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II-A. Academic Programs, Facilities and Faculty

**Adult Education Department - LEAD**
B.S. Management and Ethics degree-completion
B.S. Biblical Leadership degree-completion

**Bible/Theology Department**
B.A. or B.S. Bible and Leadership, Theological Research
B.A. or B.S. Bible and Leadership, (Dual Degree)
B.A. or B.S. degrees in: Bible and Leadership, Christian Ministry

**MCC Online - Distance Education**
Degree-completion programs for a B.S. Biblical Leadership
and B.S. Management and Ethics

**Dual Degree Program**

The dual degree program is minimally a five year course of study in which a student earns a bachelor degree from Manhattan Christian College and a bachelor degree from Kansas State University or an associate degree or certificate from Manhattan Area Technical College upon confirmation of the completion of all requirements at both institutions. Students in this program are equipped through MCC with a biblical foundation that will enable them to penetrate the world with the gospel of Jesus Christ. Students in this program are also equipped through KSU or MATC with a vocation that will enable them to go anywhere in the world and, as they do, to be Christian leaders both in the church and in their chosen profession.

**Instructional Facilities**

Classrooms and faculty offices are located in Coffin Memorial Hall. The library and chapel are located in Jolliffe Hall. The campus for Kansas State University is located adjacent to MCC’s campus. Manhattan Area Technical College is located within 4 miles of MCC’s campus.

**Faculty**


Steven B. Davis, Ed.D., *Assistant Professor of Theology (2001)*
Gregory A. Delort, Ph.D., Professor of Family Ministry (1997), Associate Academic Dean B.A., Lincoln Christian College, 1994; M.A., Lincoln Christian Seminary, 1997; M.S., Kansas State University, 2002; Ph.D., Kansas State University, 2006.

William (Bill) Jenkins, Ph.D., Associate Professor of English (2010), General Studies Department Head (2010) B.A., University of Tulsa, 1984; M.A., University of Tulsa, 1986; Ph.D., University of Arkansas, 1992.


Larry B. Sullivan, Associate Professor of History (1972) A.B., Manhattan Christian College, 1957; M.A., Fort Hays State University, 1967.


Russell York, D.Min., Associate Professor of Pastoral Ministry (2008) B.S., Memphis State University, 1975; B.S., Creighton University, 1983; M.Th., Harding Graduate School of Religion, 1981; D.Min., George Fox Seminary, 2011.

II-B. Accreditation

North Central Association of Colleges and Schools (NCA) -- Manhattan Christian College is accredited by the Commission on Institutions for Higher Education of the North Central Association of Colleges and Schools.

North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
The Association for Biblical Higher Education (ABHE, formerly the Accrediting Association of Bible Colleges) -- Manhattan Christian College was initially accredited in 1949 and was reaffirmed for accreditation in 2006 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further ABHE is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

I. The Association for Biblical Higher Education
5890 South Semoran Boulevard
PO Box 780339 (32878-0339)
Orlando, FL 32822
Telephone: (407) 207-0808

Students who have a complaint against the college may contact in writing or call NCA or ABHE.

Transfer Credit Practices of Designated Educational Institutions, published by the American Association of collegiate Registrars and Admissions Officers, indicates a general acceptance of MCC credits, for the transfer of courses that are substantially equivalent. Manhattan Christian College is empowered by the State of Kansas to "confer such scholastic degrees or certificates of graduation as are usually conferred by Institutions of Higher Learning."

The Kansas Veterans Commission has approved the college for the training of veterans under Public Law 550, 82nd Congress. The college is authorized under federal law to enroll nonimmigrant alien students.

II-C. Transfer of Credit

Transferring Credit to MCC
Manhattan Christian College accepts credit for equivalent courses bearing a “C” (2.0) or higher grades from institutions accredited by regional accrediting commissions or the Association for Biblical Higher Education. Courses that are determined to be comparable in nature, content, level of credit, and relevant to MCC degree programs will be considered for transfer. Credits from institutions not accredited by associations listed above may be accepted following validation.
Validation consists of the following: (a) Only courses bearing a “B” (3.0) or higher grades will be eligible for transfer; (b) A review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution will be conducted; and, (c) The student must earn a cumulative GPA of 3.0 or higher in the first semester of full-time enrollment at MCC. In some cases, only partial credit may be recognized for work done at colleges operating below conventional college standards.

MCC accepts credit by-examination credits for equivalent general education courses that are applicable to the student’s degree program. Examples of recognized national tests are: College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST). A student may petition to demonstrate, for credit, adequate knowledge of an existing college course based on a Challenge Examination administered by MCC faculty. The amount of credit transferable from other institutions may vary according to the student’s selected degree program.

**Credit by Examination and Prior Learning**

Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), and other recognized credit by examination credits for equivalent general education courses. Credits by examination may be transferred to MCC if applicable to the student’s specific degree program. Credit for Prior Learning (CPL) is a method of documenting and validating previous college-level work.

Credit may be awarded based on the evaluation of the learning attained in technical or professional training, non-credit classes or work experience. Credit may also be earned for non-collegiate training in the military. Credit will be awarded after receiving appropriate forms (AARTS transcript, DD214, DD295) and will be based upon the recommendations set forth by the American Council on Education as indicated in the Guide to the Evaluation of Educational Experiences in the Armed Forces. MCC will not award credit for national proficiency examinations or credit for prior learning based solely upon the evaluation or transcription of credit by any other university, college, or organization. A maximum of 30% of a student’s chosen degree program can be completed through non-classroom contact (such as credit-by-examination, credit for prior learning, military experience, et cetera). A tentative evaluation of credits for transfer is usually made as a part of the admissions process. An official transcript of credits is completed after the student has been admitted to a degree program and has begun the first full semester of study at MCC. The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with the MCC registrar’s office or their high school counselor.

