WC

WILLIAMSON
C O L L E G E

Equipping Minds. Engaging Hearts. Following Christ.

Catalog
2014-2015

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Williamson Christian College, d.b.a. Williamson College
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UNDERGRADUATE CATALOG

CATALOG

The provisions of this Catalog should not be regarded as a contract between any student and Williamson College. Any student who interrupts enrollment by an absence of one year may incur the obligation of meeting changed requirements in the new WC Catalog that is in effect when readmitted. Course content and regulations are constantly being reviewed and revised. The College reserves the right to withdraw or amend the content of any courses listed in the WC Catalog.

Students will normally graduate under the requirements of the Catalog that is in effect when they enter Williamson College. Any students who are not enrolled for one year will re-enroll under the requirements of the WC Catalog then in effect. Students who have not had a break in enrollment of one year may elect to graduate under the requirements of the WC Catalog in effect at the time of graduation.

NONDISCRIMINATION POLICY

Williamson College admits students of any race, color, gender, religion, handicap, age and national or ethnic origin to all of the rights and privileges, programs and activities generally accorded or made available to students at the College. In regard to current students the College does not discriminate on the basis of race, color, gender, religion, handicap, age or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs or any other College administered programs.

ACCREDITATION

Williamson College is accredited by the Association for Biblical Higher Education (ABHE) (formerly the Accrediting Association of Bible Colleges, AABC) for the granting of the Associate and Bachelor's degrees in both on-site and online formats. ABHE is a national accrediting body recognized by the U.S. Office of Education. Accreditation with ABHE allows the College to offer Federal grants and aid.

Association for Biblical Higher Education
5850 T. G. Lee Blvd., Suite 130
Orlando, Florida, 32822
407/207-0808, www.abhe.org.

STATUS

The College is not-for-profit and is recognized as a 501(c)(3) organization by the Internal Revenue Service which allows the College to receive grants and gifts, both restricted and unrestricted. The College also welcomes the gift of suitable books and related materials for the John W. Neth, Jr. Library.

ORGANIZATION

Williamson College is a not-for-profit, interdenominational institution created under the laws of the State of Tennessee, United States of America, where authorization has been granted by the Tennessee Higher Education Commission to offer the Bachelor of Science degree in Ministry Leadership, and Business Administration, Nonprofit Managerial Leadership, Worship Studies, as well as the Associate Degree in Leadership. The College is owned and operated by an independent and self-perpetuating Board of Trustees under the leadership of the Chair of the Board (selected by the Board from its members). The Board appoints the President, as well as approves all policies and the budget of the College.

The management of the College is the responsibility of the President. The President is assisted by the Executive Team, the Faculty and members of the College staff.

BOARD OF TRUSTEES – 2014

EXECUTIVE TEAM

ED SMITH, Ph.D., President

TODD BRADLEY, Ph.D., Vice President of Academic Affairs/Dean of the Faculty

SUSAN MAYS, B.S., Vice President of Operations

SHARON LANDERS, Ph.D., Dean Emeritus

MORGAN BORTZ, B.S., Marketing Coordinator

LAURA FLOWERS, A.A. Executive Team Coordinator

KAREN HUDSON, B.A., Director-Registrar & Institutional Effectiveness

JENNIFER RAINEY, Business Office Assistant

JENNIFER SPEER, B.S., Director - Financial Aid

ROBYN WOLLAS, M.S., Director- Student Services

College Auditor: Blankenship Group, Brentwood, TN

College Attorney: Chuck Cagle, Lewis, King, Krieg & Waldrop, Nashville, TN

"For I know the plans I have for you" - this is the Lord's declaration - "plans for your welfare, not for disaster, to give you a future and a hope." Jeremiah 29:11 (HCSB)

Following his exit from Auschwitz and other Nazi concentration camps, Viktor Frankl penned the classic *Man's Search for Meaning*. It was in the camps that Frankl determined that life was not about obtaining pleasure but, rather, about meaning. In his experience, it was the meaningful components of life that enabled him to survive the horrors of the Holocaust. He agreed with the words of Nietzsche, "He who has a *Why* to live for can bear almost any *How*." Today, it seems, our modern and individualistic culture is replete with those who are perfecting their *How*, but their *Why* gets scant, if any, attention.

At Williamson College (WC) we take *meaning* seriously. And, it is grounded in the Holy Scriptures from which we intentionally integrate faith with learning. At WC, the purpose of higher education is more than helping you prepare for the *How* of life, such as employment, but for far more deeper purposes of *Why*. Our staff, faculty, trustees, and your fellow students take great care in contemplating God's call upon our lives – a call to go into our community and world and engage culture for the cause of Christ.

Whether you are pursuing studies as diverse as business or ministry, we are here to equip you to meet God's call upon your life.

Edward M. Smith, Ph.D.
President, Williamson College
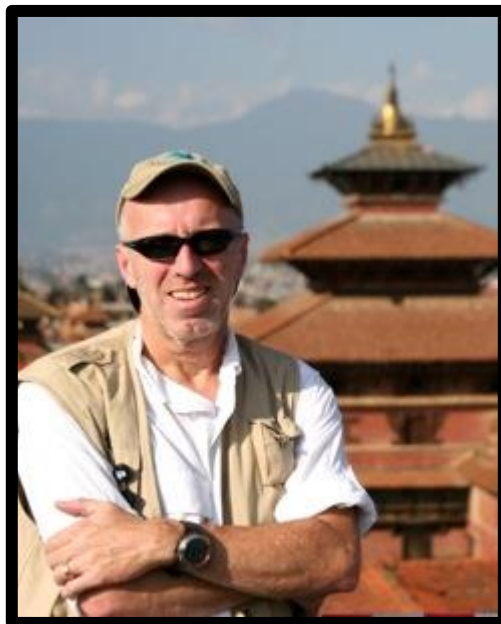
In December 1996, the College was incorporated with the Secretary of State of the State of Tennessee. The Tennessee Higher Education Commission gave approval in April 1997. This approval was for the baccalaureate degree to be granted in two majors. The degrees offered were modified by the Tennessee Higher Education Commission (THEC) on January 28, 1999, to include the Bachelor's Degree in Management and Ethics as well as Leadership and Ministry. In May 2003, THEC approved the granting of the Bachelor of Science degree with majors in Management and Ethics, Leadership and Ministry, and in Music and Worship Leadership.

The College enrolled its first students in credit and noncredit courses in the fall of 1998. On August 13, 2000, Williamson College had its first Baccalaureate and Commencement ceremony. The College began with a strong orientation to provide both onsite and online access to its constituencies. In 2002 the second site was opened at The People's Church. The College assumed ownership of the Seaboard Lane campus in December 2006. Seaboard Lane campus was sold in July 2012, at which time the main campus was relocated to the Mallory Station location.

Accreditation by TRACS (Transnational Association of Christian Colleges and Schools) was effective March 20, 2002 and was renewed in 2008 for ten years. The Board of Trustees chose to discontinue the relationship in June 2009. Accredited Status with ABHE (Association of Biblical Higher Education) (formerly the Accrediting Association of Bible Colleges, AABC) was approved on February 23, 2007. On February 11, 2013, the College received reaffirmation of accreditation with ABHE until 2022.Being accredited enables the college to offer Federal financial aid programs.

Susan Mays
Vice President- Operations

Williamson College offers learning experiences through the Internet and locally in Williamson County.

Onsite students attend classes at the Mallory Station Road Site in Franklin, TN, or at The People's Church Site on the corner of Mack Hatcher and Highway 96 in Franklin, Tennessee.

The Mallory Station Road Site, home of Aspen Grove Christian Church, houses the Administrative Offices of the College and the John W. Neth, Jr. Library.

Office Hours

8:30 a.m. to 5:00 p.m. Monday, Tuesday, & Thursday

8:30a.m. - 4:00p.m. Wednesday

8:30a.m. - 2:00p.m. Friday

(Student advisement appointments available upon request during additional hours)

The Library is named after John W. Neth, Jr. who served many years as Librarian at Emmanuel School of Religion and Milligan College. He donated most of his personal collection to WC before his death in 2006. Library hours are posted on the WC web site.

The Library has approximately 5,000 volumes. The collection is primarily in the fields of biblical studies, biography, business and organizational management, ministry, Christian theology, history, reference works and worship. The Library's catalog can be accessed online at http://library.williamsoncc.edu:8080/. The collection includes online full-text books. As well as providing a collection, the library serves the WC community by offering information literacy and assistance with research.

In addition, the Library has access to the Tennessee Electronic Library. TEL at: www.tntel.info consists of more than 400,000 magazine, journal, and newspaper articles plus essays, videos, e-books, podcasts and more.

The librarian is available to assist you with research questions via telephone and email (library@williamsoncc.edu.) Please note that students are required to purchase textbooks as outlined in class syllabi; the library has limited copies of texts which are placed on reserve for us at the college.

UNDERGRADAUTE CALENDAR OF EVENTS   2013-14

Application to Williamson College can be made continuously throughout the year.
Registration for an online or onsite course can be made continuously throughout the year.

BACCALAUREATE AND COMMENCEMENT EXERCISES: May 16, 2015

UNDERGRADUATE ACADEMIC SCHEDULE
Onsite courses offering 3 semester credit hours will meet one night a week per course for five weeks from 6:00 to 10:00 p.m. Students choose one night per module.

FALL 2014   MEETING
                                       DATES

<table>
<tr><td colspan="5" align="center">**MODULE ONE**</td><td>CLASS
NIGHT</td></tr>
<tr><td>7/14/2014</td><td>7/21/2014</td><td>7/28/2014</td><td>8/4/2014</td><td>8/11/2014</td><td>M</td></tr>
<tr><td>7/15/2014</td><td>7/22/2014</td><td>7/29/2014</td><td>8/5/2014</td><td>8/12/2014</td><td>T</td></tr>
<tr><td>7/17/2014</td><td>7/24/2014</td><td>7/31/2014</td><td>8/7/2014</td><td>8/14/2014</td><td>R</td></tr>
<tr><td colspan="6" align="center">**MODULE TWO**</td></tr>
<tr><td>8/18/2014</td><td>8/25/2014</td><td>9/8/2014</td><td>9/15/2014</td><td>9/22/2014</td><td>M</td></tr>
<tr><td>8/19/2014</td><td>8/26/2014</td><td>9/9/2014</td><td>9/16/2014</td><td>9/23/2014</td><td>T</td></tr>
<tr><td>8/21/2014</td><td>8/28/2014</td><td>9/11/2014</td><td>9/18/2014</td><td>9/25/2014</td><td>R</td></tr>
<tr><td colspan="6" align="center">**MODULE THREE**</td></tr>
<tr><td>9/29/2014</td><td>10/6/2014</td><td>10/13/2014</td><td>10/20/2014</td><td>10/27/2014</td><td>M</td></tr>
<tr><td>9/30/2014</td><td>10/7/2014</td><td>10/14/2014</td><td>10/21/2014</td><td>10/28/2014</td><td>T</td></tr>
<tr><td>10/2/2014</td><td>10/9/2014</td><td>10/16/2014</td><td>10/23/2014</td><td>10/30/2014</td><td>R</td></tr>
<tr><td colspan="6" align="center">**MODULE FOUR**</td></tr>
<tr><td>11/3/2014</td><td>11/10/2014</td><td>11/17/2014</td><td>12/1/2014</td><td>12/8/2014</td><td>M</td></tr>
<tr><td>11/4/2014</td><td>11/11/2014</td><td>11/18/2014</td><td>12/2/2014</td><td>12/9/2014</td><td>T</td></tr>
<tr><td>11/6/2014</td><td>11/13/2014</td><td>11/20/2014</td><td>12/4/2014</td><td>12/11/2014</td><td>R</td></tr>
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SPRING 2015

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<tr><td colspan="6" align="center">**MODULE FIVE**</td></tr>
<tr><td>1/5/2015</td><td>1/12/2014</td><td>1/19/2014</td><td>1/26/2015</td><td>2/2/2015</td><td>M</td></tr>
<tr><td>1/6/2015</td><td>1/13/2015</td><td>1/20/2015</td><td>1/27/2015</td><td>2/3/2015</td><td>T</td></tr>
<tr><td>1/8/2015</td><td>1/15/2015</td><td>1/22/2015</td><td>1/29/2015</td><td>2/5/2015</td><td>R</td></tr>
<tr><td colspan="6" align="center">**MODULE SIX**</td></tr>
<tr><td>2/9/2015</td><td>2/16/2015</td><td>2/23/2015</td><td>3/2/2015</td><td>3/9/2015</td><td>M</td></tr>
<tr><td>2/10/2015</td><td>2/17/2015</td><td>2/24/2015</td><td>3/3/2015</td><td>3/10/2015</td><td>T</td></tr>
<tr><td>2/12/2015</td><td>2/19/2015</td><td>2/26/2015</td><td>3/5/2015</td><td>3/12/2015</td><td>R</td></tr>
<tr><td colspan="6" align="center">**MODULE SEVEN**</td></tr>
<tr><td>3/16/2015</td><td>3/23/2015</td><td>3/30/2015</td><td>4/6/2015</td><td>4/13/2015</td><td>M</td></tr>
<tr><td>3/17/2015</td><td>3/24/2015</td><td>3/31/2015</td><td>4/7/2015</td><td>4/14/2015</td><td>T</td></tr>
<tr><td>3/19/2015</td><td>3/26/2015</td><td>4/2/2015</td><td>4/9/2015</td><td>4/16/2015</td><td>R</td></tr>
<tr><td colspan="6" align="center">**MODULE EIGHT**</td></tr>
<tr><td>4/20/2015</td><td>4/27/2015</td><td>5/4/2015</td><td>5/11/2015</td><td>5/18/2015</td><td>M</td></tr>
<tr><td>4/21/2015</td><td>4/28/2015</td><td>5/5/2015</td><td>5/12/2015</td><td>5/19/2015</td><td>T</td></tr>
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<tr><td colspan="6" align="center">**MODULE NINE**</td></tr>
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<tr><td>5/28/2015</td><td>6/4/2015</td><td>6/11/2015</td><td>6/18/2015</td><td>6/25/2015</td><td>R</td></tr>
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MISSION STATEMENT

Williamson College creates a rigorous academic environment to equip and empower graduates to be on mission in the world for Christ.

INSTITUTIONAL GOALS

The Institutional Goals represent intended accomplishments of the College. They closely relate to program goals and course learning outcomes. Learning outcomes represent what students should learn in that course. The institutional effectiveness process measures whether the institution is achieving that which it has set out to do. As a result of the efforts of the College, graduating students should have:

1. completed coursework in which they were exposed to biblical truth and cultural literacy.
2. identified their God-calling and the factors involved in planning their vocation around that calling.
3. developed a Christian worldview in which values, goals, strategies, initiative and relationships are confidently developed.
4. developed the ability to use a library and to find, evaluate, and synthesize information from a variety of sources.
5. developed a professional relationship with faculty members who have provided advice, motivation, and direction to their academic experience.
6. learned how to effectively interact with other adults in a rigorous learning environment.
7. acquired the knowledge, new perspectives, and skills to become lifelong learners.

