltered custodial account of the employee's choice. The Organization is not involved in investment options and does not match employee contributions. The employee is not required to contribute to be eligible to receive the 2.5%. To be eligible, the employee must provide the Organization with the proper account information. Amounts contributed by the Organization as of December 31, 2011 and 2010, were \$3,334 and \$3,165, respectively.

### NOTE 3. Related Party Transactions

The Apostolic Company (d/b/a The Living Word Fellowship) is the oversight entity of all of the Living Word Fellowship churches and schools – including the Organization. The Apostolic Company provides the Organization with office space and technical support at no charge.

The Apostolic Company provides donations on behalf of the Organization. In 2011 and 2010, the Organization received \$157,619 and \$167,241, respectively, in such donations.

### NOTE 4. Prior Period Adjustment

During 2011, a prior period adjustment was made to the financial statements of the Organization. This adjustment resulted from recognizing revenue before it was earned that should have been recognized over the course of the upcoming spring trimester in fiscal year 2011. The beginning unrestricted net asset balance has been restated from the amounts previously reported. The effect of the adjustment on the financial statements is to decrease the unrestricted net assets by \$14,600 and increase the deferred revenue liability by a corresponding amount.

**Notes to Financial Statements****NOTE 5. Subsequent Event**

In May 2012, the Organization was required by the State of Iowa as part of the accreditation requirements to have an instructional school bond for \$50,000. The Organization paid \$1,200 for insurance coverage for the next three years to meet this obligation. There are no other costs regarding the event.

**NOTE 6. Date of Management's Review**

Subsequent events were evaluated through the date the financial statements were available to be issued, which was July 18, 2012.

Qualifications of Faculty and Instructors

Faculty Name	Formal Education (Institution & earned Degree)	Justification for any exceptions made for lack of required degree	Courses Taught *	Weekly hours**	Other Professional Experience Qualifying him/her for position	Special training in distance learning	Activity in research, publishing or professional associations
<b>Instructors</b>							
Mr. Chris Arnesen	BA in Psychology, Northwest Nazarene University  MS in Counseling Psychology, Central Washington University		* MT 311/511 Principles of Spiritual Counseling	PT 8-10 hours	A licensed psychologist and school counselor  Has worked in public school education for over thirty years  Has taught at the university level, training graduate students in school psychology.  Has served in the ministry for more than 30 years with the Living Word Fellowship.	Online faculty in-service training provided by Shiloh University:  1) How to facilitate the on-line classroom  2) How to facilitate the discussion forum	
Mr. Douglas Barker	BA in Philosophy, University of Memphis  BS in Education, University of Memphis		* BL 303/503 Greek Studies 1  * BL304/504 Greek Studies 2	PT 16-20	California Teaching Credential  Teacher for over twenty-five years	Online faculty in-service training provided by Shiloh University:	<u>Professional Conferences:</u> <ul style="list-style-type: none"> <li>Ministerial conferences in Kalona, Iowa and Los Angeles, California</li> </ul>

	<p>MDiv, Fuller Seminary</p>		<p>* BL 406/506 3<sup>rd</sup> Trimester of Greek</p> <p>* MT 307/507 Hermeneutics</p> <p>* NT 304/504 The Gospels / The Life of Christ</p> <p>NT 507 The Acts of the Apostles</p> <p>NT 508 Epistles &amp; Revelation</p> <p>BL 301/501 Hebrew Studies 1</p> <p>BL 302/502 Hebrew Studies 2</p> <p>MM 301/501 Mentored Ministry Experience</p>	<p>AMI classes in Jerusalem with associated touring</p> <p>Has served in the ministry as an ordained pastor in the Living Word Fellowship since 1990</p> <p>Co-Pastored 2 Churches of LWF</p> <p>Chaplain at Centers of Learning Christian (COL)</p> <p>Bible Teacher and Chapel coordinator for 10 years at COL</p> <p>Took a group of youth to Israel for AMI classes and touring</p> <p>Impact Counselor / Facilitator for Los Angeles Unified School</p> <p>Teacher Trainer in Computer and Multimedia use for Los Angeles Unified Schools</p>	<p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	
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					Leadership Team for Centers of Learning Accreditation Application with WASC		
Dr. John Buckingham	<p>BA in English Literature, University of Chicago</p> <p>BA in Biology with minor in Chemistry, California State Univeristy Northridge</p> <p>DO in Osteopathic Medicine, Kansas City College of Osteopathic Medicine</p> <p>MDiv degree, Kings University</p>		<p>GS302/502 Computerized Bible Study (Co-Teacher)</p> <p>CH 302/502 Survey of Christian Thought</p> <p>HU 211 Reading the Bible</p> <p>* HU 212 Hebrew Wisdom Literature</p> <p>* MT 301/501 Spiritual Formation</p> <p>MT 306/506 Homiletics</p> <p>* MT 310/510 Divine Healing and Miracles</p> <p>MT 512 Biblical</p>	FT 40	<p>AMI classes in Jerusalem with associated touring</p> <p>Graduate coursework in Liberal Arts including 11 semester hours of counseling classes</p> <p>Family Practice/ Medical Practitioner in both California and Iowa from 1983 to pres.</p> <p>Bible teacher at Centers of Learning (grades 7 – 12) for 8 years</p> <p>Editor of Living Word books, tape catalogs and outlines for 6 years</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p><u>Research:</u></p> <ul style="list-style-type: none"> <li>Working on Biblical Commentary Research Project</li> </ul> <p><u>Professional Conferences:</u></p> <ul style="list-style-type: none"> <li>Ministerial conferences in Kalona, Iowa and Los Angeles, California</li> </ul> <p><u>Professional Associations:</u></p> <ul style="list-style-type: none"> <li>American Academy of Osteopathy</li> <li>Society of Biblical Literature</li> </ul>

			<p>Curriculum &amp; Development</p> <p>MT 309/509 Missions and Evangelism</p> <p>OT 511 Old Testament Theology 1</p> <p>OT 512 Old Testament Theology 2</p> <p>PL 401/501 Leading a Church Service</p> <p>* ST 301/501 Systematic Theology 1</p> <p>* ST 302/502 Systematic Theology 2</p> <p>MM 301/501 Mentored Ministry Experience</p>	<p>Elder, assistant pastor, leadership team at Church of the Living Word for 8 years</p> <p>Ministry in the Living Word Fellowship since 1971</p> <p>Conducted teaching series:</p> <ul style="list-style-type: none"> <li>• Paul's Journeys</li> <li>• Geography of Israel</li> <li>• Old Testament Survey</li> <li>• New Testament Survey</li> </ul>		
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<p>Dr. Anthony Dawahare</p>	<p>BA in English, University of California, Irvine</p> <p>MA in English, University of California, Irvine</p> <p>PhD in English, University of California, Irvine</p>		<p>GS117 Principles of Speech</p>	<p>PT 8-10</p>	<p>Professor of English at California State University, Northridge since 1974</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p><u>Research:</u></p> <ul style="list-style-type: none"> <li>• Was awarded several research grants.</li> <li>• Presented research at many academic conferences.</li> </ul> <p><u>Publishing:</u></p> <ul style="list-style-type: none"> <li>• Has published numerous research papers in a variety of peer-reviewed journals and books.</li> </ul> <p><u>Professional Associations:</u></p> <ul style="list-style-type: none"> <li>• Modern Language Association (MLA)</li> <li>• Society for the Study of Multi-Ethnic Literature of the United States</li> </ul>
<p>Mr. Robert Ebeling</p>	<p>BS in Business, University of Colorado</p> <p>MBA in Marketing, University of Colorado</p>		<p>PL 410/510 Leadership and Administration</p>	<p>PT 8-10</p>	<p>Director of Education at Colorado Springs College of Business</p> <p>Taught the following courses at Colorado Springs College</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line</p>	<p>Future Business Leaders of America (FBLA) – Faculty Sponsor</p>