**II-D. Privacy of Student Records**

The Family Educational Rights and Privacy Act (FERPA) set limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.
FERPA generally gives postsecondary students the right

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student.

**Student Records Policy**

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information they encounter in the work place.

**Definitions**

**Student** is defined as one who has attended or is attending Manhattan Christian College.

**Educational records** do not include files retained by individuals that are not accessible to any other person except a substitute faculty/staff member.

**Directory information** is defined as a student’s name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.

**Confidential information** is the remainder of the student record that is not defined as “directory information.”

**Record** means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, file, microfilm, microfiche, and computer.

**Release of Directory Information**

The registrar’s office releases directory information to anyone upon inquiry. A student may request that directory information be withheld by submitting a request for non-disclosure to the registrar’s office. A request for non-disclosure of directory information form is available in the registrar’s office and must be received one week after registering for classes. The registrar’s office will notify other appropriate college offices regarding
the student’s request. The student must submit the request to withhold directory information each semester of enrollment.

**Release of Confidential Information**
Each type of student record is the responsibility of a designated college official, and only that person or the vice president to whom that person reports has authority to release the record.

- Academic records: registrar
- Admissions records: director of admissions
- Financial Aid: director of financial aid
- Business records: assistant to vice president for business
- Alumni/Donor records: assistant to the vice president for institutional Advancement

1. Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student’s application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, or (f) to parents of a dependent student*, or (g) to the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.

2. Each student is entitled to a copy of their academic transcript upon written request.

3. Documents submitted in support of a student’s application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.

4. Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released.

5. The contents of the official folder of a student will not be sent outside the office of the registrar or other record offices except in circumstances specifically authorized by the registrar or the custodian of the other records.

6. A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.

7. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student’s identity is to be published. The registrar will decide validity of the study as it applies to education and the privacy rights of students.

*this exception is only applicable if the student meets the definition of a dependent student found in Section 152 of the Internal Revenue Code. If so, documentation must be provided, reviewed and accepted before any release of information is made.

**When Records May Be Withheld**
Transcripts and future enrollment at MCC will be withheld due to delinquent accounts or official disciplinary action. Removal of the hold only occurs when the registrar’s office receives written authorization from the official who originally requested the action.

**Review and Challenge of Records**

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the registrar’s office to gain approval for the inspection. The student must conduct the examination of the academic record in the registrar’s office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the vice president for academic affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The vice president for academic affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the vice president for academic affairs.

A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the president, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

**Complaints**

A student who believes that the college has not complied with federal law or regulations may send a written complaint to: The Family Educational Rights and Privacy Act Office, Dept. of Education, 400 Maryland, SW, Washington, D.C. 20202.

**II-E. The College Navigator Website**

The College Navigator website at [http://nces.ed.gov/collegenavigator/](http://nces.ed.gov/collegenavigator/) provides information on a variety of characteristics of colleges and universities and their student bodies. You are encouraged to use it as part of your college search process.

**II-F. Student Body Diversity**

<table>
<thead>
<tr>
<th>Total enrollment:</th>
<th>311</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate enrollment:</td>
<td>311</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent of enrollment by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men:</td>
</tr>
<tr>
<td>Women:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
**Percent of enrollment by race/ethnicity**

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Asian</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>3%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>3%</td>
</tr>
<tr>
<td>White</td>
<td>69.4%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>1%</td>
</tr>
<tr>
<td>Race/ethnicity unknown</td>
<td>12%</td>
</tr>
<tr>
<td>Non-resident alien</td>
<td>11%</td>
</tr>
</tbody>
</table>

**Percent of enrollment by age**

<table>
<thead>
<tr>
<th>Age Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 and under</td>
<td>85%</td>
</tr>
<tr>
<td>25 and over</td>
<td>15%</td>
</tr>
</tbody>
</table>

**Percent of enrollment by state of residence**

<table>
<thead>
<tr>
<th>Residence Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas residents</td>
<td>70%</td>
</tr>
<tr>
<td>Out-of-State residents</td>
<td>29%</td>
</tr>
<tr>
<td>Foreign Countries</td>
<td>1%</td>
</tr>
</tbody>
</table>

**Federal Pell Grant recipients:**

115

*the data is for 2013 – 2014 award year as reported on IPEDS.*

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**II-G. Retention**

Retention rates measure the percentage of first-time students who are seeking bachelor's degrees who return to the institution to continue their studies the following fall.

For such students who began their enrollment the fall semester of 2013, 61% returned to continue their studies in the fall semester 2014.

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**II-H. Completion and Graduation Rates**

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or
other award such as a certificate within 150% of the "normal time" for completing the program in which they are enrolled.

At Manhattan Christian College, 44% of the students beginning in fall semester 2008 have graduated by the end of spring semester 2014.

Of the percentage of full-time, first-time students who began their studies in fall 2008 and received a degree within 150% of the "normal time" to completion for their program, 45% of the male students completed and 44% of the female students completed.

II-I. Athletics Participation

<table>
<thead>
<tr>
<th>2013-2014 VARSITY ATHLETES</th>
<th>MEN</th>
<th>WOMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCCAA DIVISION II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>17</td>
<td>–</td>
</tr>
<tr>
<td>Basketball</td>
<td>13</td>
<td>11</td>
</tr>
<tr>
<td>Soccer</td>
<td>18</td>
<td>–</td>
</tr>
<tr>
<td>Track and Field, X-Country</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Volleyball</td>
<td>–</td>
<td>9</td>
</tr>
</tbody>
</table>

Manhattan Christian College (MCC) offers intercollegiate athletics. There are 4 men’s sports and 3 women’s sports this year. MCC does not offer athletic scholarships.