The following institutional Goals are what the College will do in support of the above goals. The College should:

8. Demonstrate its desire for quality in meeting its mission by conducting an effective institutional research and planning program for the purpose of constant improvement and to support research-based claims of effectiveness to internal and external communities and agencies.
9. Maintain honest and quality relationships with all segments of the college's community, including but not limited to students, employees, alumni stakeholders, and vendors.
10. Create an adequate, healthy and safe environment for students and employees.
11. Maintain programs that promote the enrollment and retention of persons who demonstrate their ability to receive instruction and have the heart for God.

OUR GUIDING VALUES…

1. The way of Jesus: Our work is motivated and delivered based upon the teaching and model of Jesus Christ. His way was one of service, humility, faith, love and sacrifice.

2. Concern for the least of these: We believe all people, regardless of economic or cultural status, should have an opportunity to learn. We give special regard to people of the world categorized as poor, oppressed, marginalized or disenfranchised – the least, lost and left behind! From these come our elite students. Micah 6:8

3. Cross-cultural intelligence: While we are committed to ultimate Truth and those occasions that demand a non-negotiable commitment regarding issues deemed right or wrong, we also

concede there are many legitimate ways in which to accomplish strategic initiatives. To do so requires an ability and willingness to think critically across cultural barriers.

4. Collaborative Partnerships: We are devoted, when and where possible, to vision and strategy development that is co-creative, one in which a rich cross-cultural partnership is forged. Solutions should create sustainable structures that become self-supportive.

5. Integrated Learning: We believe that all truth is God's truth regardless of where it is found. Therefore, it is our conviction that all academic pursuits should be accomplished under the banner of transcendent truth within the context of a biblical worldview. Our priority is to offer an education that's rooted in the realities of life worldwide. With a rich integration of faith and learning, we endeavor to educate with an emphasis on effective practices that are informed by sound and proven theory.

6. All-Inclusive Solutions: We believe resolution of complex world problems is seldom simple and one-dimensional. A holistic or inter-disciplinary and rigorous academic approach is needed to address societal problems and demands diverse attention. These problems require input from a Christ-centered position through various disciplines: economic, health/medical, historical, political, student/adult ministry, NPO's, business, socio-cultural.

OUR STATEMENT OF FAITH

- We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, and visible return in power and glory.
- We believe that man was created in the image of God; that man was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the Church is empowered to carry out Christ's Great Commission.
- We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

CHRISTIAN PHILOSOPHY OF EDUCATION

The College believes that the Bible encourages Christians to acquire an education that will make it possible for them to functionally perform in a world that God has created and to serve in one or more Christian ministries. As our world grows more complex and our knowledge of it continues to expand, it becomes more important that we maintain our understanding of God's role within His world and that we transfer knowledge, perspective and skills about this complex creation from one generation to the next. The College serves as a channel through which students can master this transfer while having a ministry that contributes to the strengthening and expanding of the church.

CODE OF CONDUCT

Introduction

The Code of Conduct relates to trustees, faculty and staff of the College to guide the individual toward what is acceptable and unacceptable behavior in relationship to the College. In all College relationships, the College expects each person to act in accordance with the teachings of the Holy Bible and moral principles set forth in the Ten Commandments, to abide by federal, state and local laws, to honor the security and sanctity of the individual, to avoid excessive alcoholic drink, to avoid the use of illegal drugs, to be honest (avoid plagiarism, cheating), to be supportive of the academic process and to honor the following four specific areas of the Code of Conduct (Exod. 20:1-17; Eph. 5:18):

Academic Integrity

Truthfulness, diligence and honesty are part of the values learned from God. God's plan for believers is for their nature to become more like His. Because of this, our lives should demonstrate these qualities. Scripture commends personal integrity and condemns that which undermines it. It is our expectation that every person affiliated with the College in any way will conduct himself or herself in a manner that demonstrates personal and academic integrity. This is shown by being the person God has created us to be and by being open and honest in all relationships with others. Additionally, we expect the students to uphold the highest level of academic integrity in their submission of work (Prov. 10:9, 11:3; Rom. 12:1-2; Titus 2:7).

Christian Lifestyle

Each trustee, faculty, or staff person is expected to lead a lifestyle that is marked with humility, brokenness, honesty, openness, integrity, helpfulness, concern, hard work, goal setting, goal accomplishment and prioritization. Academically, each must demonstrate a pursuit of greater knowledge, higher level skills and a more profound understanding of the universe God has created and God's relationship to it (Matt. 5; James 2:12, 13; Prov. 14:23; Acts 20:35; Eph. 5:1, 21).

Marriage and Family

Trustees, faculty, and staff reject all sexual activity not in agreement with the Bible, including, but not limited to, premarital sex, adultery, and homosexuality and refrain from engaging in these activities. God's ideal for marriage is a lifelong covenant between one man and one woman. Scripture views marriage, as God's first institution, as a witness to the permanent relationship between Christ and the church (Eph. 5:22-33; 1 Cor. 7:4).

Respect for People and Property

We believe that as the Scripture teaches, all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. The rightful ownership of property is to be honored. People of all races and all national origins are to be valued and respected. According to Scripture, Christians should express concern whenever the rights of others are violated and are called to assist whenever possible in improving the welfare of those less fortunate (Rom. 12:9-13, 20-21; Luke 16:10-13).

Alcoholic Beverages Policy

The use of alcoholic beverages is prohibited on the College campus or as part of any College-sponsored activities.

Drugs Prevention Policy

The unlawful possession, use or distribution of any drug or controlled substance is prohibited on the College campus or as part of any College-sponsored activities. Students and employees of the College in violation of the above policy relating to drugs or a controlled substance are required to participate in a drug prevention program designated by the College with the intention of correcting the drug or drug-related problem of the person at their own expense. The College will determine when the person has satisfactorily corrected the problem. Refusal to effectively participate in the program will result in immediate dismissal as a student or employee of the College.

Emergency Procedures Policy

Civil Disorder/Criminal Activity

In the case of civil disorder or criminal activity, 911 should be called as soon as the senior person on the scene for the College deems the situation is either out of control or has a good possibility of being out of control. The senior person is defined as the faculty member for a class or the highest ranking administrator in an office situation.

Note 1: A first aid kit is located in the right-hand cabinet in the break area.

Note 2: The City of Franklin maintains a fire station across the street from the Seaboard Lane Site. A person should be sent to the fire station to request assistance if necessary.

Fire Emergency

In the case of a fire or explosives emergency, each person should leave the building as quickly as possible. If a fire or explosion occurs during class time, the faculty member present should get students out of the building and then call 911. If the fire or explosion occurs in an office area, the person closest to the fire or explosion that is able to act should alert other persons to get them out of the building and then call 911. If prudent, fire extinguishers should be used to put out a fire. Orientation serves to acquaint students with the location of fire extinguishers, alternate exits, and the first aid kit.

Medical Emergency

The College recognizes the need to respond to medical emergencies as quickly as possible. If a sick or injured person is able to request medical treatment, then such treatment should be sought as long as those present conclude that the affected person is mentally sound. If the affected person is unable to request medical treatment or if the person is not mentally sound at the time, 911 should be called and given a description of the medical emergency and the location of the building. One person should go to the front door of the building to direct the emergency crew to the affected person. If the emergency occurs during class time, the faculty member present should assume the responsibility for first attempting to communicate with the person and then make the call to 911 if necessary. If in an office, the person closest to the situation should first attempt to communicate with the person and then call 911 if necessary.

Natural Disaster Protocol

In the event of a natural disaster, the ranking College official present shall direct the response of those on campus. In the case of a tornado or severe thunderstorms, all persons are to proceed to the interior hallway near the restrooms where there are no windows or doors.

In case of flooding, all persons should exit the building if deemed safe, or proceed to the highest place in the building while waiting for the arrival of rescue personnel.

Fair and Just Practices Policy

Williamson College will treat all faculty, staff, administrators and students in a fair and just manner with the Bible as our guide. The goal in this policy is to demonstrate the respect that is due to all human beings as creatures made in the image of God. While we wish to have fair and just practices apply to all persons, we expect such persons to also treat the College as an institution involved in the work of the Kingdom of our Lord in a like manner.

Where there is disagreement as to what constitutes a fair and just practice, the matter should then be referred to the Grievance Policy of the College and the procedures in that policy followed.

Family Rights and Privacy Policy

Williamson College is committed to the protection of students' educational records in accordance with the Family and Educational Rights and Privacy Act (FERPA). A copy of the procedure regarding student educational records is available from the Registrar.

Handicapped Students and Personnel Policy

Williamson College supports state and federal legislation to enable the handicapped to be either an employee or a student at the College without physical restraints restricting access to the College. The College will provide access to all offices, laboratories, classrooms and the Library without the use of steps or steep ramps and will make all restrooms handicapped accessible. The College will take other action as might be required by local ordinance or state and federal law.

HIV/AIDS Policy

Students who have been diagnosed with HIV/AIDS are strongly encouraged to inform the Executive Vice-President of Academic Affairs. Any restrictions that might be imposed will be determined in light of the most recent medical knowledge and are in accordance with applicable state and federal laws. A strict code of confidentiality is maintained in all cases.

Sexual Harassment Policy

Sexual harassment is not acceptable behavior at Williamson College. Sexual harassment includes any unwelcome or unsolicited sexual advances or other verbal or physical conduct of a sexual nature. Any student or staff person who feels that he or she has been the subject of improper conduct which would constitute sexual harassment should report the conduct immediately to any member of the Administration. An immediate investigation of any such complaint will be conducted by the Director of Student Life and, where the facts support such a complaint, appropriate disciplinary action will be taken by the WC Administration.

Use of Tobacco Products

Students are encouraged to refrain from the use of all tobacco products in the interest of the health of others. **No smoking is permitted inside** the building on either college site. Smoking in the parking lot is permitted at class breaks. Please use **ash receptacles** and do not litter by extinguishing butts on the ground.

Weapons Policy

The possession or use of firearms or a dangerous weapon of any kind is prohibited on the College campus and at any College-sponsored activities. Violation of this policy will result in expulsion of the offender.

The purpose of the Office of Admissions is to support the mission of the College in addition to providing an opportunity to persons who have the desire to pursue higher education, by guiding them step-by-step through the inquiry, application, and admittance processes.

General Procedures

Williamson College offers a number of admission paths which are designed to meet the needs of individual students. Admission is open to any qualified student without regard to race, color, age, gender, ethnic origin, creed, or physical ability. Williamson College complies with all statutory and regulatory nondiscrimination requirements in the administration of educational policies and procedures, educational programs, financial aid policies and procedures, student services, and equal employment practices.   Williamson College is a non-denominational College and holds a decidedly Christian worldview. Applicants may be admitted to the College upon

Jennifer Rainey
Manager, Recruitment & Admissions

evidence of their understanding of the Christian nature of the College; applicants must therefore read and sign the *Tenets of Faith* S*tatement* in addition to meeting all other admission standards respective to their admission path. The College reserves to right to refuse admission or readmission to any applicant based upon a determination that the admission of the applicant would not be consistent with the mission, goals, and standards of the College.

Undergraduate Admission

Williamson College invites applications from students who will contribute to, as well as benefit from, the educational process offered by the College. Each applicant is evaluated on an individual basis in regards to academic preparation and potential. Prospective students are encouraged to visit the College to learn more about specific degree programs and our unique educational environment. Undergraduate admission is intended to serve those desiring to complete an associate or bachelor degree program or attend classes for personal enrichment. Prospective students may apply online at http://www.williamsoncc.edu/apply-online/ Undergraduate admission applications are accepted on a rolling, continual basis for all programs and for individual classes for personal enrichment. Applicants who meet the criteria necessary for admission will be notified in writing. Applicants who do not meet the criteria and are not approved for admittance will also be notified in writing.

>**Dual Enrollment Path** (for students currently enrolled as juniors or seniors in high school)

- ✓ Complete the *Application for Dual Enrollment* online at http://www.williamsoncc.edu/apply-online/
- ✓ Submit a $25 nonrefundable application fee at http://www.williamsoncc.edu/payments/ or Make checks or money orders payable to Williamson College.
- ✓ Submit Consent for Dual Enrollment form.
- ✓ Submit an essay, one to two pages in length, typed and double-spaced, addressing the reasons you have chosen Williamson College.
- ✓ Request an official high school transcript to be mailed directly from the high school to the Office of Admissions; applicants must have a minimum cumulative GPA of 3.0 on a 4.0 scale.
- ✓ Courses must be approved by the high school where applicant is currently enrolled.
- ✓ Courses will not be expected to count toward the student's high school diploma unless the student has made prior arrangement with his or her high school and/or local board of education.
- ✓ Dual Enrollment students are permitted to earn a maximum of 21 credit hours.
- ✓ To continue Dual Enrollment, students must maintain a minimum GPA of 2.0 at Williamson College.

>Freshman Path (first time college student)

- ✓ Complete the *Application for Undergraduate Admission* at http://www.williamsoncc.edu/apply-online/
- ✓ Submit a $25 nonrefundable application fee at http://www.williamsoncc.edu/payments/ or make checks or money orders payable to Williamson College.
- ✓ Submit an admissions essay, specifics found at http://www.williamsoncc.edu/wp-content/uploads/2014/02/Admission-Essay-_-Undergraduate.pdf
- ✓ Submit an official ACT report with a minimum composite score of 18 or an official SAT report with a minimum composite score of 890; this requirement is optional for students over 21 years of age. The ACT code for Williamson College is 4034. Copies of ACT scores may be ordered by calling (319) 337-1313 or online at www.actstudent.org/scores. SAT scores may be ordered online at http://sat.collegeboard.org/scores . The SAT code for WC is 7388.
  ACT/SAT scores on an official high school transcript are acceptable.
- ✓ Request an official high school transcript to be mailed directly from the high school to the Office of Admissions. For applicants currently enrolled as seniors in high school, transcripts may be submitted containing information through the end of the junior year in order to establish provisional admittance. Upon graduation, a final transcript documenting the date of graduation must be forwarded to the WC Office of Admissions directly from the high school. Applicants are encouraged to secure the release of final transcripts before high school graduation.
- ✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale.
  For applicants who can neither demonstrate a minimum 2.0 GPA nor a minimum ACT or SAT composite score, an ASSET exam will be administered by Williamson College. Applicants must pass this US Department of Education approved Ability-to-Benefit (ATB) exam with a satisfactory score.
- ✓ Applicants who did not graduate from high school must present proof of high school equivalency. General Educational Development (GED) documentation indicating a minimum composite score of 45 may be submitted.
- ✓ Applicants who have completed dual enrollment or concurrent credit at a college or university while enrolled in high school must request an official academic transcript be forwarded directly to Williamson College from each college or university attended. Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.
- ✓ Submit a $150 enrollment fee prior to or on registration date.