					<p>of Business:</p> <ul style="list-style-type: none"> <li>• Business English &amp; Math</li> <li>• Marketing</li> <li>• Accounting</li> <li>• Management</li> <li>• Sales</li> <li>• Intro to Business</li> </ul>	<p>classroom</p> <p>2) How to facilitate the discussion forum</p>	
<p>Mr. Alvin E. Forbes</p>	<p>BA in History, William Jewell College</p> <p>MDiv, Midwestern Baptist Theological Seminary</p>		<p>* CH 301/501 Survey of Church History</p> <p>* CH 304/504 History of spiritual Outpourings &amp; Revival</p> <p>* NT 301/501 Introduction to the New Testament</p> <p>* OT 301/501 Introduction to the Old Testament</p> <p>* OT 302/502 Historical Geography of Israel</p> <p>MM 301/501 Mentored Ministry</p>	<p>PT 16-20</p>	<p>AMI classes in Jerusalem with associated touring</p> <p>Professor at Shiloh University since 2007</p> <p>Pastor of various churches from 1958 to 1991</p> <p>Overseer of multiple churches from 1991 to present</p> <p>2 years instructor at Central Oregon Community College</p> <p>17 years as instructor and training director for the FBI and law enforcement</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p><u>Organizations:</u></p> <p>Member of the Apostolic Company/Living Word Fellowship from 1986-present</p> <p><u>Professional Conferences:</u></p> <ul style="list-style-type: none"> <li>• Ministerial conferences in Kalona, Iowa and Los Angeles, California</li> <li>• Annual Shepherd's Report (ASR) for the Fellowship of Living Word Churches</li> <li>• Church Accounting</li> </ul> <p><u>Course Development:</u></p> <ul style="list-style-type: none"> <li>• Developed and taught "Overview of the Bible Course" (Year-</li> </ul>

			Experience		agencies		<p>long Course) for the Shiloh and Grants Pass Churches</p> <ul style="list-style-type: none"> <li>• Developed and taught courses for individual books of the Bible for the Shiloh and Grants Pass Churches</li> <li>• Developed and taught many courses for Law Enforcement training during employment in the FBI, US Forest Service, and local law enforcement agencies</li> </ul>
Mr. Jay Green	<p>BA in History, Westmont College</p> <p>Master of Library Information Studies, University of Hawaii at Manoa</p> <p>18 Additional Graduate Credits in History (three of the additional credits are in progress)</p>		* HI 201 Western Civilization	PT 8-10	<p>BA coursework included Religious Studies and New Testament Greek</p> <p>Graduate coursework: 2 years of Latin; History of China, Japan, Germany, and Reformation.</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p><u>Professional Organization:</u></p> <ul style="list-style-type: none"> <li>• Association of Christian Librarians</li> </ul> <p><u>Ministry Affiliation</u></p> <ul style="list-style-type: none"> <li>• Elder in Living Word Fellowship Churches</li> </ul>

Mr. Craig Gruenberg	<p>Bachelor of Music in Music Education, University of Michigan</p> <p>Master of Music Composition, California State University, Northridge</p>		<p>* HU 201 History of Music in the Church</p>	PT 8-10	<p>California Teaching Certificate</p> <p>High School Music Teacher</p> <p>Ordained Minister and Worship Leader for The Living Word Fellowship</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p>	<p><u>Presentation:</u></p> <ul style="list-style-type: none"> <li>• “The Mass” in “Large Works”</li> </ul>
Dr. Lars Kierspel	<p>M.Div, Freie Theologische Akademie, Giessen (Germany)</p> <p>Th.M., Covenant Theological Seminary</p> <p>Ph.D., The Southern Baptist Theological Seminary</p>		<p>* BL 303/503 Greek Studies 1</p> <p>BL 304/504 Greek Studies 2</p>	PT 8-10	<p>Chair of Biblical Studies and Professor of New Testament at Trinity College of the Bible and Theological Seminary</p> <p>Professor of New Testament – The Southern Baptist Theological Seminary</p> <p>Professor of New Testament – Trinity of the Bible and Theological Seminary</p>	<p>Online seminars and webinars about Old Testament Theology, Exodus, Wisdom Literature, New Testament Survey, New Testament History, New Testament Theology, Synoptic Problem, Jesus’ Parables, Matthew, Luke, Acts, John, Life and Letters of Paul, Romans, 1 Corinthians, Pastorals, Revelation, Biblical Prophecy</p>	<p><u>Publishing:</u></p> <p><b>Book:</b> The Jews and the World in the Fourth Gospel: Parallelism, Function, Context. Wissenschaftliche Untersuchungen zum Neuen Testament 2.220. Tübingen: Mohr Siebeck, 2006</p> <p><u>Articles:</u></p> <p>“Dematerializing’ Religion: Reading John 2-4 as a Chiasm.” <i>Biblica</i> 89.4 (2008): 526-554.</p> <p>“Erich Sauer und seine Haltung zum Dritten Reich.” <i>Factum</i>, July 1999.</p> <p>Has also published book reviews and given a number of</p>

							<p>presentations.</p> <p><u>Memberships and Affiliations:</u></p> <ul style="list-style-type: none"> <li>• First Christian Church, Newburgh, IN</li> <li>• Society of Biblical Literature (SBL)</li> <li>• Institute of Biblical Research (IBR)</li> <li>• Evangelical Theological Society (ETS)</li> <li>• Arbeitskreis für evangelikale Theologie (AfeT)</li> </ul>
Mr. Tony Makuakane-Potter	<p>BA in Portuguese and Spanish University of Iowa</p> <p>MA in Latin American Studies – Major: Hispanic Languages and Literature Double Major (Spanish American Literature, &amp; English Literature) GPA: 3.91,</p>		<p>* FL 305 Portuguese 1</p> <p>* FL 306 Portuguese 2</p>	PT 8-10	<p>Taught Accelerated Portuguese Language at UCLA (on staff as a TA when in the PhD program)</p> <p>Taught courses in Brazilian Culture at UCLA (on staff as a TA when in the PhD program)</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <ol style="list-style-type: none"> <li>1) How to facilitate the on-line classroom</li> <li>2) How to facilitate the discussion</li> </ol>	<p><u>Publications:</u></p> <p><i>Mester</i> – annual publication from the Spanish and Portuguese department at the University of California, Los Angeles</p> <p><u>Paper:</u></p> <p><i>Gender and Aesthetics: Two Translations of La Respuesta</i> from the Literary</p>

	<p>UCLA University of California, Los Angeles</p> <p>PhD (ABD) in Spanish American Literature and Brazilian Literature (dual major), UCLA</p>				<p>Worked in the Living Word Publications tape room as a translator and editor of Portuguese into English and English into Portuguese</p>	<p>forum</p>	<p>Journal of the Graduate Students of the Department of Spanish &amp; Portuguese at the University of California, Los Angeles</p>
<p>Mr. John McMullen</p>	<p>BA in English, University of California, Irvine</p> <p>MA in English, California State University, Northridge</p>		<p>* GS 110 Composition and Reading 1</p> <p>* GS 111 Composition and Reading 2</p>	<p>PT 8-10</p>	<p>Teaches English composition courses at several community colleges in California</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p><u>Presentation:</u></p> <ul style="list-style-type: none"> <li>• “The Dialectic of the Blues: A Synchronic Analysis” at CSUN’s associated Graduate Conference “Earthly Privilege: Vividness in Writing”</li> </ul>
<p>Ms. Julie McPhail</p>	<p>BA in Art Education, Minor in Special Education</p> <p>MS in Library Science, California State University, Fullerton</p>		<p>* GS 101 Library Tutorial</p>	<p>PT 8-10</p>	<p>Texas Educator Certificate</p> <p>Librarian experience in several locations around the world</p> <p>Research Librarian, ETHURA,</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p>	<p><u>Presentations:</u></p> <ul style="list-style-type: none"> <li>• Professional Development for Librarians: <i>The Big6 Research Model</i></li> <li>• Killeen ISD Professional Development: <i>Putting Library Standards into</i></li> </ul>