>International Student Path

- ✓ Complete the *Application for Undergraduate Admission* at http://www.williamsoncc.edu/apply-online/
- ✓ Submit a $25 nonrefundable application fee at http://www.williamsoncc.edu/payments/ or make checks or money orders payable to Williamson College.
- ✓ Submit an essay, one to two pages in length, typed and double-spaced, addressing the reasons you have chosen Williamson College.
- ✓ Request that official transcripts be forwarded directly to Williamson College from each institution attended. Please note: Admission to Williamson College requires completion of secondary school. Transcripts must be in the form of official copies of academic records from non-US secondary schools, colleges, or universities; these must be accompanied by an English translation of the documents, in the event applicants wish to transfer in credits from a non-US college or university. Williamson College does not formally recognize degrees from non-US colleges or universities.

However, if an international applicant wishes to have individual courses reviewed by the Registrar in order to transfer credits from a non-US college or university, the following procedure applies: Applicants must provide an English translation of the transcript, or in the event this is not possible, the applicant must contact World Education Services (WES) at www.wes.org for an official evaluation of non-US college or university transcripts and request the evaluation be sent to Williamson College. Upon receipt of the evaluation, the Registrar will review courses to determine the credits that can be accepted toward the applicant's degree program at WC.

✓ Request official transcripts be forwarded directly to Williamson College from each US college or university previously attended.   Please note: any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.

✓ Demonstrate English proficiency through one of the following:
  o A minimum TOEFL score of 520 is required on the paper-based test; or
  o A minimum score of 175 is required on the computer-based test; or
  o A minimum score of 60 is required on the Internet-based test; or
  o Completion of Meridian English Language classes at Williamson College.
  o Completion of degree from a US secondary or post-secondary institution

✓ Submit Form I-134 Affidavit of Support or bank statement demonstrating financial capability or paying tuition, fees, and living expenses for the first academic year.

✓ Submit documentation substantiating official status with the US Citizenship and Immigration Service (USCIS), which permits study in the United States; this documentation may be a copy of a passport, visa, or current Certificate of Eligibility for Nonimmigrant (F1) Student Status (I20), issued from another US college or university.

✓ Submit a SEVIS Transfer Request form (available from the Office of Admissions at Williamson College) if student desires to transfer from another US college or university. Once the SEVIS Transfer Request form is completed and the student's SEVIS identification number has been documented, an I20 will be issued from the Office of Admissions. Students must also complete a transfer request with the International Advisor of current or previous U.S. college or university.

✓ Submit a $150 enrollment fee prior to or on registration date.

>Non-credit Student Path: Meridian Language Program (English as a Second Language)
  ✓ Complete the WC *Meridian Application.*
  ✓ Submit a $25 nonrefundable application fee at http://www.williamsoncc.edu/payments/ or make checks or money orders payable to Williamson College.
  ✓ Submit all necessary documentation for I-20 students as follows:
    o Copy of Visa
    o Copy of Passport
    o Copy of I-94 Card
    o Transcripts from any previous colleges attended. If no previous college experience, submit high school transcripts.
    o Copy of most recent month's bank statement or Form I-134 Affidavit of Support showing ability to pay for at least 6 months of Meridian tuition.
  ✓ If student desires to transfer from another US college or university, submit a SEVIS Transfer Request form (available from the Office of Admissions at WC).
  ✓ Schedule appointment to take the English Placement Test (EPT).

>Readmission Path (former Williamson College student not enrolled in the last 180 days)

  ✓ Complete the *Application for Undergraduate Admission at http://www.williamsoncc.edu/apply-online/*
  ✓ An application fee is not required for a previously admitted student.

- ✓ Request that official transcripts be forwarded directly to Williamson College from each college or university attended since leaving Williamson College. Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.
- ✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale for all college work completed following separation from Williamson College. The Registrar of Williamson College will review transcripts and determine the amount of credit previously earned that can be accepted toward the applicant's degree program at Williamson College. Applicants are also advised that transferability of credits earned at Williamson College is governed by the receiving institution and accreditation does not guarantee transferability.
- ✓ Readmission is permitted when restrictions put into place at the time of a student's earlier departure from the College have been resolved.
- ✓ Students on academic suspension may be readmitted at the discretion of the Admission Committee after six months in which they are not enrolled at the College.
- ✓ Applicants for readmission will need to ensure any outstanding balance for previous tuition and fees has been cleared with the Business Office.
- ✓ Students not enrolled for a period of one year or longer will incur the obligation of meeting requirements in effect in the most recently published edition of the Williamson College Catalog.
- ✓ Submit a $150 enrollment fee prior to or on registration date.
  The Readmissions Committee consisting of representatives from the Office of Admissions, Office of Financial Aid, Business Office, Student Development, and Academic Affairs, will be convened to consider the request of applicants desiring to be readmitted to the College.

Special Provision for the Talented/Gifted High School Students: High school students in grades 9 through 12 who are academically talented/gifted, may qualify for enrollment at Williamson College under *Chapter 395 of the Public Acts of 1983* as follows:

> *"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private schools in Tennessee may with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll and receive regular college degree credit from a Tennessee post-secondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Educational Program (IEP) as established by the multi-disciplinary team process."*

Academically talented/gifted students must submit the following:

- o *Application for Undergraduate Admission*.
- o $25 application fee at http://www.williamsoncc.edu/payments/
- o Official high school transcript.
- o Signed letter of consent from student's parent/legal guardian.
- o Signed letter of recommendation or consent from high school principal which includes verification that coursework at Williamson College is required as part of the student's IEP.

>Special Student Path (personal enrichment/non-degree seeking/audit)

- ✓ Complete the *Application for Undergraduate Admission at* http://www.williamsoncc.edu/apply-online/
- ✓ Submit a $25 nonrefundable application fee at http://www.williamsoncc.edu/payments/ or make checks or money orders payable to Williamson College.
- ✓ Applicants must be 18 years of age or older.
- ✓ Provide copy of either high school or latest college transcript to the Office of Admissions.

✓ For applicants who did not graduate from high school, proof of high school equivalency, General Educational Development (GED) documentation indicating a minimum composite score of 45 may be submitted.

Audit Information: Students may audit courses at a reduced fee. Audited courses will not be used to determine full or part-time status. Credits are not usually earned for audited courses. However, a course may be audited before or after it is taken for credit. Students are not obligated to complete assignments and instructors are not obligated to evaluate assignments; however, assignments may be completed and evaluated by mutual consent. The registration status of a course will not be changed from audit to credit or from credit to audit after the drop/add period for the course. Requests to change to or from audit status after the Drop/Add period will be denied. A grade of AU will be recorded on the auditor's permanent record.

>Transfer Student Path (current or previous college student)

✓ Complete the *Application for Undergraduate Admission* at http://www.williamsoncc.edu/apply-online/
✓ Submit a $25 nonrefundable application fee at http://www.williamsoncc.edu/payments/ or make checks or money orders payable to Williamson College.
✓ Submit an essay, one to two pages in length, typed and double-spaced, addressing the reasons you have chosen Williamson College.
✓ Request that official transcripts be forwarded directly to Williamson College from each college or university attended. Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.
✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale for all previous college work. The Registrar of Williamson College will review transcripts and determine the amount of credit previously earned that can be accepted toward the applicant's degree program at Williamson College. Applicants are also advised that transferability of credits earned at Williamson College is governed by the receiving institution and accreditation does not guarantee transferability.
✓ Submit a $150 enrollment fee prior to or on registration date.

>Transient Student Path (student currently enrolled in another institution)

✓ Complete the *Application for Undergraduate Admission* at http://www.williamsoncc.edu/apply-online/
✓ Submit a $25 nonrefundable application fee at http://www.williamsoncc.edu/payments/
  or make checks or money orders payable to Williamson College.

✓ Submit an official "letter of good standing" from the academic dean or registrar of the home institution where student is currently enrolled. This letter must be mailed directly to the Office of Admissions at Williamson College or submit copies of official transcripts from home institution with a minimum GPA of 2.0 on a 4.0 scale.

✓ Submit a $150 enrollment fee prior to or on registration date.

Miscellaneous information

ASSET: The ASSET test is a US Department of Education approved Ability-to-Benefit (ATB) exam administered by Williamson College. This test measures competency levels in English, math, reading, and writing. It is only used if the applicant fails to meet the minimum GPA requirement, ACT or SAT score for official acceptance. Results from the ASSET may be used to place students into English and math courses accordingly. For more information on the ASSET test and to view sample questions please visit the ASSET website at http://www.act.org/asset/index.html.

EPT: The English Placement Test (EPT) is an exam that measures proficiency in the English language and is administered by Williamson College. The EPT is used primarily to determine students' English proficiency for the WC Meridian Language Program.

TOEFL: The Test of English as a Foreign Language (TOEFL) results are used by Williamson College to determine English proficiency for international students. Applicants are encouraged to take the exam well in advance of beginning the admissions process. Information on testing procedures, locations, and sample questions may be obtained by visiting the TOEFL website at http://www.ets.org/toefl/.

Homeschooled Students: Homeschooled applicants are required to submit the same documentation as applicants under the Freshmen Path. However, in regards to the generation of the high school transcript the following requirements apply:

- o If the student's education is associated with a correspondence school based organization, the organization should provide the official high school transcript to Williamson College.
- o If the student's education consisted of parent and student designed curriculum, the parent, as the primary instructor should provide the official high school transcript to Williamson College.
- o If the student's education is associated with an umbrella program, the umbrella organization should provide the official high school transcript to Williamson College.

Honors Academy: Williamson College enables students to be part of an Honor's Academy. For admission, a student must have a minimum GPA of 3.5, including transfer work. It is also suggested the student have an ACT score of 28 or an SAT score of 1920 or above (with the writing addition) or 1280 (without the writing addition). The student must also submit an essay for acceptance. A review of extracurricular activities by an admission representative will also take place. Finally, to be accepted into the academy, the student must provide a character reference. Once in the academy, the student is responsible for completing four main components of the program: an internship, an international study, a communications requirement, and a mentorship obligation.

Permanent Residents: Students who are permanent residents of the United States must submit a copy of the front and back of their permanent resident card in addition to meeting all applicable admission requirements for their respective admission path.

Provisional Admittance: Applicants lacking required academic documentation may be provisionally admitted for a period of six months, normally 12 credit hours. For academic purposes and to maintain eligibility for financial assistance, students must be officially admitted by the end of their first 12 credit hours. Failure to provide the needed documentation prior to the beginning of the next 12 credit hours will jeopardize continued enrollment. Transfer credits from prior colleges or universities will be posted to academic transcripts only upon official admission.

Transient/Special/Dual Enrollment/Audit Students: Non-degree seeking students are ineligible for financial assistance, including scholarships, grants, and loans. Students must meet applicable prerequisites published in the Williamson College Catalog for enrollment in individual courses. Credits earned at Williamson College under Dual Enrollment status will be held in a "credit bank" and will be released to other institutions following presentation of a high school diploma or a passing score on the GED. Students desiring to pursue a degree at Williamson College at a later or future date must comply with the admission requirements in effect at the time of application.

Transfer Credit Procedure

o WC accepts transfer credit from institutions accredited by an agency approved by the United States Department of Education. Credits from other institutions are subject to the College's Transfer Credit Escrow Procedure. Transfer decisions are applied consistently. Decisions are not made solely on the source of accreditation of a sending program or institution. If WC offers an equivalent course to one taken at another institution, the transfer credit may be substituted for the WC course requirement. Lower division transfer credits will not satisfy upper division course requirements. Students may be required to submit documentation as to course content and duration of course prior to transfer credit being approved.

o Williamson College requires undergraduate students to complete all courses required by their selected program. WC may allow for substitution up to 9 credit hours in the major at the time of admission. Any student receiving a Bachelor's degree from Williamson College must earn a minimum of 30 semester credit hours at this institution.

o Transfer credit is only granted for courses in which a grade of "C" or better was earned. Courses not repeated at the same institution will be calculated in the overall GPA for admission. Transfer credit is not granted for developmental courses or for continuing education units.

o International transcripts must be in English or be accompanied by an acceptable English translation. If you need translation services, contact World Education Services (WES) at www.wes.org

o Williamson College offers credit for Advanced Placement (AP) exams. The incoming student must have an AP score qualification of 3 or above.

Transfer Credit Escrow Procedure

o Credits earned from unaccredited colleges, universities, and institutions are conditionally accepted. Students are required to maintain a minimum GPA of 3.0 during the first 12 credit hours taken at Williamson College. These conditional credits are then formally accepted by the College Registrar and Vice President of Academic Affairs. Formal acceptance under the escrow policy is not guaranteed, but is determined by an institutional review of the transcript/grade reports and institutional materials such as academic catalogs, syllabi, and other pertinent materials that document the course content and duration.

Transferability of Williamson College Courses: The acceptance of courses taken at Williamson College is subject to the discretion of the receiving institution. It is the sole responsibility of the applicant to ensure transferability of WC credits to other institutions.

EDUCATIONAL COSTS

Students registering for classes at Williamson College should be prepared, prior to enrollment, to meet the financial requirements of the institution. Financial aid through federal programs is available; however, state financial aid is not available. A payment plan must be established for students who are unable to pay in full the portion of the tuition for which they are responsible. See options below under "Payment Plan".

Students will not be registered for a next term until the balance for his or her current term is paid in full.

The College will also withhold a degree and the issuance of a transcript until any remaining balance has been settled to the satisfaction of the Business Office.

Payment Plan

Students may elect to pay their balance in the following ways and must work with the Business Office to establish payment procedures:

1. **By acquiring student loans** – Students must notify the Financial Aid and Business Offices if he or she intends to take student loans to cover all or any portion of the balance. This decision must be addressed at each new term.

2. **The full amount at registration** – Students often elect to pay their entire balance at the start of each term.

3. **By monthly payment** – Monthly payments may be made by check, cash or credit/debit card according to a specific payment plan outlined by the Business Office with the student. Students who elect to establish an automatic card payment plan would be automatically charged the monthly payment on the date of the month that works best for his or her budget, from the start of the term through each month of the term.

4. **By the class** – Payments must be made on or before the start date of each class according to a specific payment plan outlined by the Business Office with the student.

Refund Policy / Course Drops & Withdrawals

Students may terminate their enrollment in a course by *dropping* the class prior to the "Drop Deadline" or by *withdrawing* from the class after the "Drop Deadline." The "Drop Deadline" is defined as the start of the second class meeting as this is the point at which 40% of the assignments are due. This date is officially set by the Registrar.

No withdrawals will be allowed after the third class meeting.

A student's drop or withdrawal from a course may impact the student's grade point average and his or her ability to qualify for or keep financial aid and/or scholarship funds. Decisions to drop or withdraw should be discussed with a student's advisor to best determine the overall impact of such action.

Students will be charged a Drop Fee of $50 per course dropped and payment of these drop fees must be made at the time of the drop.

Students who drop a course prior to the official "Drop Deadline" will be entitled to a pro-rata refund of tuition, less the enrollment deposit and any fees associated with the term as fees are non-refundable. If a student drops a course before the first class meeting they will receive a refund of 100% of tuition for that class, less the drop fee of $50. If the drop is done after the first class meeting and before the second class

meeting, they will receive a refund of 80% of tuition, less the drop fee of $50. After the second class meeting, there will be no refund of tuition.

Students who want to drop one or more courses must complete a drop form in person and submit it to his/her academic advisor. The date of the drop is determined by the Registrar based on the date on which the Registrar receives the completed drop form including all required approvals.

Students who register for courses which are cancelled by the College may either substitute another course or may be granted a full refund of the tuition for those courses. The refund does not apply to the Application Fee.

Tuition Rate and Other Fees

1. To obtain the full-time tuition rate shown below, the student must be enrolled in at least 12 semester credit hours.
2. If a full-time student changes to part-time status by dropping to less than 12 semester credit hours, the part-time tuition rate applies to the remaining courses.

Undergraduate Tuition & Fees - *Effective July 1, 2014 and continuing through June 30, 2015*	
Full-time Undergraduate Tuition Rate	$375 per semester credit hour
Part-time Undergraduate Tuition Rate	$400 per semester credit hour
Application Fee	$25 (one time)
Enrollment Fee	$150 (at initial registration)
Drop Fee	$50 per course dropped
Graduation Fee	$100
Credit by Demonstrated Competency Fee	$75 per semester credit hour
CLEP Administrative Fee	$25 per test
DSST Administrative Fee	$25 per test
Transcript Fee	$10 (student's account must be paid in full)
Recording Fee	$50 per semester credit hour recorded from credit by standardized tests such as CLEP or DSST
Technology Fee	$150 per registration and includes: • Atheneo Learning Management system • Library Resources • Student Identification Card • Student Management Administration • Parking permit
Audit Fee	$375 per 3 semester credit hour course
Dual Enrollment Tuition	$125 per 3 semester credit hour course on-site; $375 on-line
Late Fees	A late fee of 1.5% will be charged to student accounts that are past due

Financial Aid
Our Mission
The Office of Financial Aid coordinates the awarding of all financial assistance. The financial aid office is committed to providing financial assistance to all eligible students desiring to pursue higher education. Bridging the gap between student resources and the actual cost of education, Williamson College ensures that students are offered the maximum amount of financial aid for which they qualify under Title IV programs. Williamson College also offers institutional aid to students in need and to reward academic excellence.

Free Application for Federal Student Aid (FAFSA)
Federal financial aid is administered in accordance with federal methodology and federal regulations established by the U.S. Department of Education. Students are required to complete the Free Application for Federal Student Aid (FAFSA) in order to establish eligibility for financial assistance. **The Title IV school code for Williamson College is 035135.**

Jennifer Speer
Director, Financial Aid

Prior to completing the FAFSA, students (and parents, if applicable) will need to register for a Personal Identification Number (PIN) that will serve as an electronic signature during the FAFSA application process. Both the PIN registration and the FAFSA application may be found at www.fafsa.ed.gov.

Please note: Both PIN and FAFSA application processes are **free** *services provided by the US Department of Education. Students will not be asked to pay a fee to use them, therefore students are requested to visit the URL noted above.*

Students are encouraged to file the FAFSA as soon after January 1 as possible, as some aid programs are awarded on a first come, first serve basis. May 1 is the priority deadline for awarding campus based aid.

Students must meet the following criteria to be eligible for Federal financial aid:

- submit the FAFSA to the processor via www.fafsa.ed.gov
- be a US citizen or eligible non-citizen
- hold a high school diploma, hold a recognized equivalent of a high school diploma such as a GED, or have completed homeschooling at the secondary level as defined by state law
- be issued a valid Social Security Number
- be current with prior student loan obligations and clear of default
- comply with current Selective Service laws
- be formally admitted and enrolled in a degree-seeking program
- maintain satisfactory academic progress toward a degree
- be enrolled at least half time (6 credit hours) for Federal Direct Loans
- certify that federal student aid will be used only for educational purposes

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study).

Awards and Disbursements
As a result of filing the FAFSA, the filer is sent a Student Aid Report (SAR). The college is sent an electronic version from the federal processor. Once the results are received by WC, it will be reviewed to determine eligibility. Students may be required to provide additional documentation as necessary through a process called verification. Once requirements are met for awarding aid, students will be emailed their **financial aid award notice**. Students will return the award letter signed accepting or declining the awards. Financial aid can be disbursed once the award letter is returned. **First time, first year students will not receive loan proceeds until completing the first 30 days of the first term**.

Award amounts may not exceed the students cost of attendance (COA). A school may substitute certain types of loans for the student's expected family contribution (EFC). Federal loans that may replace the EFC include unsubsidized Direct Loans and Direct Parent Loans for Undergraduate Students, (PLUS).

Aid awarded to students is determined on the below formula:

	Cost of Attendance
minus	EFC (Estimated Family Contribution)
equals	Student Need
minus	Pell Grant & SEOG
minus	Veteran Benefits
minus	Scholarships, grants, work-study, fee waivers, discounts...etc.
equals	Loan Need

The Cost of Attendance is an estimate of the cost of attending Williamson College. The components include Tuition and Fees, Room and Board, Books, Supplies and Transportation.

Williamson College reserves the right to make adjustments to awards at any time because of changes in financial situations, enrollment status and/or if the student receives additional outside aid. Students are required to notify the Financial Aid Office of any outside aid awarded to them by other sources.

Graduate Students
Currently, graduate students are not eligible for federal financial assistance. Private loans for education are available for students when federal financial assistance is unavailable. You may link to http://www.finaid.org/loans/privatestudentloans.phtml to learn more about private/alternative loans offered by lenders for education.

Sources of Financial Aid

The **Federal Pell Grant** is a federal grant program for undergraduate students who have demonstrated a significant degree of financial need. These are grants that do not need to be repaid. Students who hold a prior Bachelor's degree typically are not eligible to receive Federal Pell Grant funding. Federal Pell Grants are prorated depending upon a student's enrollment status (i.e., less than half-time, half-time, three -quarter-time, full-time). Changes in enrollment status may affect the award amount. Full time Pell grant awarding requires a student to enroll in at least 12 hours for the term.

The **Federal Supplemental Educational Opportunity Grant (FSEOG) Program** is awarded to full time students with the lowest EFC's who are eligible for a Pell Grant. FSEOG is a campus-based program and does not need to be repaid. Funds are limited and awarded on a first come, first serve basis.

The **Federal Work Study (FWS) Program** provides part-time work opportunities for students eligible for federal aid. Work-Study assignments pay at least the federal minimum wage and are determined by a

student's financial need. Funds are limited and offered on a first come, first serve basis. FWS is a campus-based program.

The **Federal Direct Loan Program** offers low-interest educational loans to students who are enrolled at least half-time. Federal Direct Loans may fall into one of two categories, subsidized or unsubsidized, depending on a student's financial need. With subsidized, or need-based, Federal Direct Loans, the interest is paid by the federal government while the student is enrolled at least-half time at an eligible institution and extended for a six-month period upon graduation. Direct Loan statutory requirements now limit first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program ("the 150% limit"). With unsubsidized, or non-need-based, Federal Direct Loans, interest will begin accruing when the loan is disbursed. All Federal Direct Loans are guaranteed by the federal government and are provided through the U.S. Department of Education. All first time borrowers, at Williamson College, must complete Student Loan Entrance Counseling and complete a Master Promissory Note at www.studentloans.gov.

*Recipients of Federal Direct Loans are required to complete an exit counseling session upon graduation, dropping below half-time status, with enrollment breaks of greater than 45 days, or official or unofficial withdrawal from the College.

The **Federal Direct PLUS Loan Program** offers loans to parents of dependent students enrolled at least-half time, to help subsidize their child's education. Credit approval is required by the Department of Education. Interest on the PLUS loans begins to accrue upon disbursement. A Williamson College PLUS loan application will be mailed/emailed to a parent upon their request. For additional information and to complete the PLUS Master Promissory Note, please visit the www.studentloans.gov website.

Veteran Benefits

The Tennessee Higher Education Commission (THEC) is responsible for approving courses at Williamson College for payment by the US Department of Veterans Affairs. Students desiring to receive Veteran's education benefits must complete an application and submit it to the regional processing office. Students may complete this application at www.gibill.va.gov. In addition, students must submit a copy of any DD-214 to the Department of Veterans Affairs. In order to be eligible to receive Veteran's education benefits, students must be admitted into a degree-seeking program. Students may not receive benefits until all official transcripts have been received and evaluated by the College. The Certifying Official at Williamson Christian College will certify a student only after his or her attendance has been confirmed. **Questions concerning eligibility, benefits or payment amounts should be addressed directly to the Department of Veterans Affairs. Please consult the above URL or call the Department at 1.888.442.4551 for additional information. National Resource Directory**

The National Resource Directory has been created by the US Departments of Defense, Labor and Veteran Affairs specifically for Wounded Warriors, Veterans and their families and caregivers. The National Resource Directory provides access to over 10,000 services and resources at the national, state and local levels to support recovery, rehabilitation and community reintegration. The website for the National Resource Directory is located at www.NationalResourceDirectory.gov.

Williamson College Academic Scholarship -New for 2015-16

To be considered for an entering Freshman Academic Full-Tuition Scholarship at Williamson College, you must meet ALL of the following criteria and required documentation must be **received** by the Office of Admissions:

- Application for admission received by April 1 for incoming freshmen.
- Fully admitted to Williamson College as a first-time undergraduate student by the priority deadline of July 1, 2015.
- Have an ACT/SAT composite core of 28/1920 (or higher) based on an ACT/SAT test taken within the last three years and no later than the April 2015 test date
- Meet the scholarship eligibility criteria based on the cumulative high school GPA of a 3.25 or higher, based on the sixth or seventh semester high school transcript.

There is no separate Academic Scholarship application.

Additional Scholarship Information:

- Early application for admission is recommended in order to be considered for the academic scholarship.
- Students cannot require remediation (transitional) courses in any subject area.
- Scholarships are renewed if students maintain at least 12 WC undergraduate credit hours per term; maintain continuous full time enrollment, and at least a cumulative 3.25 GPA.

*All awards are based on available funds
*High School GPA's are calculated based on 4.00 scale
*This scholarship cannot be stacked with any other institutional WC scholarship

Institutional Scholarships

Williamson College (WC) offers a variety of need-based and merit-based scholarships. Funding is contingent on federal, state and other outside resources the student receives. The scholarship application will be available at the time of admission to the college (from the Admissions Office) as well as available on the WC website. The Free Application for Federal Student Aid (FAFSA) must be filed each year for scholarship consideration. The Scholarship Committee will review applications and award the scholarships. Recipients will be notified in writing or via an award letter from the Office of Financial Aid. Students can receive only one institutional scholarship per enrollment period. If a student meets the requirements for more than one scholarship during the same enrollment period, Williamson College will award the scholarship that provides the greatest financial assistance to the student. Scholarship amounts will be adjusted to prevent over-awards above the direct costs of the term. Scholarships cover tuition expenses only. Federal grants will be considered when awarding scholarships.

Unless indicated in the specific scholarship criteria, students can qualify if:
- holding a high school/college GPA of 3.0 or better
- a full time, first-degree seeking undergraduate (enrolled for 12 or more credit hours)
- have filed the Free Application for Federal Student Aid (FAFSA)

For scholarship renewal:
- enrollment must be full time and continuous,

- GPA must be a minimum cumulative 3.0 or better (unless otherwise specified in the scholarship criteria)
- a student must have no more than 122 attempted credit hours (which includes transfer work)
- a current FAFSA must be on file
- student's account must be current

Students must notify the Office of Financial Aid if other outside financial assistance is received, including employee tuition benefits.

Church Matching Scholarship
Open to all students.   WC will match any scholarship awarded to the student by his/her church, up to $1000 per enrollment period.

CLC Scholarship
Open to undergraduate students who have completed at least one year of the foundational two year experience of the Christian Leadership Concepts curriculum. Scholarship amounts are $500 per term and are renewable for four years. Any dropout would render the scholarship void.

Family Scholarship
Provides (less any federal grants) up to 40% of tuition to an immediate family member (father, mother, brother, sister, spouse, son, daughter) of a student if simultaneously enrolled. One family member must pay full tuition. Both family members must maintain continuous full time enrollment (12 or more credit hours). Scholarship is renewable up to 122 credit hours. Recipient must maintain a minimum cumulative GPA of 3.0. Tuition accounts of family members must be kept current.

Homeschool Scholarship
Open to entering freshmen who are graduates of homeschool programs who have an ACT score of 21 or higher. Scholarship provides $1000 per enrollment.

Honors Academy Scholarship
Open to students admitted to the Honor's Academy. Scholarship provides $1000 per enrollment period. Renewal includes maintaining a 3.5 GPA, be enrolled as a full time continuous student and continue eligibility in the Honors Academy.

International Friendship Scholarship
Open to international undergraduate students who hold an F1 student visa. Scholarship provides $25 per credit hour. Students must be enrolled full time (12 or more credit hours). Recipients must maintain a minimum cumulative GPA of 2.25.

K.E. Alexander School of Business Scholarship
Open to first degree seeking undergraduates pursuing a degree in the School of Business with GPA of 3.5 or better. Provides $1000 per enrollment period. Students must remain in the School of Business and keep a cumulative GPA of at least 3.50 with full time continuous enrollment.

Narrow Gate Scholarship
Open to graduates of the Narrow Gate Foundation program. Applicant must submit a letter of recommendation from a Narrow Gate staff member. Student must meet minimum admission requirements. Provides $500 per term.

Non-Traditional Scholarship
Open to adult degree seekers over age 24, pursuing a first time undergraduate degree. Scholarship is need-based. Student must meet minimum admission requirements. Award is $500 per term.

Academic Progress for Institutional Scholarships
Students awarded WC academic and institutional scholarships will have their academic progress evaluated after each term for eligibility and renewal. For students who do not maintain eligibility and have an unforeseen life event may request an exception or ask that their scholarship be placed on hold for a semester or more. If the student is not enrolling or has issues with completing a term at Williamson College and has a documented event that may include a medical condition, called to active military duty, and participating in an official religious service, they may request an exception by completing the Scholarship Exception Request/Hold Request Form.

Academic Satisfactory Progress Policy for Federal Aid
Federal regulations require all federal financial aid recipients be enrolled in a degree-seeking program and maintain satisfactory academic progress (SAP) toward a degree to remain eligible. Satisfactory academic progress standards for federal financial aid apply to all students whether or not they are receiving federal aid, and must be taken into consideration when a student begins to receive federal aid.