	<p>PhD (ABD) in Curriculum and Teaching, Boston University</p>				<p>Gaithersbury, MD                   Librarian at Shiloh Church, Kalona, Iowa</p>	<p>2) How to facilitate the discussion forum</p>	<p><i>Practice</i></p> <ul style="list-style-type: none"> <li>• Texas Education Agency: <i>Web page design for Librarians in "Word."</i></li> <li>• Texas State Library Convention: <i>21<sup>st</sup> Century Learner and the Library</i></li> <li>• <i>Ongoing Workshops:</i> Library Data Base (Follett Destiny); Data bases within Destiny and stand alone databases; Copyright and Fair Usage for school and instructional purposes</li> </ul> <p><u>Publications:</u></p> <ul style="list-style-type: none"> <li>• Co-authored the Curriculum guide for Elementary School Libraries: PK-5 for Killeen ISD</li> <li>• Co-authored the Librarians Handbook and Procedures Guide for Killeen ISD</li> </ul> <p><u>Professional Organizations:</u></p> <ul style="list-style-type: none"> <li>• PHI DELTA</li> </ul>
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							<p>KAPPA (PDK)</p> <ul style="list-style-type: none"> <li>• Texas Library Association</li> <li>• American Library Association</li> <li>• Association of Christian Librarians</li> </ul>
Ms. Stephanie Penniman	<p>BA in English. California State University, Northridge</p> <p>MA in Mathematics Education, California State University, Northridge</p>		* GS 212 Basic College Mathematics	PT 8-10	<p>Teacher consultant with the UCLA Mathematics Project for teachers</p> <p>California Teaching Credential</p> <p>National Board Certification</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p>Published articles: "Powerful Classroom Stories from Accomplished Teachers" by Adrienne Mack-Kirschner, 2004 and "ComMuniCator" by the California Mathematics Council</p> <p>Speaker on the "Advancing National Board for Professional Teaching Standards Certification in California"</p> <p>Participant with the National Council of Supervisors of Mathematics, 1999</p> <p>Member of both California and National Council of Teachers of Mathematics</p>

<p>Mr. Christopher Reeves (Administrative Faculty)</p>	<p>BA in Business Administration, Azusa Pacific College</p> <p>Additional college courses in accounting: Intermediate Advanced Managerial</p>	<p>Certified Public Accountant (CPA)</p> <p>Over 25 yrs in senior management and leadership positions as CFO and CEO of various companies and non-profit religious corporations.</p> <p>The past 5 years as President of Shiloh University.</p>	<p>PL 410/510 Leadership and Administration</p>	<p>PT 8-10</p>	<p>College instructor of business and accounting courses.</p> <p>Has served in the ministry continuously as an ordained pastor in the Living Word Fellowship since 1991</p> <p>Provided training sessions for personnel from various churches in church accounting, church corporate work, and records management.</p> <p>Developed online training version of <i>Accounting a Manual for Stewardship</i></p>	<p>Institutional Effectiveness and Assessment seminar.</p> <p>Management and finance seminars.</p> <p>DETC's Accreditation Handbook course</p> <p>DETC Annual Workshops</p> <p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p>Published book: <i>Accounting, A Manual for Stewardship</i></p> <p>Published <i>Annual Directors' Report</i> (a comprehensive self-review of church legal status, activities, property, finances, and risk management)</p> <p>Authored <i>The Living Word Fellowship Records Policy and Handbook</i></p> <p>Member of Society of Biblical Literature</p> <p>Member &amp; Director, Apostolic Company / The Living Word Fellowship from 1995 to present</p> <p>Ministerial conferences in Kalona, Iowa and Los Angeles, California</p>
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<p>Ms. Lisa A. Runquist</p>	<p>BA in Philosophy Hamline University</p> <p>JD, University of Minnesota Law School</p>		<p>PL 412/512 Church Law</p>	<p>PT 8-10</p>	<p>Principal in the law firm of Runquist &amp; Associates</p> <p>Over 30 years of experience as a transactional lawyer representing nonprofit organizations</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p>Publications:</p> <ul style="list-style-type: none"> <li>• Author of <i>Guide to Representing Religious Organizations</i> (2009)</li> <li>• Editor of <i>Nonprofit Resources</i> (2007)</li> <li>• Author of <i>ABCs of Nonprofits</i> (2005)</li> <li>• Numerous other articles in peer-reviewed journals</li> </ul> <p>Award:</p> <ul style="list-style-type: none"> <li>• Outstanding Lawyer Award (1999) by American Bar association's Business Law Section</li> </ul> <p>Memberships:</p> <ul style="list-style-type: none"> <li>• American, California Bar Associations</li> <li>• Minnesota Bar</li> <li>• ABA Business Law Section</li> <li>• ABA Section on Taxation</li> <li>• Business Law Section of the California Bar</li> <li>• Tax Section of the California Bar</li> <li>• Former member of</li> </ul>
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							<p>Christian Legal Society</p> <ul style="list-style-type: none"> <li>Center for Law and Religious Freedom</li> </ul>
<p>Dr. Marsha Smith</p>	<p>BA in Sociology, Baldwin-Wallace College</p> <p>MS in Sociology, Purdue University</p> <p>PhD in Sociology, Purdue University</p>		<p>SS 205 Cultural Anthropology</p>	<p>PT 8-10</p>	<p>Professor at Augustana College since 1982</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	<p><u>Research:</u></p> <ul style="list-style-type: none"> <li>Presented research at many academic conferences.</li> </ul> <p><u>Publishing:</u></p> <ul style="list-style-type: none"> <li>Has published numerous research papers in a variety of peer-reviewed journals.</li> </ul> <p><u>Professional Associations:</u></p> <ul style="list-style-type: none"> <li>Dayton C. Miller Honor Society</li> <li>Midwest Sociological Society</li> <li>Illinois Sociological Association</li> <li>Population Reference Bureau</li> <li>National Women's Studies Association</li> <li>Chinese Women's Studies Association</li> <li>Midwest Sociologists for Women in Society</li> </ul>

							<ul style="list-style-type: none"> <li>• ASIANetwork</li> <li>• U.S.-China People's Friendship Association</li> <li>• Association of Asian Studies</li> </ul>
<p>Dr. Jenelle Sparks (Administrative Faculty)</p>	<p>B.F.A. in Classical Ballet, United States International University School of Performing Arts</p> <p>M.Ed. in Curriculum and Instruction, Olivet Nazarene University</p> <p>Ed.D in Administrator Leadership, Walden University</p>		<p>* GS 501 Theological Research, Writing, and Grammar</p>	<p>PT 8-10</p>	<p>Teaching Certification, California State University, Long Beach</p> <p>Talented and Gifted Endorsement, University of Iowa</p> <p>More than 15 years teaching experience</p> <p>Member of the Living Word Fellowship for more than 36 years.</p> <p>2009 DETC Course on Preparing for Accreditation</p> <p><i>Outcomes Assessment and Accreditation Preparation</i> Trainer: Barbara</p>	<p>Experience as a student at two distance learning universities</p> <p>Presenter of online faculty in-service training for Shiloh University faculty:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p> <p>Administrative Faculty/Professor at Shiloh University since August 2009 for the</p>	<p><u>Research:</u></p> <ul style="list-style-type: none"> <li>• Collaborative action research for master's program</li> <li>• Qualitative phenomenological research study for doctoral dissertation</li> <li>• Presentations &amp; poster sessions at various academic conferences</li> <li>• Iowa Talented And Gifted (ITAG) Research Award</li> <li>• Walden University Research Symposium - Best Poster Award</li> <li>• Publication in process</li> </ul> <p><u>Professional Associations:</u></p> <ul style="list-style-type: none"> <li>• President-elect of American Association of University Women (AAUW)</li> </ul>

					<p>Boothe, Liberty University, Lynchburg, VA</p> <p><i>Understanding Assessment Results</i> WEAVEonline Webinar Presenter: Linda Suskie</p> <p><i>Engaging Adjuncts in Assessment Practices and Reporting</i> WEAVEonline Webinar Presenter: Dr. Brigitte Valesy, Assistant Provost of Teaching, Learning &amp; Assessment, Widener University</p> <p>Other WEAVEonline Webinars when available</p>	<p>following course:</p> <ul style="list-style-type: none"> <li>Theological Research, Writing, and Grammar</li> </ul>	<ul style="list-style-type: none"> <li>Board of Directors of Iowa Talented and Gifted (ITAG) Association</li> <li>National Association of Gifted Children (NAGC)</li> <li>Kappa Delta Pi (KDP) Honor Society Member</li> </ul>
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<p>Mr. Jim Wirthlin (Administrative Faculty)</p>	<p>BS in Electronic Engineering, San Diego State University</p>	<p>More than 35 years as engineer and manager in the technology field</p> <p>More than 20 years as technology director for the Living Word Fellowship</p> <p>Has been an engineer and manager in the technology field for over thirty-five years</p> <p>Served in the ministry of the Living Word Fellowship since the early 1970s</p> <p>Attended the Morris Proctor Advanced Seminar and Annual LOGOS</p>	<p>* GS 302/502 Computerized Bible Studies (Co-teacher)</p>	<p>PT 8-10</p>	<p>Served in the ministry at Church of His Kingdom and Church of the Living Word.</p>	<p>Online faculty in-service training provided by Shiloh University:</p> <p>1) How to facilitate the on-line classroom</p> <p>2) How to facilitate the discussion forum</p>	
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		<p>Camp</p> <p>Visited LOGOS corporate offices in Bellingham, WA</p> <p>Initiated use of and provided user support for the LOGOS product in The Living Word Fellowship in 2000</p>					
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\* Courses Taught: Courses with an asterisk have been taught at least once. Courses without an asterisk have not been taught yet.

\*\* Hours: The expected number of hours per week for teaching one course with up to 10 students is 8 to 10 hours. This expectation is based on 1-2 hours contact time in the discussion forums, 3 hours of availability to students through posted office hours, and 4-5 hours to grade assignments.

**Shiloh University**  
**Course Authorship - Undergraduate Courses**

Course Number and Name	Faculty Involved	Degree
BL301 – Hebrew Studies 1	Barker, Doug	M.Div.
BL302 – Hebrew Studies 2	Barker, Doug	M.Div.
BL303 – Greek Studies 1	Barker, Doug	M.Div.
BL304 – Greek Studies 2	Barker, Doug	M.Div.
BL406 – 3rd Trimester Greek	Barker, Doug	M.Div.
CH301 – Survey of Church History	Forbes, Ed Jenelle Sparks	M.Div. EdD
CH302 – Survey of Christian Thought	Forbes, Ed Buckingham, John	M.Div. M.Div.
CH304 – History of Spiritual Outpourings and Revival	Forbes, Ed Sparks, Jenelle	M.Div. EdD
FL305 – Portuguese 1	Potter, Tony Salvador, Daniel *	PhD (ABD) PhD
FL305 – Portuguese 2	Potter, Tony Salvador, Daniel *	PhD (ABD) PhD
GS101 - Library Tutorial	Green, Jay McPhail, Julie	MA Library PhD (ABD)
GS110 – Composition and Reading 1	McMullen, John Sparks, Jenelle	MA EdD
GS111 – Composition and Reading 2	McMullen, John Sparks, Jenelle	MA EdD
GS117 – Essentials of Speech	Dawahare, Anthony Sparks, Jenelle	PhD EdD
GS121 – Basic College Mathematics	Penniman, Stephanie	MA
GS302 – Computerized Bible Study	Buckingham, John Wirthlin, Jim	M.Div. VP Technology
HI201 – Western Civilization	Green, Jay	MA plus 18 units
HU201 – History of Music in the Church	Gruenberg, Craig	MA
HU211 – Reading the Bible	Forbes, Ed Buckingham, John	M.Div. M.Div.
HU212 – Hebrew Wisdom Literature	Buckingham, John	M.Div.
MM401 – Mentored Ministry Experience	Forbes, Ed Buckingham, John Sparks, Jenelle	M.Div. M.Div. EdD
MT301 – Spiritual Formation	Barker, Doug	M.Div.

**Shiloh University**  
**Course Authorship - Undergraduate Courses**

Course Number and Name	Faculty Involved	Degree
	Buckingham, John	M.Div.
MT406 – Homiletics	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
MT307 – Hermeneutics	Barker, Doug	M.Div.
MT309 – Missions & Evangelism	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
MT310 – Divine Healing and Miracles	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
MT311 – Principles of Spiritual Counsel	Arnesen, Chris	MS
	Forbes, Ed	M.Div.
MT412 – Biblical Curriculum Development	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
	Sparks, Jenelle	EdD
NT301 – Intro to the New Testament	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
OT301 – Intro to the Old Testament	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
OT302 – Historical Geography of Israel	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
PL301 – Leading a Church Service	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
PL310 – Leadership and Administration	Ebeling, Bob	MBA
	Reeves, Chris	President & CPA
	Runquist, Lisa	JD
PL312 – Church Law	Runquist, Lisa	JD
SS205 - Cultural Anthropology	Smith, Marsha	PhD
ST301 – Systematic Theology 1	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
	Forbes, Ed	M.Div.
ST302 – Systematic Theology 2	Barker, Doug	M.Div.
	Buckingham, John	M.Div.

\* Daniel Salvador was one of the University Trustees at the time of course development. He is a PhD in Brazil and works with developing online studies in a Federal University. He is not one of the Shiloh University faculty and is not listed in exhibit 6 - Qualifications of Faculty.