Eligibility for federal programs will be evaluated as part of the initial application process and again annually. In the evaluation process, all grades of "W" (withdrawn) or "I" (incomplete) will be counted as hours attempted but not passed. Repeated courses will count as hours attempted. Entering students are considered to be making satisfactory academic progress

Student academic transcripts will be reviewed, for SAP, annually, after a 2 term award period. The college is required to apply both qualitative (grade point) and quantitative (pace of completion) standards in measuring academic progress. Students not meeting the requirements after one academic year will lose future aid eligibility. If a student fails to meet SAP, they will receive a letter from the financial aid office stating they have lost federal aid eligibility.

Qualitative Requirement
<u>Cumulative GPA for Associate's degree program</u>

Number of hours Attempted	Cumulative GPA
0-29	2.00
30-59	2.00

<u>Cumulative GPA for Bachelor's degree program</u>

Number of hours Attempted	Cumulative GPA
0-29	2.00
30-59	2.00
60-89	2.00
90+	2.00

Quantitative Requirement
Students must successfully earn annually a cumulative minimum of 67% of all hours attempted. Successfully completed hours are earning a letter grade of a D or higher. Some courses may have a specific passing grade requirement. In such cases, the student must earn the specified grade to be considered to have successfully completed the hours. Students cannot receive federal aid after attempting 150% of the hours required for the completion of their academic program. Example: A degree takes 120 hours to complete, so a student may attempt up to 180 credits (120 x 150% = 180) before being ineligible for federal aid.

A student who loses federal aid eligibility because of not meeting SAP will regain eligibility when it is determined that the standards have been met or when an appeal has been approved. It is the student's responsibility to notify the financial aid office of any adjustments in their transcript, and if the student meets the standards, then financial aid will be reinstated.

Transfer credit will be counted as attempted and earned hours. Incoming GPA will be used to assess the qualitative requirement. Courses that are repeated will count towards attempted hours each time the course is repeated but will be included as completed only once.

Repeating Courses
The Registrar's office will calculate the GPA for students who repeat a course at the end of each semester. Courses that are repeated will count towards attempted hours each time the course is repeated but will be included as completed only once. Students must notify the financial aid office if a course is to be repeated to determine if it would impact academic progress.

Incomplete Hours
Students must complete and pass 67% of the classes attempted. Grades less than D, withdrawals and any incomplete grade will not count as completed grades. Grades of W, F and I all count as attempted hours when considering aid eligibility.

Withdrawal from all courses
Students who elect to withdraw from all courses must make their intent with the registrar's office and complete the Official Notice of Withdrawal form. The Registrar will notify the financial aid office of the student's last date of attendance which will determine how much, if any, of the student's financial aid must be returned.

For all programs (online and on-site) offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment unless the student is scheduled to begin another module in the same payment period or period of enrollment provided the later module the student will attend begins no later than 45 calendar days after the end of the module the student ceased attending. The student must provide confirmation of future attendance as follows:

- *For confirmation, the College may not rely upon the student's current or previous registration; rather, written confirmation from the student must be obtained at the time of, or after, the student's cease of attendance;*
- *If the student indicates an intention to continue in a subsequent module in the term but does not return for the module, the student is considered to have withdrawn and the withdrawal date will be the withdrawal date that would have applied if the student had not indicated an intention to attend a module later in the term.*

Return of Federal Title IV Policy

Students should be aware that eligibility for financial aid may be jeopardized by dropping classes or officially withdrawing from Williamson College after financial aid had been disbursed. Student awards are developed and disbursed based on the student's enrollment status at the time of registration**. If a student withdraws, drops a class, or in any way changes his/her status, he/she may owe a balance to the Business Office at Williamson College**. Students are urged to seek academic counseling from their advisor and financial aid advising from the financial aid office prior to altering their enrollment status. Students who officially withdraw prior to completing 60% of the term will have their financial aid prorated and unearned funds returned. Federal Title IV funds will be returned based on the percentage of period completed. The amount of aid which was disbursed and the remaining amount to be disbursed will be returned to the Title IV programs, as necessary.

Federal regulations stipulate how the return of Title IV Funds is calculated and for students who have received federal assistance, the aid must be returned to the appropriate program in the following order:
1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV Aid Programs

Satisfactory Academic Progress Appeals Process

Eligibility for financial aid may be reestablished by citing extenuating circumstances which have caused a hardship. The appeal would be in the form a written request with supporting documents submitted to the financial aid director. Extenuating circumstances are generally beyond one's control, such as an accident, illness or death in the immediate family. It is the student's responsibility to secure and provide a full written appeal to the financial aid office. Appeals made without supporting documents will not be considered. Appeals will not be accepted through verbal requests. The appeal will be reviewed by an Appeal Committee and a decision issued in writing within 5 business days. All decisions are final. If an appeal is denied, the student may attend Williamson College, but will be responsible for their own educational costs. Satisfactory progress will be reviewed again at the end of the 2nd term (annually) for eligibility. Student's granted a reinstatement of financial aid through the appeal process will have their progress checked in their next term, and then annually, to stay in compliance with the SAP policy. A student must show academic progress.

Consumer Information

Consumer Information may be obtained by visiting the Williamsoncc.edu website at www.williamsoncc.edu. Available information includes campus security with criminal and safety data, graduation and/or completion rates and transfer out rates for the general student population, drug abuse policies and privacy rights of students.

Ability to Benefit Policy

The College will adhere to the Ability to Benefit Standard currently approved by the U.S. Department of Education relative to admission and enrollment of students.

Christian Character Policy

As part of the College's effort to develop Christian character within its students, the College will specifically work to develop Christlikeness and a commitment to ministry regardless of vocational calling in its students. Faculty will manifest a Christian character model and an active concern for student development by frequent contact with students and in-classroom interaction. The College will create opportunities for and encourage participation in regular corporate worship, devotional periods, and activities designed for student development.

Philosophy of Student Development

Through student development programs and services, the College is committed to supporting students' educational development in the following ways:

Counseling and Advisement

The College provides personal and spiritual counseling to students. This is provided by Chaplain Neil T. Anderson, Vice President of Academic Affairs, the Faculty, and the President of the College. Other counseling services are available as follows:

Professional counseling services are available to students through Deep Waters Christian Counseling of Franklin. Students are responsible for any and all costs associated with these services. Contact information is available from the Director of Student Services. Career counseling services are available to students through Brownlee and Associates of Brentwood. Students are responsible for any and all costs associated with these services. Contact information is available from the Director of Student Services.

Housing

The College does not provide housing. We can suggest housing possibilities as needed. A student with a housing need should consult the Director of Student Services.

Leadership Development

Students will have the opportunity to utilize and develop their leadership abilities and skills by service to other students and the College through the Student Government Association, which is advised by a staff member. Participation in the Christian Service program and various college committees will also allow students to be involved in leadership opportunities. Furthermore, students have the opportunity to develop leadership abilities and skills through the College's curriculum by enrolling in leadership courses that are offered throughout the year.

Medical Services

Emergency medical services are available to students through Williamson Medical Center in Franklin. Students are responsible for any and all costs associated with these services. Contact information is available from the Director of Student Services.

Mentor Program

The College allows interested students to be involved in a mentor program. Students are paired with mentors, who are volunteers from the community, staff, or faculty. Students speak to their mentors as often as they would like, but are obligated to meet two times per year face-to-face and to have quarterly emails

Robyn Wollas
Director of Student Services

and/or phone calls with their mentors. Often the meetings take place outside of the school environment, depending on the convenience of both the student and mentor. Students may discuss various elements of the school experience with mentors; for example, class highlights or the progression within their program.

Orientation and Retention

The orientation course will introduce new students to the College and prepare them for academic life at the institution. The administration and academic advisors will maintain consistent contact with all students in order to identify and help find solutions for obstacles to the students' educational goals. Academic advising will be part of the orientation and retention process so that students will understand their academic goals and progress.

Every degree-seeking student will register for ORI 101 Orientation (a one-credit hour course) when admitted to the College. The class helps orient students with time management, study skills, library usage, writing style, and online research. Students are introduced to policies and procedures, academic expectations and financial matters.

All degree-seekings students should complete Orientation with a passing grade during the first six months of enrollment and before they register for courses that begin after that period of time.

Placement Services

Job opportunities are posted on a bulletin board at the Aspen Grove campus. Professors and administrators will be pleased to talk with students about employment and career opportunities.

Spiritual Life

A program that facilitates spiritual growth and development will be available to all students. Students will participate in a Christian Service program through which they will partake in thirty-six activities or sixty hours of Christian Service while enrolled as a student and as a prerequisite to graduate (See Christian Service requirement under General Policy Statements section).

Sports and Recreation

The College does not offer sports or recreation activities. Students who reside in Williamson County or surrounding counties will find ample opportunities for involvement in sports and recreation activities. The Cool Springs YMCA, located ½ mile from the College, offers programs for college students.

Student Government Association

The Student Government Association acts as a liaison between students and the administration as well as the sponsoring organization for student activities. The Student Government Association plans and implements the student activities program of the College.

Student Life

Advisory staff and other appropriate support will be provided to help facilitate the planning and implementation of a student-led activity program by the Student Government Association. Email messages provide a means of communication between the administration and students. Personal counseling will be provided by the student services staff, the faculty and by referral. Employment opportunities are posted on the student information bulletin board periodically.

Access to Educational Records

Williamson College complies with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the confidentiality of personally identifiable educational records of students. The student has the following rights: the right to inspect and review his or her educational records within 45 days of the date the College receives a request for access; the right to request an amendment of his or her education records that the student believes are inaccurate or misleading; the right to consent to disclosures of personally identifiable information contained in his or her education records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Williamson College to comply with the requirements of FERPA.

Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and events, dates of attendance, degrees and awards received, and most recent previous educational institution attended.

Students may request that "Directory Information" be withheld from anyone except Williamson College school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Registrar's Office within 45 days after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

Permanent Student Records

Original Application	Health Records
Enrollment Checklist	Counseling Reports
Credit by Demonstrated Comp. Documentation	Disciplinary Records
Original Transcripts (from each institution attended)	FERPA consent form
ASSET scores when applicable	Christian Service Forms

Academic Advising

The purpose academic advising to each of its students is to ensure that:
- each student understands the academic requirements of the College
- student comprehends the programs and course offerings of the College
- student realizes what credits have already been earned and what College requirements remain
- student knows what courses they should expect to take and the time frame, cost and location for those courses
- student completes the registration process including meeting monetary requirements, according to the Financial Aid and Business Offices
- student recognizes what he or she must do to prepare for the first class session in the academic cycle.

Academic Advising Procedure

Initial Enrollment

Once admitted to the college, students need to complete the following:

- If applying for financial assistance, confirm the FAFSA (fafsa.gov) has been completed, received by WC and is cleared; this determines eligibility for federal financial aid as well as institutional scholarships.
- Contact Registrar and schedule an advising appointment.
- The Registrar will explain the evaluation of any transfer work accepted by the College. Student's requirements for General Education, electives, and selected major will be explained in depth.
- Schedule and course offerings available will be presented, and completion of a registration form will be completed. Once your financial arrangements have been confirmed by the Business Office, registration will be finalized.
- Discuss financial aid and confirm payment options with Financial Aid Office and Business Office.
- Obtain a Student Body Identification Card and WC Parking Permit (Available during Orientation).
- Show proof of laptop ownership or availability. ***All students MUST provide their own laptop computer***.
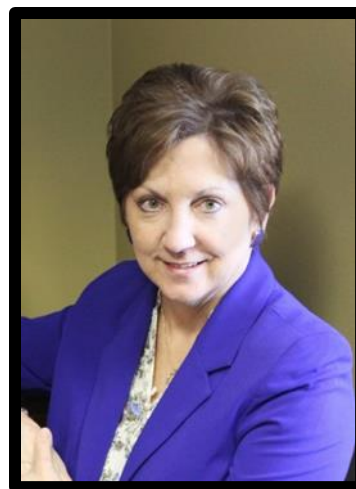
Karen Hudson
Director, Registrar & Institutional Effectiveness

Enrollment in major courses (300-400 level) requires a minimum of 44 semester credit hours of prior credit earned. Students with fewer than 44 semester credit hours must petition the Dean of the Faculty for any exceptions to this procedure.

Students admitted with less than 44 semester credit hours may be enrolled in general education courses or elective courses depending on transfer work.

Continuing Registration
- Students will be assigned to an academic advisor after the initial Enrollment.
- A registration period typically involves twenty (20) weeks of academic activity, with the full-time student earning a minimum of twelve (12) semester credit hours during that time.
- Prior to the meeting, the advisor will access the student's transcript to review course grades. The student will not be allowed to have more than one incomplete score on his or her transcript.
- Students with a Business Office balance will not be allowed to register. All students must have a clearance with the Business Office and the Financial Aid. Students who fail or delay in making financial arrangements, FAFSA submission/ update will not be allowed to register.
- The advisor will also access the student's portfolio preceding the appointment to review the student's reflections and confirm that all assignments to date are included and complete. The review will help the advisor determine outstanding areas, as well as those needing remedial action from the student.
- The academic advisor will access degree evaluations, course schedules and class offerings to properly advise each student.

- During advising, the advisor and student will complete a registration form and affix signatures indicating approval. Following this, the advisor will submit the form to the Financial Aid Associate for approval and Financial Aid clearance. The form is then circulated to the Business Office for students to arrange possible payment plans.

- Upon completion, the Director of Finance will return original registration forms to the Registrar's Office. Once financial arrangements have been **confirmed** by the Business Office, registration will be **finalized.** At that time, the student will be enrolled in the class section. The registration form is then filed in academic records.

- The Registrar will review class rosters for each course to ensure sufficient enrollment. If there is insufficient enrollment, the Registrar must discuss the matter with the Executive Vice President of Academic Affairs before cancellation. If necessary, students will be presented with other course options.

- The advisor will continue to meet with students at the end of each cycle for advising and to track the trajectory toward graduation.

Academic Integrity

Students at Williamson College are expected to maintain academic integrity that is consistent with both biblical truth and accepted protocol in higher education. Students will not participate in cheating, plagiarism or any other form of academic dishonesty. Neither will they encourage or condone such behavior in their peers by permitting it and/or allowing it to go unreported.

All academic work that a student submits is to be his or her original work. When a student places his/her name on a document to submit for grading, he/she is saying that all the work not otherwise identified as the work of another is his/her own. A student must separate verbatim statements gleaned from the Internet or any published or unpublished work that he/she includes by appropriate formatting (quotation marks) and documentation (complete references to the work cited). Submitting as one's own work anything prepared in whole or part by another person (for example: another student's paper or a paper secured on the Internet) is plagiarism. It is necessary to give credit and to use proper documentation to identify the originator of the words, data, or ideas, (including facts, statistics, or other illustrative materials) even if the material is completely paraphrased. The references cited must give clear credit to the original source following MLA standards.