**Shiloh University**  
**Course Authorship - Graduate Courses**

<b>Course Number and Name</b>	<b>Faculty Involved</b>	<b>Degree</b>
BL501 – Hebrew Studies 1	Barker, Doug	M.Div.
BL502 – Hebrew Studies 2	Barker, Doug	M.Div.
BL503 – Greek Studies 1	Barker, Doug	M.Div.
BL504 – Greek Studies 2	Barker, Doug	M.Div.
BL506 – 3rd Trimester Greek	Barker, Doug	M.Div.
CH501 – Survey of Church History	Forbes, Ed	M.Div.
	Jenelle Sparks	EdD
CH502 – Survey of Christian Thought	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
CH504 – History of Spiritual Outpourings and Revival	Forbes, Ed	M.Div.
	Sparks, Jenelle	EdD
GS101 - Library Tutorial	Green, Jay	MA Library
	McPhail, Julie	PhD (ABD)
GS501 – Theological Research, Writing, and Grammar	McMullen, John	MA
	Sparks, Jenelle	EdD
GS502 – Computerized Bible Study	Buckingham, John	M.Div.
	Wirthlin, Jim	VP Technology
MM501 – Mentored Ministry Experience	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
	Sparks, Jenelle	EdD
MT501 – Spiritual Formation	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
MT506 – Homiletics	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
MT507 – Hermeneutics	Barker, Doug	M.Div.
MT509 – Missions & Evangelism	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
MT510 – Divine Healing and Miracles	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
MT511 – Principles of Spiritual Counsel	Arnesen, Chris	MS
	Forbes, Ed	M.Div.
MT512 – Biblical Curriculum Development	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
	Sparks, Jenelle	EdD

**Shiloh University**  
**Course Authorship - Graduate Courses**

<b>Course Number and Name</b>	<b>Faculty Involved</b>	<b>Degree</b>
NT501 – Intro to the New Testament	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
OT501 – Intro to the Old Testament	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
OT502 – Historical Geography of Israel	Forbes, Ed	M.Div.
	Buckingham, John	M.Div.
PL501 – Leading a Church Service	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
PL510 – Leadership and Administration	Ebeling, Bob	MBA
	Reeves, Chris	President, CPA
	Runquist, Lisa	JD
PL512 – Church Law	Runquist, Lisa	JD
ST501 – Systematic Theology 1	Barker, Doug	M.Div.
	Buckingham, John	M.Div.
	Forbes, Ed	M.Div.
ST502 – Systematic Theology 2	Barker, Doug	M.Div.
	Buckingham, John	M.Div.

**UNANIMOUS WRITTEN CONSENT OF  
DIRECTORS OF  
APOSTOLIC COMPANY**

A California Nonprofit Unincorporated Association

The undersigned, constituting all of the present Directors of the above-named association, DO HEREBY consent to take the following action, adopt the following resolution and transact the following business:

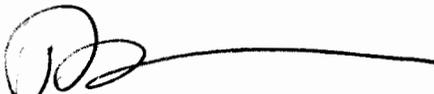
**CONTINUING SUPPORT OF SHILOH UNIVERSITY**

BE IT RESOLVED, the Apostolic Company directors hereby approve the continued funding the Shiloh University long-range plan and budget as an essential ministry of The Living Word Fellowship. Funding includes salaries paid by Apostolic Company, donations from The Living Word Fellowship Trust, other offerings, providing office space, and continued encouragement of volunteerism from congregants of the fellowship churches.

This Consent is executed pursuant to the Bylaws of this association, and shall be effective on the date of the last signature hereof.

**Directors**

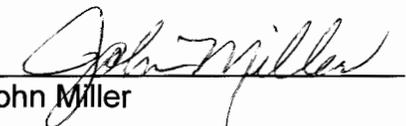
**Date of Signature**

  
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Phyllis M. Haworth

10/13/11

  
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Christopher Reeves

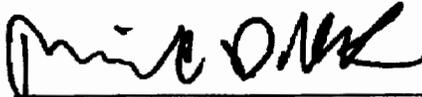
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John Miller

10/13/11

**UNANIMOUS WRITTEN CONSENT OF DIRECTORS OF APOSTOLIC COMPANY APPROVING THE CONTINUING SUPPORT OF SHILOH UNIVERISTY**

**PAGE 2**



Richard D. Holbrook

Oct 12 2011

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Silas Esteves

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Alvin E. Forbes

These actions are approved by the Apostolic Fathering Ministry of The Living Word Fellowship

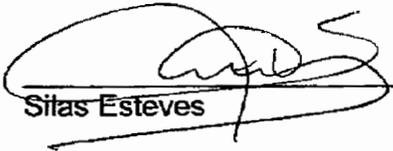
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Gary A. Hargrave

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Marilyn L. Hargrave

**UNANIMOUS WRITTEN CONSENT OF DIRECTORS OF APOSTOLIC COMPANY APPROVING THE CONTINUING SUPPORT OF SHILOH UNIVERISTY**  
**PAGE 2**

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Richard D. Holbrook

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Silas Esteves

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Alvin E. Forbes

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These actions are approved by the Apostolic Fathering Ministry of The Living Word Fellowship

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Gary A. Hargrave

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Marilyn L. Hargrave

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**UNANIMOUS WRITTEN CONSENT OF DIRECTORS OF APOSTOLIC COMPANY APPROVING THE CONTINUING SUPPORT OF SHILOH UNIVERISTY**  
**PAGE 2**

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Richard D. Holbrook

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Silas Esteves

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*Alvin E Forbes*  
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Alvin E. Forbes

*10-13-11*  
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These actions are approved by the Apostolic Fathering Ministry of The Living Word Fellowship

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Gary A. Hargrave

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Marilyn L. Hargrave

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**UNANIMOUS WRITTEN CONSENT OF DIRECTORS OF APOSTOLIC COMPANY APPROVING THE CONTINUING SUPPORT OF SHILOH UNIVERISTY**  
**PAGE 2**

Richard D. Holbrook

\_\_\_\_\_

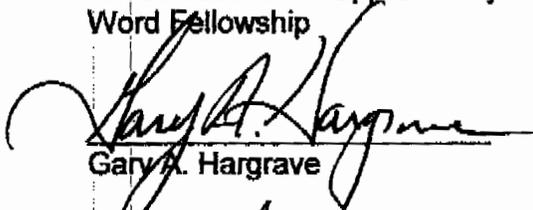
Silas Esteves

\_\_\_\_\_

Alvin E. Forbes

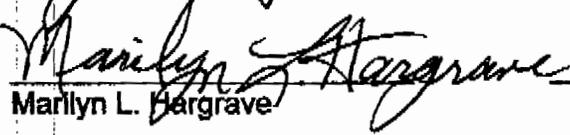
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These actions are approved by the Apostolic Fathering Ministry of The Living Word Fellowship

  
\_\_\_\_\_

10/13/11  
\_\_\_\_\_

Gary A. Hargrave

  
\_\_\_\_\_

10/13/11  
\_\_\_\_\_

Marilyn L. Hargrave





February 15, 2012

Carolyn Small  
603 East 12<sup>th</sup> Street, Floor 5  
Des Moines, IA 50319

Iowa College Student Aid Commission,

Shiloh University fully commits to the delivery of its programs to its students in the state of Iowa. Considering that instruction is offered exclusively online from administrative facilities located in Iowa, the University also commits to the delivery of its programs to students in locations outside of the state.

In the event that the University has to close any of its program, or in the case of closure of the school, The University has already declared its obligation to "teach-out" the remaining student body (see attached agreement). In addition, the University agrees to seek for and provide acceptable alternatives for students to complete their programs at other institutions.

Sincerely,



Christopher Reeves, President



**Commitment to the Accrediting Commission of the Distance Education and Training Council to Teach-Out Students**

“WHEREAS, Shiloh University of Kalona, Iowa, applied to the Accrediting Commission of the Distance Education and Training Council for accreditation, and achieved such accreditation,

“WHEREAS, said accreditation applies to every distance education course, division, and activity, including the residential component of any combination distance study-resident courses,

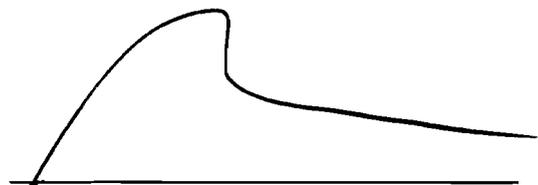
“NOW, THEREFORE, upon motion duly made and seconded and unanimously adopted, it is RESOLVED and COMMITTED that:

**One:** This organization commits that all students who enroll in this organization's programs will receive all of the training under the terms of their contracts, including receiving all learning materials on a timely basis, any subsequent change in this organization's accredited status or any other circumstances notwithstanding; and,

**Two:** With the understanding that the intent of this Commitment is to assure that all students enrolled by this organization before and during its period of accreditation will have the opportunity to complete their programs regardless of future circumstances, it is firmly resolved that the letter and spirit of this Commitment will be fulfilled.”