Williamson introduces incoming students to the institutional policy on academic integrity during Orientation. Each syllabus will contain an explanation of the policy on academic integrity and the procedure for applying it. Each instructor will elaborate on the policy and explain the procedure that guides persons who engage in violations.

Instructors who discover work they suspect violates this policy will ask for a face-to-face meeting with the student to clarify the issue. If a student has violated the policy on academic integrity, the instructor will speak with the Academic Dean to verify if the student has a previous offense. If this is the first offense, he or she will receive an "F" for that assignment. The student must do remediation with the Williamson librarian who will guide him/her in redoing the assignment. The grade for the course will be dropped one letter grade. The instructor will submit a written report of the incident to the Academic Dean who will place the instructor's report in the student's Permanent Student File.

A second violation in the same or any other course will be handled in the same manner, but will result in an automatic "F" for the course. The student may seek the instructor's approval to resubmit appropriate work for a change of grade. The instructor will submit a written report of the incident that will be added to the student's Permanent Student File.

If a student is discovered in a third violation, he or she will be expelled immediately.

A student wishing to appeal expulsion from the College must do so in writing to the Vice President of Academic Affairs, who will convene a panel composed of the Vice President of Academic Affairs who will chair the panel, the Registrar and one faculty member appointed by the Vice President of Academic Affairs. Any person filing an appeal must be notified at least two days prior to a hearing on that grievance as to the date, time and place of the hearing. The student will have the right to present his or her case before the panel in person. The Vice President of Academic Affairs will give the student a written summary of the findings from this hearing. (See Grievance Procedure)

Academic Portfolios

Each degree-seeking student at WC will complete an Academic Portfolio. The portfolio is designed to provide the student an opportunity to demonstrate that he or she has attained the desired level of critical thinking, communication, and integration in thoughts and attitudes that are stated in the Program Goals for the degree being sought. The portfolio brings together artifacts demonstrating general education and degree competencies that students have learned and developed during their work toward the B. S. degree. The artifacts selected for inclusion are both significant and representative of the student's work.

The portfolio is designed to demonstrate a broad mastery of learning across the curriculum for a promise of initial employability and further career advancement. It shows convergence of curricular purposes by linking knowledge and experience from the three areas of the curriculum: general education, Bible, and the major.

Approved Writing Style Manual

Students will prepare all written work according to the guidelines set forth in:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. Seventh Edition. New York, NY: The Modern
    Language Association of America, 2009. ISBN# 878-1-60329-024-1

Articulation Partners

Williamson College cannot guarantee admission into any other institution. Each institution is the sole judge of who may be admitted into its programs. The acceptance of courses taken at Williamson College is subject to the discretion of the receiving institution. It is the sole responsibility of the applicant to ensure transferability of WC credits to other institutions. Williamson students can transfer all appropriate credits to any institution accredited by The Association for Biblical Higher Education. Many of these institutions are also accredited by one of the six regionally accredited organizations. The following institutions have accepted or indicated that they will accept Williamson graduates for undergraduate transfer or acceptance into graduate study on a case by case basis: Belmont University (TN), Johnson Bible College (TN), Milligan College (TN), The Southern Baptist Theological Seminary (KY), Tennessee State University (TN), Welch College (TN), all of which are accredited by The Southern Association of Colleges and Schools (SACS); Crown College (MN), Cincinnati Christian University (OH), and Lincoln Christian College and Seminary (IL) which are accredited by North Central Association (NCA); and Hope International University (CA) which is accredited by The Western Association of Schools and Colleges (WASC).

Graduates of Williamson have successfully completed Master's degree programs at American Intercontinental University (GA), Asbury Theological Seminary (KY), Baptist Theological Seminary at Richmond (VA), Bethel Seminary (MN), Emmanuel School of Religion (TN), Erskine Theological Seminary (SC), Liberty University (VA), Trevecca Nazarene University (TN), Union University (TN), University of Phoenix (TN), Vanderbilt University School of Divinity (TN), and Nashville School of Law (TN).

Attendance

Policy: Students are expected to attend every session of each course in which they are enrolled.

Procedure: Williamson College believes that regular class attendance is essential to successful scholastic achievement. The Student has the opportunity and responsibility to make up all class work. However absence in two (2) class periods will result in a course grade of "F" with no tuition refund; student will be required to repeat the course.

Christian Service Requirement

Williamson College strives to facilitate spiritual growth for all students, endeavoring to deliver an educational environment focused on developing inspired leaders who understand the importance of giving back to others. The faculty, staff and trustees invest time, prayer and action to foster an atmosphere of excellence in education. While enrolled, students participate in a Christian Service program in which they contribute time and talent to various philanthropic endeavors throughout the surrounding area. Williamson College encourages every student to participate in Christian service to stimulate their spiritual growth and to provide service to others. WC students are often involved in some form of Christian ministry prior to enrollment. Additionally, once active, and as prerequisite to graduation, each student must partake in a minimum of sixty hours of Christian service or fulfill thirty-six activities. Students submit a Christian Service Activity form to the Director of Student Life upon completion of the activity or hours. A student's academic advisor also monitors progress toward completion of the requirement. The Christian Service obligation is explained in Orientation (ORI 101), a mandatory class for all WC students. It is also detailed in the WC College Catalog and Student Handbook. The Student Handbook includes the Christian Service Activity form as an appendix. Furthermore, every student receives a copy of the form in ORI 101. A student may receive an extra copy of the form at any time from his or her academic advisor or the Director of Student Services. The two representatives will also address any questions or concerns a student has about the requirement.

Computer Proficiency

Students are required to complete the Computer Proficiency Test by the beginning of their major courses at Williamson College in order to continue enrollment, unless they have already met the academic requirement. Students taking the test are required to make a 75% or better score on the Computer Proficiency exam. However, students demonstrating computer proficiency by participating in Atheneo Learning Management System will automatically meet computer proficiency requirement.

Math Proficiency

Students who neither take MAT 104 at WC nor transfer in equivalency must complete the Math Proficiency Test. This requirement must be met before their last enrollment period.

Credit by Nontraditional Means Policy

Through other means listed below, a student may earn up to a total of 62 semester credit hours, or 50% of the credit required for a degree. This credit may only be earned before the student's final semester. A student may request a waiver of these limits through the Dean of the Faculty, but may in no case exceed 70 credits or 55% of the credit required for a degree. Credit by other means cannot be used toward the requirements for the major.

<u>Credit for Military Training Policy</u>

Upon presentation of an authenticated form DD 214 or its equivalent, a student can earn hours of credit following validation by the Registrar. Such credit will not exceed 32 semester credit hours of credit or 25% of the credits required for a degree. The College is approved by the Tennessee Higher Education Commission and Veterans Education (State Approving Agency) to enroll veterans.

<u>College Level Examination Program (CLEP) Policy</u>

Credit may be earned through the CLEP national set of exams on selected topics. WC offers computer-based CLEP testing. CLEP credits can be used to meet general education and elective requirements. A maximum of 32 credit hours or 25% of the credit required for a degree can be earned through CLEP. ACE recommended scores are accepted for credit.

<u>Dantes Subject Standardized Tests (DSST) Policy</u>

Credit may be earned through the DSST national set of exams on selected topics. WC offers computer-based DSST testing. DSST credits can be used to meet general education and elective requirements. A maximum of 32 semester credit hours or 25% of the credit required for a degree can be earned through DSST. ACE recommended scores are accepted for credit.

<u>Credit by Demonstrated Competency Policy</u>

These units can come from learning that has been gained through a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs and work experiences. Other credit can also be granted for prior learning which is based on college credit recommendations by The National Program on Non-collegiate Sponsored Instruction (PONSI) and/or the American Council on Education (ACE). A maximum of 32 semester credit hours or 25% of the credit required for a degree can be earned through CDC credit.

<u>Credit by Examination Policy</u>

A maximum of 32 semester credit hours or 25% of the credits required for a degree can be earned through credit by examination. Only ACE recommended scores are accepted for credit.

Non-Credit Programs

The college offers a non-credit program to potential students referred to as Meridian. This is an English as a Second Language (ESL) Program. It seeks to provide an education to any student seeking to further his or her English skills. The comprehensive classes aim to increase competency in reading, writing, speaking, listening, and grammar. Students do not earn credit hours for participation in the program, but rather clock hours. The program consists of four quarters per year. Each quarter is a duration of 13 weeks that includes a one week break. In-class time consists of students participating in lectures, in-class assignments, conversational discussions, independent speeches, presentations, group activities, and examinations to track progress. Each student is also assigned independent homework assignments per week. Grades are determined by the instructor assigned to the course in which the student is enrolled. A student enrolled in the Meridian Language Program earns a score of a "Pass" or "Fail" at the end of each quarter. A student may also earn a score of an "Incomplete" at the discretion of the professor when a student is passing work or has the possibility of earning a passing grade but is unable to complete all of the requirements before the end of the course. Each class offered in the Meridian Language Program is taught completely in English with no option for translation. Please see the Admissions section of the catalog for more information.

Declaring a Major Procedure

Students will work with their Academic Advisor or the Registrar in selecting appropriate coursework. Stipulated requirements for a particular major must be met in order to earn a degree.

Double Major/ Second Degree Policy

Students may elect to complete a second major or degree from those offered by the College and have both majors recorded on their academic record. Completion of a second major does not diminish the requirements for the first major but courses required in both majors do not need to be taken again for the second major.

Students who have earned an undergraduate degree from Williamson College may complete a second degree at the College. The student must meet all requirements for the second major which appear in the Catalog under which the student will graduate. The student must earn an average grade of "C" or better in the second degree. The second major must include at least 30 semester credit hours earned at Williamson College and these 30 semester credit hours cannot have been used toward the first Williamson College degree.

Students who have already earned an undergraduate degree from another institution may complete a second degree at Williamson College. To receive a second undergraduate degree, the student must earn at least 30 semester credit hours at Williamson College which were not used in meeting the requirements for the first degree, complete the general education requirements and all requirements for the major in the second degree which appear in the Catalog under which the student will graduate. The student must earn an average grade of "C" or better in the second degree. This applies to both the B.S. degree and the Associate degree.

Students electing to complete a double major or second degree should consult with the Registrar or Dean of Academic Affairs prior to taking the additional coursework.

Minimum Hours for Beginning Major

Students are permitted to enter the major (cohort) provided they meet entrance requirements and have completed at least 44 semester hours that are transferable into Williamson. The Admissions Committee may admit exceptional students (or those with exceptional circumstances) with less than 44 semester hours where the Committee concludes that this would be in the best interest of the student.

Minimum Hours for Degree Policy

Any student receiving a Bachelor's degree from Williamson College must earn a minimum of 30 semester credit hours at this institution.

Course Substitution/Waiver Policy

Williamson College requires undergraduate students to complete all courses required by their selected program. WC may allow for substitution up to 9 credit hours in the major at the time of admission.

Credits and Grades Procedure

Credits are awarded in semester credit hours based upon the learning which has taken place as evaluated by the faculty and through completion of curriculum requirements. All courses are based upon stated learning outcomes, and each student will be evaluated with credits awarded on the basis of completing these learning outcomes.

Grades are determined by the faculty member(s) assigned to the course in which the student is enrolled. In very exceptional cases, a grade may be appealed to the Vice President of Academic Affairs who has the authority to adjust grades.

The grading system of the College is as follows:

A	Excellent work, all learning outcomes met fully
B	Very good academic work
C	Average academic work
D	Minimum quality for credit to be awarded
F	Failure, no credit awarded
I	Incomplete (see Incomplete Grades)
W	Withdraw, no credit
P	Pass, requirement met but no quality assessment
AU	Audit, no credit awarded

Grade Points

Each semester credit hour of credit is valued in grade points as follows:

A	4.0 points	(94-100)
A-	3.7 points	(93)
B+	3.3 points	(92)
B	3.0 points	(86-91)
B-	2.7 points	(85)
C+	2.3 points	(84)
C	2.0 points	(78-83)
C-	1.7 points	(77)
D+	1.3 points	(76)
D	1.0 point	(70-75)
D-	1.0 point	(69)
F	0 points	(68 and below)
W	0 points	
P	0 points	
AU	0 points	

"W", "P" and "AU" grades are not assigned quality points and are not factored into the GPA. A grade of "F" is not assigned quality points but is factored into the GPA. **In order to graduate, students must earn a minimum grade of "C" in each course within the major.**

Students who are dismissed for disciplinary reasons (social or academic) will be given a grade of "F" for any course in which they are enrolled but have not completed.

Students who stop participating in a course once they have enrolled may receive a grade of "F" for that course at the discretion of the professor. A student may officially withdraw by contacting the Registrar. Please refer to the Drop/Withdrawal procedure.

Students can view their grades and academic progress anytime at http://my.atheneo.net/login_a2.php

Academic Achievement

Each semester students who have excelled in their coursework will be recognized by being named to the Dean's List. Criteria for such recognition:

1. A minimum load of 12 semester credit hours. Hours taken as audit or P/F courses are not included in the minimum credit hour load count.

2. No grade below a C in any course including P/F (pass/fail) and zero credit courses.

3. A grade point average of 3.7 or better.

4. Completion of all course work by the last official day of the semester.

Incomplete Grade Procedure

A grade of incomplete for a course is granted only in cases of extenuating circumstances. Responsibility for completing all course requirements must be assumed by the student. The student must: (1) submit an Application for Incomplete Course Grade form that will be signed by the professor and the Academic Dean and (2) complete the stated requirements within a 15-day period that begins the day after the final is due

and extends for 15 days. If the "I" grade is not cleared within this specified time limit, the "I" grade will automatically change to an "F" grade.

Late Work or Work Not Submitted

Any assignment that is not submitted by the deadline stated in class instructions is considered late work.

- Students are expected to submit work in the Atheneo System on time.
- Students are responsible to notify the instructor before class of any situation that delays the submission of their work.
- Instructors have authority to extend the submission deadline for an excused delay because of an extraordinary situation.
- Students who submit unexcused late work can expect to receive a deduction in the grade for that assignment.

Drop/Withdrawal Procedure

A student may drop a course before the second class meeting. No record of this drop will go on the student's permanent record. A Drop form must be completed, signed by the student, and given to the Registrar. A student is eligible to receive a pro-rata refund prior to the second class.

Students who drop from full-time to part-time status will be charged the part-time rate for the remaining courses in the semester. Partial refunds may be given for drops. See the Refund Policy, page 23.

If a student wishes to drop a course after the second class meeting it becomes a withdrawal and is noted on the permanent record. The professor will report current course grade to the Registrar who will assign a "WP" or a "WF." No credit will be awarded for courses from which a student withdraws. No withdrawals will be allowed after the third class meeting.