I certify that this Commitment was duly and legally adopted at a regular (special) meeting of the Board of Trustees, duly and regularly convened and held at Kalona, Iowa on the 11th day of January, 2011, at which a quorum of the Board of Directors was present and acting throughout; and that said Commitment will continue in full force and effect.

Given under my hand and the seal of the organization in the City of Kalona, State of Iowa, this 8<sup>th</sup> day of April, 2011.



Christopher Reeves, President





### General Complaint / Grievance Form

The information you provide below is considered sensitive and will be shared only with those who are considered essential to the investigation and disposition of this complaint. Do not feel limited by the space provided in this form, you are encouraged to attach additional pages if you believe it will assist in the investigation. The Vice President of Administration will contact you within 30 days of receiving this complaint form to communicate the action that will be taken to remedy the situation.

Person filing Complaint: \_\_\_\_\_  
Last Name First Name M.I.

Current Address: \_\_\_\_\_  
Street Address Apt. #  
\_\_\_\_\_  
City State ZIP ( ) Phone # ( ) Cell #

Permanent Address: \_\_\_\_\_  
Street Address Apt. #  
\_\_\_\_\_  
City State ZIP ( ) Phone # ( ) Cell #

Preferred Email: \_\_\_\_\_

Preferred Method of Contact: \_\_\_ Cell Phone \_\_\_ Home Phone \_\_\_ Email \_\_\_ Mail

PLEASE COMPLETE THE FOLLOWING:

1. Nature of the complaint (use addition paper if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Dates, Times, Witnesses (including contact information): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Identify any witnesses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What have you done to resolve the situation thus far? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. When did you discuss your concern with the individual(s) listed in #4 above? \_\_\_\_\_

\_\_\_\_\_

6. Have you reported this issue to anyone else? If so, whom and when? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. What relief are you seeking? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



My signature affirms my statement above to be true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

333577

**ARTICLES OF INCORPORATION  
OF  
UNIVERSITY OF SHILOH**

507997 ART122 \$20.00 BARB 2 9/19/06

**ARTICLE 1  
NAME**

The name of this corporation is:

UNIVERSITY OF SHILOH.

**ARTICLE 2  
INITIAL REGISTERED OFFICE AND INITIAL REGISTERED AGENT**

The initial registered office in the State of Iowa for this corporation is:

100 Shiloh Drive  
Kalona, Iowa 52247.

The name of this corporation's initial registered agent at that office is:

Christopher J. Reeves

**ARTICLE 3  
INCORPORATOR**

The name and address of the incorporator is:

Christopher J. Reeves  
100 Shiloh Drive  
Kalona, Iowa 52247.

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SECRETARY OF STATE  
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2112

#### **ARTICLE 4**

##### **MEMBERSHIP / STOCK PROVISIONS**

The corporation will have voting members, as are defined in the bylaws of the corporation. The corporation will not issue shares of stock.

#### **ARTICLE 5**

##### **PURPOSE**

This corporation is a religious corporation and is not organized for the private gain of any person. It is organized under the Revised Iowa Nonprofit Corporation Act for religious purposes.

The specific purposes for which this corporation is organized are religious ones, to wit: To create, establish and operate a university, with an emphasis on the establishment and operation of a school of ministry, expanding to address such other areas of education as the Lord directs; to issue undergraduate and graduate degrees up through the doctoral level; to provide a school for training and education of ministers who are prepared to lead congregations into a living fulfillment of Ephesians 4:1-16; to equip the saints to the work of service to which they are called, by providing a sound Biblical and theological education. In carrying out such purposes, to serve The Living Word Fellowship, its congregations, institutions, agencies, and members, and to take such other actions assisting the work of The Living Word Fellowship as are consistent with these purposes. To acquire by purchase or gift, such property whether real or personal to facilitate the foregoing purposes, and to have and exercise all other powers, rights and privileges granted by the State of Iowa. The recital of these purposes as contained in this paragraph is intended to be exclusive of any and all other purposes, this corporation being formed for such religious purposes only.

#### **ARTICLE 6**

##### **ARBITRATION**

The Scriptures discourage taking your brother to court. The courts recognize this principle, and will not decide matters of church doctrine. Under the First Amendment, the people may freely consent to being spiritually governed by an established set of church laws defined and carried out by those chosen to interpret and implement them. If there is an established method of resolving

church property disputes within the church hierarchy, the courts will generally defer to the higher church authority to resolve such disputes. As an additional incentive to resolving disputes outside of courts, public policy favors arbitration when a dispute resolution mechanism is adopted before the dispute arises. In recognition of both the scriptural and temporal preference for settlement of disputes within the Church, the method set forth in the Bylaws of this corporation is adopted as the only method to be followed in resolving corporate disputes.

## **ARTICLE 7**

### **LIMITATION OF LIABILITY OF DIRECTORS**

This corporation hereby eliminates or limits the liability of each director to the corporation or to its members for monetary damages for any action taken or any failure to take action as a director, to the fullest extent permitted by law. This shall not eliminate or limit the liability of a director for the amount of any financial benefit received by a director to which the director is not entitled, for an intentional infliction of harm on the corporation or the members hereof, for an intentional violation of criminal law, or for an unlawful distribution for which the director is otherwise liable under Section 504.835 of the Revised Iowa Nonprofit Corporation Act.

## **ARTICLE 8**

### **INDEMNIFICATION OF DIRECTORS**

This corporation is hereby permitted to indemnify a director for liability, as defined in section 504.851, subsection 5 of the Revised Iowa Nonprofit Corporation Act, to any person, for any action taken, or any failure to take any action, as a director, to the fullest extent permitted by law. This section shall not permit indemnification of a director for liability for: the amount of any financial benefit received by a director to which the director is not entitled, for an intentional infliction of harm on the corporation or the members hereof, for an intentional violation of criminal law, or for an unlawful distribution for which the director is otherwise liable under Section 504.835 of the Revised Iowa Nonprofit Corporation Act.

## **ARTICLE 9**

### **TAX EXEMPTION REQUIREMENTS**

This corporation is organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements on behalf of any candidate for public office).

## **ARTICLE 10**

### **DISTRIBUTION UPON DISSOLUTION**

The property of this Corporation is irrevocably dedicated to religious and educational purposes meeting the requirements of Section 501(c)(3) of the Internal Revenue Code and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, trustee, officer or member of this Corporation, or to the benefit of any individual.

Upon the winding up and dissolution of this Corporation, and after paying and adequately providing for all debts and liabilities of the Corporation, the assets of this Corporation shall be distributed to other nonprofit funds, foundations or corporations affiliated with The Living Word Fellowship, which are selected by the Board of Directors at the time of dissolution, and which are organized and operated exclusively for religious or educational purposes, and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; however, if the named recipient(s) is not in existence, or is not a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or organization organized and operated exclusively for the purposes specified in 501(c)(3) of the Internal Revenue Code of 1986, as amended.