Any student considering withdrawal should consult his or her Advisor or the Registrar and complete the Withdrawal form. The official date of withdrawal will be determined by the date the Registrar signs the form. The student is liable for charges according to the Refund Policy in accordance with the official date mentioned above. There are no refunds for withdrawals. Each student is limited to a maximum of three (3) withdrawals.

An Administrative Withdrawal may be administered by the Registrar under extenuating circumstances.

Pass/Fail Procedure

The Pass/Fail option is intended to encourage and provide students with an opportunity to pursue specialized or outside academic interests without the fear of a reduction in the grade point average.

In order to take a course which is normally offered on a graded basis, students must complete a Pass/Fail form, obtain the signature of his or her advisor and turn the form into the Registrar's Office. Students should be aware that some colleges and universities might not accept a Pass ("P") grade as transfer credit or as an entrance requirement for graduate school. Students may enroll in only one Pass/Fail course at a time. Professors will not be informed of students enrolled on a Pass/Fail basis. Final grades are converted to Pass/Fail by the Registrar. A "P" grade will be awarded only if the student earned a grade of C or above in the course. A grade of "D" or "F" will result in an "F" being recorded. A course cannot be changed to or from Pass/Fail after the academic work in that course has begun.

Course Repeats

Students are permitted to repeat courses in which their final grades are "C" or lower. In the event of a course repeat, grades received in the second and subsequent repeats will be included in the grade point average and the student will earn the grade awarded for that final course.

Satisfactory Academic Progress / Academic Standing

Policy

The College will measure satisfactory academic progress in accordance with the requirements of government and accrediting agencies.

Procedure

Satisfactory academic progress of enrolled students is measured by the cumulative grade point average (GPA) as evaluated at the end of each enrollment period. A minimum grade point average of 2.0 will determine whether the student is making satisfactory academic progress. The grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credit hours attempted. A student not meeting the minimum GPA she will be progress placed on academic probation. A second semester of failing to meet satisfactory academic progress will result in the student receiving academic suspension. Please see Academic Probation/Suspension Policy for additional details.

Any student attempting 12 semester credit hours or more in an enrollment period will be considered full-time. Students enrolled in less than 12 semester credit hours in any enrollment period will be considered part-time.

Academic Probation/Suspension Policy

Procedure: Students not meeting the minimum cumulative grade point average stated under Academic Standing will be considered to be on academic probation. Students must maintain the minimum grade point average in their next registration period in order to be removed from academic probation. Failure to do so will result in receiving academic probation a second time. Failure to maintain the required minimum grade point average stated under Academic Standing for the second period of academic probation will result in academic suspension. The incomplete grade procedure, as found in the Catalog, will be in effect during the suspension. Veterans and eligible persons using veteran's education benefits will not be certified with the Veterans Administration for payment beyond two semesters in a probationary status. Veterans and eligible persons on academic probation must attain the minimum GPA required by the end of the second period on probation or education benefits will be terminated. Beyond 60 credit hours, a cumulative GPA of 2.0 is required. Please note registration restrictions or financial penalties may result from failure to maintain satisfactory academic standing.

Students may be academically suspended by the Vice President of Academic Affairs if they are not making academic progress. Academic suspension may occur at the end of any enrollment period or at the end of a course. Such suspension will be for a specified time, normally six months. Incomplete grade procedure as stated in the Catalog will be in effect during the suspension. Academic suspension may carry with it certain conditions determined by the Vice President of Academic Affairs. If these conditions are not met at the time of application for reentry to Williamson College, the College may deny readmission. Students who are under academic suspension may be readmitted to the College at the discretion of the Admissions Committee after six months in which they are not enrolled at the College.

A student wishing to appeal an academic suspension must do so in writing to the Vice President of Academic Affairs, who will convene a panel composed of the Vice President of Academic Affairs who will chair the panel, the Registrar and one faculty member appointed by the Vice President of Academic Affairs.

Grade Disputes

If a student receives a grade that he or she believes is not fair, the first resort is to talk with the instructor to verify the rationale for the grade that was given. This gives an opportunity for the student to be sure that the instructor has received all the assignments and for the instructor to be sure that the student has received all feedback about the student's work. This also provides a way to resolve any missing pieces in the assignment/grading process. In most cases this consultation will resolve the issue of fair grades.

If the communication between instructor and student does not resolve the dispute, the student may challenge the grade by submitting all materials that have been graded during the course to the Vice President of Academic Affairs. The VP will verify that the student has followed the procedure. Students must initiate action within thirty days after the official receipt of the grade from the Registrar. The Vice President of Academic Affairs has authority to make extensions and to grant exceptions to this procedure.

The Vice President of Academic Affairs will assign the received materials to a faculty member judged to have the necessary qualifications in the subject field for the course in question. This person will read and reevaluate the student's graded material. The student must provide a written document that clearly defines the aspect of the grade he or she is disputing. Only the student's submitted work can be considered for grade evaluation. Homework not previously submitted and graded cannot be submitted.

Students must be aware that a challenge might uncover another problem or other problems and result in a grade reduction, rather than a positive change. The grade cannot be changed more than 10 points during a grade challenge. Because Williamson College holds to a high standard of academic integrity, there is zero tolerance in grade disputes for plagiarism. If the reviewer discovers plagiarism in the work he or she reviews, the student will receive an "F" for the course. This is the only exception to the 10-point limit.

The assigned reviewer reports his/her conclusions to the Vice President of Academic Affairs. If the assigned reviewer judges the original grade to be fair, the grade will not be changed, and the Vice President of Academic Affairs will notify the student.

If there is not a clear decision on the grade dispute, the Vice President of Academic Affairs may request the original instructor prepare a two-hour assignment that would cover the material of the course, such as the Take Home Final or Weekly assignments. The student would complete this monitored assignment under the supervision of the Dean's office. The Vice President of Academic Affairs would copy the student's work and give a copy to the original instructor and the grade-dispute reviewer to evaluate this work. The final grade for the course would then be recalculated based on the changed grade(s) on the challenged assignments. If their grading does not result in a clear decision, the Vice President of Academic Affairs will make the final decision on the work completed by the student during this monitored time.

If the student is not satisfied with the decision reached by following this process, he/she may begin a grievance procedure as described in the current Catalog.

Dismissal/Readmission Procedure

The College may dismiss any student whose behavior is unacceptable to the College based upon illegal activities, actions not in accordance with the Statements, Purposes and Goals of the College, or whose behavior shows disrespect for the academic process through such activities as cheating, plagiarism or misrepresenting academic accomplishments. The College may also suspend a student academically. The College may place reasonable conditions on a social dismissal or academic suspension.

A student wishing to appeal a social dismissal must do so in writing to the Vice President of Academic Affairs, who will convene and chair a panel also including two faculty members or administrators.

A student wishing to be readmitted following a social dismissal or academic suspension must first meet the conditions required at the time of the dismissal/suspension and must wait six months before applying for readmission. The College will be the sole judge of whether the conditions have been met for readmission.

Grievance Procedure

Any student may file a grievance procedure against a professor, other persons at the College or against the College itself. In filing such a grievance, the student must complete the form available from the Registrar at 274 Mallory Station Rd., Franklin, Tennessee 37067 (phone: 615/771-7821) and may add other materials that seem pertinent to the student as long as such materials are legal and in good taste as defined by the Registrar. The Registrar will first attempt to resolve the matter with the student and any other person(s) involved. If this attempt at resolution is not satisfactory to the student, the Registrar will bring the matter to the attention of the Dean of the Faculty. If this attempt at resolution is unsatisfactory to the student, the

Dean of the Faculty will convene a panel composed of the Dean of the Faculty as chair and two faculty members who will meet en banc. Rules for such hearings will be adopted by the Dean of the Faculty's office, but such rules must include the right of the student to present his or her case before the panel in person if the student wishes to do so. The Dean of the Faculty will give the student a written summary of the findings from this hearing. If the grievance is not settled at the College, the student may contact the following organization:

> Association of Biblical Higher Education
> (ABHE)
> 5850 TG Lee Blvd. Suite 130
> Orlando, Florida 32822
> Phone: 407/207-0808

Graduation Requirements

In order to receive a degree or certificate from the College, the following requirements must be met:

1. The general education requirements for the degree sought must be completed as stated in the WC Catalog under which the student will graduate including any proficiency tests.

2. The requirements for the major offered with that degree must be completed as stated in the WC Catalog under which the student will graduate.

3. The student must meet the Christian Service requirements as stated in the WC Catalog under which the student will graduate.

4. A total of 124 semester credit hours accepted by the College must have been earned for the Bachelor of Science degree and 62 semester credit hours for the Associate in Leadership degree.

5. Approval of the Faculty and the Board of Trustees.

6. Grade point average of 2.0 or better on a 4.0 scale for all work attempted at the College and presented for graduation.

7. For the bachelor's degree, at least 30 semester credit hours must have been earned at Williamson College. For the Associate degree, at least 18 semester credit hours must have been earned at Williamson College. A minimum of nine credit hours may be transferred in as comparable substitutions for major coursework at the time of admission.

8. Students earning a second degree must meet the Catalog requirements for a second degree as stated in the Catalog under which the student will graduate.

9. The application for graduation must be submitted with the graduation fee paid 45 days before graduation.

10. The student's financial accounts must be paid in full at the time of graduation application deadline.

11. The student is expected to participate in Commencement exercises at which time his or her diploma will be awarded. If unable to do so, the graduate becomes responsible for receiving the diploma from the school during regular business hours, after the official graduation ceremony has taken place.

12. Students must successfully complete a minimum of one course at WC in each of the last two semesters of enrollment.

13. Students will normally graduate under the requirements of the Catalog that is in effect when they enter Williamson College. Any students who are not enrolled for one year will re-enroll under the requirements of the WC Catalog then in effect. Students who have not had a break in enrollment of up to one year may elect to graduate under the requirements of the WC Catalog in effect at the time of graduation.

14. Students must be in acceptable disciplinary and academic standing which includes compliance with all College statements at the time of receiving their diploma. The student will acknowledge such compliance on the Application for Graduation.

A student will be allowed to participate in commencement when all work for the degree has been completed. A student with up to three Williamson College semester credit hours left to complete for the degree may participate in commencement with the following stipulations:

The student must have completed registration (including payment) for the course(s) that will supply those hours. All credit hours must be completed within 90 days after graduation.

Honors Procedure

Students receiving a degree and having a cumulative grade point average in one of the following categories will have the status noted at commencement:

Cum laude	3.51 minimum GPA
Magna cum laude	3.75 minimum GPA
Summa cum laude	3.90 minimum GPA

Grades from other institutions accepted in transfer are not counted for honors at graduation.

Transcript Procedure   Transcripts will be sent as requested by former and current students upon receipt of a written request by the Registrar and payment of the fee. Transcripts will not be released if the student is has an outstanding financial balance in tuition and/or fees with the institution or any outstanding materials due from the library. Request form can be accessed at http://www.williamsoncc.edu/forms/transcript-request-form.

Williamson College offers two undergraduate degree programs: the Associate Degree in Leadership is a two-year program and the Bachelor of Science is a four-year program. The minimum total required hours for the Associate Degree is 62 credits. The minimum total required hours for the Bachelor of Science Degree is 124 credits. A major is made up of at least 51 semester credit hours of courses leading to specific academic and vocational competencies. These total hours may be divided into a core and a minor. A minor is a narrowly focused cluster of courses within a selected major. A minor complements the core courses in the major, developing the major to achieve a specified outcome. A minor requires a minimum of 21 credit hours.

ASSOCIATE DEGREE IN LEADERSHIP

The total program requirement for graduation in the Associate Degree in Leadership is 62 semester credit hours. This includes 31 semester credit hours in General Education and a major of 31 semester credit hours in Leadership, Bible and Theology.

BACHELOR OF SCIENCE DEGREES

SCHOOL OF BUSINESS

Business Administration Major

The total program requirement for graduation with the Bachelor of Science Degree in **Business Administration** is 122 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 54 semester credit hours in the Business major; and 24 semester credit hours of electives. These blocks include 18 semester credit hours in Bible/Theology.

Nonprofit Managerial Leadership Major

The total program requirement for graduation with the Bachelor of Science Degree in **Nonprofit Managerial Leadership** is 122 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 57 semester credit hours in the Nonprofit Managerial Leadership major; and 21 semester credit hours of electives. These blocks include 18 semester credit hours in Bible/Theology.

SCHOOL OF MINISTRY LEADERSHIP

The total program requirement for the Bachelor of Science Degree in **Ministry Leadership** is 122 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 51 semester credit hours in the Ministry Leadership major; and 21 semester credit hours of the student's chosen track of Bible/Theology or World Missions. Six additional semester credit hours are reserved for general electives.

SCHOOL OF WORSHIP, IMAGINATION & THE ARTS

The total program requirement for the Bachelor of Science Degree **in Worship Studies** is 124 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 51 semester credit hours in the Worship Studies major; and 29 semester credit hours of electives—including 21 hours in one of the offered Worship Studies program Minors. These blocks include 24 semester credit hours in Bible/Theology.

Overview

The Associate Degree in Leadership is designed for students to earn only the Associate degree or to earn this degree en route to completing the Bachelor of Science (B.S.) degree. The major provides students with basic skills, attitudes, and perspectives needed for leadership with a Christian worldview.

Program Goals

Leadership/General Education

1. Transformation: An ability to apply truth to your spiritual formation and ministry.

2. Worldview: An understanding of how a biblical worldview shapes one's life and ministry.

3. Communication: An ability to communicate biblical truth and concepts of leadership.

4. Leadership: Knowledge of biblical principles of leadership and management.

Bible Component

Students will attain:

1. The ability to articulate the basic tenets of the Christian faith.

2. A working knowledge of biblical truths that can be utilized in both personal and professional situation

The Degree

The total program requirement for graduation is 62 semester credit hours: this includes 31 semester credit hours in General Education and a major of 31 semester credit hours in Leadership, Bible and Theology. Students will complete an Academic Portfolio, which will be finalized during the capstone course.

General Education (31)

Personal Development (7)

ORI 101	Orientation (1)	
LD 101	Goals, Priorities and Attitudes (3)	
LD 211	Foundations for Life and Money (3)	

The general education requirement for the Associate Degree in Leadership includes three required courses. Orientation is a one-credit hour course which introduces College policies and procedures, academic expectations, and financial matters; Goals, Priorities and Attitudes is a three-credit hour course during which students look inward and examine personal goals and attitudes while they explore the importance of goal setting with an emphasis on how goals and priorities relate to their personal lives and work. The third class, Foundations for Life and Money (three-credit hours), challenges college students to swim against the current of our culture and gives them the practical money-management tools they need to get through school and graduate on a solid financial foundation.