**ARTICLE 11****AUTHORITY OF HEAD CORPORATION**

This corporation is subordinate to Apostolic Company, dba The Living Word Fellowship. In the event the Apostolic Company, dba The Living Word Fellowship revokes or takes away the charter of this corporation, or if the charter is surrendered to Apostolic Company, dba The Living Word Fellowship, by this corporation, then this corporation must dissolve. On dissolution, for whatever reason, all assets remaining after payment of the debts of the corporation shall be distributed in the manner directed by Apostolic Company, dba The Living Word Fellowship.

In addition to any other matters specifically set forth in the Bylaws, the following items must be pre-approved in writing by the Apostolic Company, dba The Living Word Fellowship, before they can be effective:

- a) Amending or restating these Articles of Incorporation.
- b) Amending, adopting or repealing the Bylaws of this corporation and any portion thereof.
- c) Adopting an agreement to merge with or submit to any other individual or entity.
- d) Dissolving this corporation.

DATED: *September 1, 2006*

  
\_\_\_\_\_  
Christopher J. Reeves, Incorporator

FILED  
IOWA  
SECRETARY OF STATE

*9-18-2006*  
*8:17 AM*

W498678



2416





STATE OF IOWA  
SECRETARY OF STATE

**STATE OF IOWA**  
**Secretary of State Office**

C# 1591

I hereby certify that this is a true and complete document(s) to which the seal is affixed as filed in this office beginning 18<sup>th</sup> day of September 2006 to and including the date below

DATED September 20 2006

Charles J. Huber  
- Secretary of State

BY: Diane Budgett  
Sps

333577

**CERTIFICATE OF AMENDMENT OF  
ARTICLES OF INCORPORATION  
OF  
UNIVERSITY OF SHILOH**

\$0.00 KELLY 2 3/2/08

Christopher J. Reeves and Erin M. Dunn certify that:

- 1. They are the President and Secretary, respectively, of UNIVERSITY OF SHILOH, an Iowa nonprofit corporation.
- 2. Article 1 of the Articles of Incorporation is amended to read as follows:

AMEN 525314

Article 1

**NAME**

The name of this corporation is:

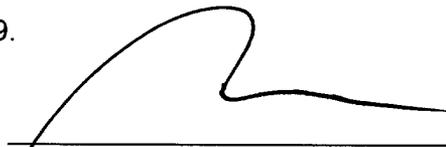
**SHILOH UNIVERSITY**

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SECRETARY OF STATE

- 3. The foregoing amendment of Articles of Incorporation has been duly approved by the Board of Directors on December 15, 2008.
- 4. The foregoing amendment of Articles of Incorporation has been duly approved by vote of the members in the manner required by Chapter 504 of the Iowa Code, by the Articles of Incorporation, and the bylaws of the corporation.
- 5. The forgoing amendment of Articles of Incorporation has been duly approved in writing by the Apostolic Company, dba The Living Word Fellowship, as required by Article 11 of the Articles of Incorporation.

We further declare under penalty of perjury under the laws of the State of Iowa that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: February 24, 2009.

  
\_\_\_\_\_  
Christopher J. Reeves, President

  
\_\_\_\_\_  
Erin M. Dunn, Secretary

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SECRETARY OF STATE  
3-9-2009  
10:20 am  
W617576





	<b>STATE OF IOWA</b> Secretary of State Office
	# <u>2858</u>
I hereby certify that this is a true and complete document(s) to which the seal is affixed as filed in this office beginning <u>March 9, 2009</u>	
Dated <u>March 11, 2009</u>	
<u>Margaret A. Mowbray</u> Secretary Of State	
By <u>K. Ubaldo</u> <i>ing</i>	

# IOWA

No. W00498678  
Date: 09/19/2006

## SECRETARY OF STATE

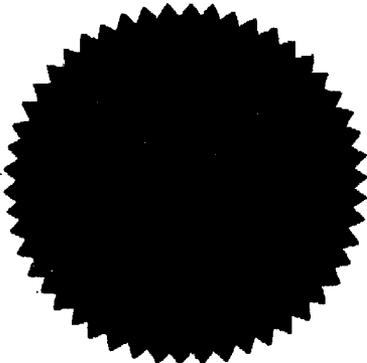
504RDN-000333577  
UNIVERSITY OF SHILOH

### ACKNOWLEDGEMENT OF DOCUMENT FILED

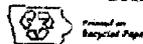
The Secretary of State acknowledges receipt of the following document:  
Articles of Incorporation

The document was filed on September 18, 2006, at 08:17 AM, to be effective as of September 18, 2006, at 08:17 AM.

The amount of \$20.00 was received in full payment of the filing fee.



CHESTER J. CULVER, SECRETARY OF STATE



# IOWA

No: W00617576  
Date: 03/10/2009

## SECRETARY OF STATE

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SHILOH UNIVERSITY

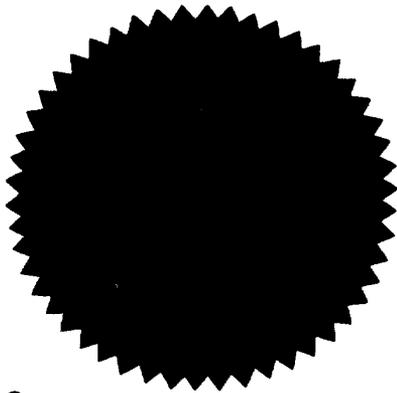
### ACKNOWLEDGEMENT OF DOCUMENT FILED

The Secretary of State acknowledges receipt of the following document:

Articles of Amendment

The document was filed on Mar 9 2009 10:20AM, to be effective as of Mar 9 2009 10:20AM.

The amount of \$20.00 was received in full payment of the filing fee.



*Michael A. Mauro*

MICHAEL A. MAURO SECRETARY OF STATE





## Policy Manual

**Title: Drug and Alcohol Abuse Prevention**

**Policy #: HR008**

**Approval:**

**Date: 06/14/1012**

### **Purpose:**

Shiloh University believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the college community and interferes with educational and occupational success. The University fully complies with the Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption and distribution of drugs and illegal use of alcohol on college property, during classes and at activities officially sponsored by the University.

### **Procedure:**

Students, faculty and staff may not participate in the illegal use of alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the college.

Shiloh University supports all federal, state and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students, staff and faculty of the college by prohibiting the illegal possession, purchase, sale, and manufacture of controlled substances and the illegal use of alcohol. The college will refer offenders to the proper civil authorities. Regardless of whether the legal action is pursued by the college or outside agencies, disciplinary action will be taken by the University for violations of the law, or University policy. All college faculty, staff and student employees must be in compliance with the Shiloh University Drug Free Workplace Policy.

### **Education and Prevention:**

As part of the effort to create a drug-free campus, Shiloh University believes that the University community should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. The University makes information on substance abuse available throughout the year to students, faculty and staff.

### **Health Consequences:**

#### **Alcohol:**

Alcohol is the most commonly used intoxicating substance in America. Generally, adults drink alcoholic beverages without major problems. However, alcohol abuse is a major problem for 10 to 15 percent of

the drinkers and may significantly reduce life expectancy. Ethyl alcohol is the active drug found in alcoholic beverages. Alcohol has a depressant effect on the body. In addition, an intoxicating dose, alcohol can decrease heart rate, lower blood pressure and respiration rate, and result in decreased reflex responses and slower reaction times.

### **Drug Use:**

The following is a short list of possible physical effects of alcohol and other drug use; slowed reaction time, slowed reflex responses, loose muscle tone, loss of fine motor coordination, staggering gait, short-term memory loss, insomnia, paranoia, hallucinations, delusions, mood swings, significant depression, decreased ability to perform complex cognitive tasks, preoccupation with minute matters, and repetition of meaningless tasks. For a description of the health risks associated with controlled substances, consult *Drugs of Abuse* (2003 edition), a Department of Justice publication.

### **Legal Sanctions**

In general, most state laws prohibit:

- Consuming, possessing or purchasing an alcoholic beverage if you are under 21 (Minor in Possession).
- Consuming or possessing alcoholic beverage in a public place.
- Possessing an open or unsealed container in a motor vehicle (when the container is within the immediate reach of the driver)
- Possession of an open or unsealed alcoholic beverage by a passenger in the passenger area of a motor vehicle (Exceptions apply to taxis, limousines and motor homes).
- Public intoxication.
- Giving or selling an alcoholic beverage to someone under age 21.
- Giving or selling an alcoholic beverage to anyone who is intoxicated.
- Lending your driver's license to someone or knowingly permitting someone else to use it

### **College Sanctions**

- Any student suspected of being in violation of these regulations may be subject to disciplinary proceedings conducted by representatives of the Office of the Dean of Students. Students who are found guilty may be subject to administrative actions: oral warning, written warning, admonition, reprimand, and/or use of counseling procedures.
- Disciplinary penalties: expulsion, suspension, disciplinary probation, and other educational sanctions.

### **Drug and Alcohol Treatment:**

- The student or faculty members may go to the website ([www.drugstrategies.org](http://www.drugstrategies.org)) for a list of drug and alcohol related treatment programs near their location.



## Policy Manual

**Title: Reporting Sexual Abuse or Assault**

**Policy #: HR009**

**Approval:**

**Date: 06/14/12**

### **Purpose:**

Shiloh University is a multicultural community sharing the Christian affirmation of the absolute God-given worth and dignity of each individual. The affirmation is expressed in the policy of the University to forbid any form of sexual abuse or assault.

The University activities of this nature diminish the dignity and impede the academic freedom of members of the University community. The University is committed to providing and maintaining a positive learning and working environment, any form of sexual abuse or assault, for all students, staff, faculty, and other members of the University community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

### **Sexual Abuse and or Assault:**

It is Shiloh University's policy to provide students and employees with an environment for learning and working that is free of any form of sexual misconduct. All students and employees are entitled to be treated with dignity and respect.

University administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the University to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the University community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the University community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

### **Procedure:**

#### **Definitions:**

**Work**, for the purposes of this policy, means employment-related activities carried out by University employees and University-sponsored activities carried out by volunteers.

**Member of the University community** means student or employee or an alumnus or volunteer involved in any University-sponsored activity.

**Sexual Assault or Abuse** is defined as unwelcome and unsolicited conduct of a physical sexual

nature by a member of the University community of the opposite sex or same sex. It may include the following:

- Date Rape
- Acquaintance rape
- Forcible sexual offenses
- Non-forcible sexual offences
- Offensive or abusive physical sexual contact

### **Sexual Abuse and Assault Awareness**

During New Student Orientation, the Student Services Coordinator will provide all individuals with information regarding the prevention and reporting of Sexual Abuse and Assault.

### **What to do if You Are Assaulted**

- Get to a place where you are safe from further attack.
- Call the police immediately. The police will help even if you choose not to prosecute.
- Call a friend or family member for support.
- Don't bathe or douche as this will be washing away valuable evidence.
- Get medical attention immediately. The primary reason is to check for physical injury. However, the medical examination also provides physical evidence for legal proceedings.
- Save the clothing you were wearing at the time of the assault.

### **University Responsibility:**

Any member of the University community including students, faculty, or staff; who believes that he or she has experienced sexual assault or abuse or who witnesses what he or she believes to be sexual assault or abuse should contact the Vice President of Administration, or the President of the University.

- At the request of the victim, the University will assist in notifying the appropriate law enforcement agency.
- The University is obligated to notify the local police department anytime it becomes aware of an incident involving sexual abuse or assault.
- The University will work with local agencies to provide support services and counseling for the victim of the assault or abuse.
- The University will investigate all assault complaints and resolve them in accordance with University policy.
- After review of the information resulting from the investigation, the Vice President of the University along with the Administration and the Vice President of Academics to decide upon the appropriate action to be taken from an academic standpoint..
- Specific details regarding any action to be taken against the individual who was the objective of the assault or abuse complaint will remain confidential.

Failure on the part of the any member of the University faculty or staff to report a complaint to the Vice President of Administration will result in disciplinary action up to and including termination.

**Employee Disciplinary procedures:**

- No disciplinary actions will be rendered until a thorough investigation of the alleged offense has been completed.
- Violations of laws and University policies and regulations regarding rape or sexual offenses will be subject to prosecution through both legal and civil authorities, and the appropriate employee disciplinary procedures. The range of university penalties shall include, but are not limited to one or more of the following: counseling, reprimand, suspension, or termination.
- Employees accused of rape or a sexual offense are entitled to avail themselves of the appropriate grievance process for their category of employment. Information on grievance processes is available from the Human Resources Office. The university procedures guarantee that:
  - both the accuser and the accused shall be informed of the disposition of the sexual assault complaint,
  - the accuser and the accused will be treated with dignity, courtesy, and professionalism, and that while the offense must be reported according to federal reporting mandates and Maryland law, the victim's right to choose the course of action to be or not to be taken will be upheld.



## Policy Manual

**Title: Student Military Deployment Policy**

**Policy #: HR010**

**Approval:**

**Date: 06/15/12**

### **Purpose:**

Shiloh University recognizes the many hardships military personnel and their families face in their everyday lives, but especially during these times of uncertainty. We understand that military students who are deployed away from their homes, families, and their permanent duty stations may experience difficulties completing their educational goals and online class requirements.

Shiloh University encourages military students to continue their education and assures them that the University will remain flexible and responsive to their needs. In support of our deployed students, we have adopted the following deployment policy:

### **Procedure:**

#### **Course Options:**

- **Completing the course:**
  - Since all of the classes are taken on-line, talk with your instructor regarding the option of finishing the assignments and tests early or even while on deployment.
- **Unable to Complete the Course:**
  - If you are not able to complete the course work, and you meet the following guidelines, you may be able to receive an Incomplete (I) for the course which would not affect your GPA.
    - Students must be in good standing in their class and be receiving a passing grade at the time of deployment.
    - Student must have meet required attendance requirements.
    - Students must inform their Registrar as soon as possible after receiving notification of deployment or movement due to military necessity.
    - Whenever possible students must provide supporting documentation, such as military orders, to support their withdrawal from class

#### **Military Leave of Absence:**

Shiloh University supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence (MLOA) from the University for the period of **not more than five years**, cumulatively.

Students on an MLOA (or who were deployed but did not get a chance to fill out the MLOA form) need

not apply for readmission or pay readmission fees. The MLOA students are readmitted to Shiloh University at the same academic status as before deployment. With notice from the student, the MLOA allows those students to preregister for classes during the early registration period prior to the term when they plan to return to campus.

**Requesting a Military Leave of Absence (MLOA):**

- All Students must complete the MLOA application and forward it to the Registrar's Office with a copy of their Military Orders.
- Withdraw from all classes in accordance with University policy.
- A full reduction in tuition and fees will be made; however, such refunds will first be applied to any outstanding obligations and to any scholarship, grant or loan the student has received for that term.

**Returning to the University:**

- If a MLOA was not submitted prior to the start of the deployment, it will be necessary to send a copy of your military orders to the Admissions Department along with a letter explaining your circumstances.
- If the MLOA was submitted prior to deployment then it will only be necessary for the individual to fill out the Military Re-admissions form and forward it to the Admission's Department.
- If an individual has attended another college or university or taken the CLEP exam, it will be necessary for them to submit official transcripts to update your record.