Humanities (12)

General Humanities, preferably Fine Arts (3)
English Composition (3)
Communication (3)
Literature (3)

Social Science (9)

    History (3)
    Psychology (3)
    Other Social Science (3)

Science, Mathematics and Technology (3)

    Mathematics or Computer Technology (3), or any combination of these fields for a total of 3 semester credit hours.

Leadership, Bible and Theology (31)

LD 301	Biblical Concepts of Leadership (3)
MGT 301	Essentials of Management (3)
BL 403	Biblical Ethics (3)
LD 471	Case Studies in Leadership (3)
MGT 381	Organizational Behavior (3)
	(*can be substituted with BL 341)*
BL 201	Old Testament, Genesis-Esther (3)
BL 202	Old Testament, Job-Malachi (3)
BL 212	New Testament Survey (3)
Elective	One 3-hour Leadership course (3)
Elective	One 3-hour course selected from Leadership or Bible/Theology (3)
LD 289	Associate Degree in Leadership Capstone (1)

GENERAL EDUCATION

At Williamson College, we offer students an on-going legacy of diverse courses in the General Education Department that focus on fulfilling the necessary core requirements of any 4-year accredited college, centered in a Christian worldview. We offer curriculum in the areas of arts, sciences, humanities, and social sciences that is on par with other, larger universities. Our classes are small and provide an ambiance for students and teachers to engage in healthy class discussion and learn from each other. Our General Education program starts with a strong focus on orientation to WCC and personal development courses that dispel the fear and guesswork of college courses for many nontraditional or international students. Students learn what will be expected of them in future classes, as well as how those expectations will carry over into the real world.

Our focus is on creating culturally literate critical thinkers who can communicate and apply strategic lessons across all disciplines and then use those lessons as a guide or model in their worship, family life, as well as professionally. Our goal is to help students become well-rounded, ethical, compassionate, and theologically observant students of the world.

Mission Statement for General Education: Students complete coursework in which they develop and are able to communicate Christian values, new knowledge, new perspectives, and new skills.

Goals:

1. The student can demonstrate the ability to think critically.

2. The student can exhibit effective communication skills.

3. The student can exercise basic math competencies.

4. The student can perform basic computing competencies.

5. The student can articulate a biblical worldview.

The general education requirement for a Bachelor of Science degree at Williamson College includes three required courses. Orientation is a one-credit hour course which introduces College policies and procedures, academic expectations, and financial matters; Goals, Priorities and Attitudes is a three-credit hour course during which students look inward and examine personal goals and attitudes while they explore the importance of goal setting with an emphasis on how goals and priorities relate to their personal lives and work. The third class, Foundations for Life and Money (three-credit hours), challenges college students to swim against the current of our culture and gives them the practical money-management tools they need to get through school and graduate on a solid financial foundation.

Each student who receives a Bachelor of Science degree at Williamson College must complete forty-four (44) semester credit hours in General Education. These credits are composed of the following blocks of courses:

GENERAL EDUCATION REQUIREMENTS

Personal Development (7 semester credit hours)

       ORI 101 Orientation (1)
       LD 101 Goals, Priorities and Attitudes (3)
       LD 211 Foundations for Life and Money (3)

Humanities (15 semester credit hours)

       General Humanities, preferably Fine Arts (3)
       English Composition (6)
       Literature (3) ENG 301 Great Christian Books
       Communication (3)

Social Science (15 semester credit hours)

       History (6) Six hours are required from any of the

following WC courses:

**Beth Bivins
General Education Dept. Chair**

       HIS 101 Survey of World Civilization I (3)
       HIS 102 Survey of World Civilization II (3)
       HIS 110 The American Experience to Reconstruction (3)
       HIS 111 The American Experience Since Reconstruction (3)
       (or qualified History transfer credit)

       General Psychology (3)

       Other Social Science (6)

Nonprofit Managerial Leadership majors will be required to take ECON 101 Essentials of World Economics (3) as part of their General Education requirement in Social Science.

Science, Mathematics and Technology (7 semester credit hours)

       Science (4)
       Mathematics or Technology (3)
Course credit for or a satisfactory score on a Math Proficiency Test <u>and</u> a Computer Proficiency Test

Note: Qualifying transfer work may be substituted for WC General Education coursework.

Business Administration Major

Overview: Williamson College is serious about the integration of biblical thinking with professional pursuits. The School of Business offers two undergraduate degree tracks: 1) B.S. in Business Administration and 2) B.S. in Nonprofit Managerial Leadership. Both degrees are designed to equip students to lead for- and nonprofit organizations, not only in the maximization of stockholder wealth, but also for the greater good of the community and world. Students at WCC are challenged to think biblically and analytically in order to develop solutions for some of the most intractable problems facing mankind in the 21st century.

At WC, we believe business pursuits can be a noble purpose and, when subservient to God's sovereignty, a calling that can be fully God-honoring and useful in the encouragement and expansion of His Kingdom. Therefore, our students are challenged to think in an inter-disciplinary way; that is, to study across a spectrum of subjects including church leadership, spiritual formation and biblical ethics. By doing so, our graduates are equipped and empowered to think globally, as well as locally, in collaborating cross-culturally to advance the mission of their organization.

Derek Webster
Chair, School of Business

Leaders in globally ubiquitous corporations can bring solutions to major world problems if they will act beyond selfish ambition and consider ways to positively impact all stakeholders. Servant leadership and business success is not mutually exclusive. The servant leader, while guided by transcendent truth, enables an organization to, as Jim Collins says, have a "paradoxical mix of humility and fierce resolve." WCC stands ready to guide young, as well as older adults, in the development or reengineering of skill sets for leadership to change the world.

Program Goals

Graduating students will:

1. Demonstrate an ability to think biblically, analytically, and managerially in addressing business and organizational problems within their community and world.

2. Be able to identity and graph organizational culture and explain the implications for the accomplishment of organizational mission.

3. Be able to explain and develop a shared and compelling organizational vision including the subcomponents of 1) Mission, 2) Values, and 3) Goals, and 4) Strategies.

4. Be able to express, both orally and written, a means of world transformation accomplished through Christlike servant leadership and management principles.

5. Be able to express knowledge of entrepreneurial principles and the ability to launch new organizational ventures.

Bible Component

1. The ability to articulate the basic tenets of the Christian faith.

2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

The Degree: The courses in this major are upper division college work leading to the completion of a major and the Bachelor of Science Degree in **Business Administration**. The final course in the sequence, MGT 489

Business Administration Capstone (3 credit hours), is unique to Williamson College. This course is designed to help students consolidate the academic content of the program and to finalize their student portfolios prior to their graduation. The College requires 122 semester credit hours for graduation including completion of the general education requirement.

The **Business Administration** major is composed of the following courses:

BL 201   Old Testament, Genesis-Esther (3)
BL 202   Old Testament: Job-Malachi (3)
BL 212   New Testament Survey (3)
MGT 301   Essentials of Management (3)
CT 301   Biblical Worldview (3)
LD 301   Biblical Concepts of Leadership (3)
BL 331   The Life of Christ (3)
ACCT 311   Accounting for Managers (3)
MGT 381   Organizational Behavior (3)
MGT 311   Entrepreneurship and Small Business (3)
MIS 300   Introduction to World Missions (3)
BL 403   Biblical Ethics (3)
LD 471   Case Studies in Leadership (3)
MGT 371   Cutting Issues in Management (3)
CT 325   Christian Doctrine (3)
MKT 361   Marketing and Sales (3)
MGT 431   Ethical Decisions in the Workplace (3)
MGT 489   Business Administration Capstone (3)

The Bachelor of Science (B.S.) Degree in **Business Administration**

is composed of the following:

General Education Requirements	44 semester credit hours
Major	54 semester credit hours
Electives	24 semester credit hours
Total Required for Graduation	122 Total semester credit hours

Nonprofit Managerial Leadership Major

The Nonprofit Managerial Leadership Bachelors major is intended to provide a comprehensive program that will equip anyone to be effective in a managerial leadership role within the non-profit world.

Entry into a nonprofit managerial leadership career can come early in professional life or may be part of the growing trend of older professionals who make the move from corporate life, taking their solid business expertise to a more altruistic path in their remaining work years. Today's global community faces intractable problems that demands leaders who can think biblically and analytically in order to bless the world. Human contact, intuition, and compassion are not duties that a computer can replicate. Graduates can choose to work in education, with religious groups, charities, civic leagues, social and animal welfare, or local employee organizations. A degree in nonprofit managerial leadership is excellent preparation for someone who wants to start his/her own organization.

Program Goals

Graduating students will:

1. Demonstrate an ability to think biblically, analytically, and managerially in addressing business and organizational problems within their community and world.

2. Be able to identity and graph organizational culture and explain the implications for the accomplishment of organizational mission.

3. Be able to explain and develop a shared and compelling organizational vision including the subcomponents of 1) Mission, 2) Values, and 3) Goals, and 4) Strategies.

4. Be able to express, both orally and written, a means of world transformation accomplished through Christ-like servant leadership and management principles.

5. Be able to express knowledge of entrepreneurial principles and the ability to launch new organizational ventures.

Bible Component

1. The ability to articulate the basic tenets of the Christian faith.

2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

The Degree: The courses in this major are upper division college work leading to the completion of a major and the Bachelor of Science Degree in **Nonprofit Managerial Leadership**. The final course in the sequence, MGT 489 Nonprofit Managerial Leadership Capstone (3 credit hours), is unique to Williamson College. This course is designed to help students consolidate the academic content of the program and to finalize their student portfolios prior to their graduation. The College requires 124 semester credit hours for graduation including completion of the general education requirement.

The **Nonprofit Managerial Leadership** major is composed of the following courses:

BL 201   Old Testament, Genesis-Esther (3)
BL 202   Old Testament: Job-Malachi (3)
BL 212   New Testament Survey (3)
MGT 301   Essentials of Management (3)
CT 301   Biblical Worldview
MGT 311   Entrepreneurship and Small Business (3)
ACCT 313   Financial Management for the Nonprofit Organization (3)
BL 331   The Life of Christ (3)
MGT 381   Organizational Behavior (3)
MIS 300   Introduction to World Missions (3)
BL 403   Biblical Ethics (3)
LD 472   Case Studies in Nonprofit Leadership (3)
BUS 421   Fundamentals of Funds Development I (3)
MGT 431   Ethical Decisions in the Workplace (3)
CT 325   Christian Doctrine (3)
BUS 422   Fundamentals of Funds Development II (3)
BUS 431   Strategic Communications in Nonprofit Organizations (3)
LD 301   Biblical Concepts of Leadership
BUS 489   Nonprofit Managerial Leadership Capstone (3)

The Bachelor of Science (B.S.) Degree in **Nonprofit Managerial Leadership** is composed of the following:

General Education Requirements   44 semester credit hours
Major   57 semester credit hours
Electives   21 semester credit hours
Total Required for Graduation   122 Total semester credit hours

Certificate or Minor in Accounting

Overview
The Certificate in Accounting is designed for students who already have a Bachelor degree who wish to take additional classes. The Minor in Accounting is also offered to current Williamson College students wishing to add a minor and entails completing a minimum of eight courses. Both the Certificate and the Minor provide students with basic skills for and understanding of Accounting.

The total program is a minimum of 24 semester credit hours, or 8 courses as follows:

ACCT 301 Principles of Accounting I (3)

ACCT 302 Principles of Accounting II (3)

ACCT 321 Intermediate Accounting (3)

ACCT 323 Cost Accounting (3)

ACCT 341 Taxation (3)

ACCT 343 Managerial Accounting (3)

ACCT 401 Auditing (3)

ACCT 403 Government and Nonprofit Accounting (3)

ACCT 423 Forensic Accounting (3)

ACCT 489 Capstone Project (3)

Certificate or Minor in Information Technology

Overview

The Certificate in Information Technology is designed for students who already have a Bachelor degree who wish to take additional classes. The Minor in Information Technology is also offered to current School of Business students wishing to add a minor and entails completing the same eight courses. Both the Certificate and the Minor provide students with basic skills for and understanding of information technology project management.

The total program is 24 semester credit hours, or 8 courses as follows:

IT 301: Introduction to Information Technology

IT 303: Introduction to Systems Development

IT 311: Introduction to Data

IT 321: Introduction to Requirements Analysis

IT 331: Introduction to Databases

IT 341: Introduction to Programming

IT 401: Business Initiatives

IT 402: Project Leadership

Program Goals

Students will attain:

1. A working knowledge of systems, data and data management.

2. The ability to articulate the essentials of project leadership and how to introduce IT initiatives into business.

3. A knowledge of programming.

3. The ability to communicate with others effectively in both personal and work situations.

4. The ability to explain various leadership models including the leadership style of Jesus and how that leadership style relates to IT project leadership.

Bible Component

Students will attain:

1. The ability to articulate the basic tenets of the Christian faith.

2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

Overview: The Ministry Leadership major is intended to provide students with skills and a background in leadership and how they should be applied in a ministry or other Christian activities. Ministry is defined broadly to refer to any situation in which Christians are worshipping, evangelizing, serving or studying aspects of the Christian faith. Ministry Leadership will be presented in the broad context of human knowledge and experience. As a result, both secular and Christian sources will be studied along with case studies and examples of leadership historically and currently in our society. As in all majors at Williamson College, students study Biblical Worldview, examining the role of general and special revelation, and looking at God at work in the modern world. A Christian worldview provides a deeper understanding of the opportunities and challenges in Ministry Leadership areas. The final course in the sequence, CM 489 Ministry Leadership Capstone (3 credit hours), is unique to Williamson College. This course is designed to help students consolidate the academic content of the program and to finalize their student portfolios prior to their graduation.

Program Goals

1. Transformation: An ability to apply truth to your spiritual formation and ministry.

2. Worldview: An understanding of how a biblical worldview shapes one's life and ministry.

3. Communication: An ability to communicate biblical truth and concepts of leadership.

4. Leadership: Knowledge of biblical principles of leadership and management.

Bible Component

1. The ability to articulate the basic tenets of the Christian faith.

2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

The Degree: The courses are upper division college work leading to the completion of a major and the Bachelor of Science Degree in Ministry Leadership. The College requires 124 semester credit hours for graduation including completion of the general education requirement.

BL 201	Old Testament, Genesis-Esther (3)
BL 202	Old Testament: Job-Malachi (3)
BL 212	New Testament Survey (3)
BL 301	Hermeneutics (3)
BL 331	The Life of Christ (3)
BL 341	Acts: The Early Church (3)
BL 342	New Testament Epistles and Revelation (3)
BL 403	Biblical Ethics (3)
CM 304	Discipleship Counseling (3)
CT 201	Church History (3)
CT 301	Biblical Worldview (3)
CT 321	Intro to Apologetics (3)
CT 325	Christian Doctrine (3)
LD 301	Biblical Concepts of Leadership (3)
MGT 301	Essentials of Management (3)
MIS 300	Introduction to World Missions (3)
CM 489	Christian Ministry Capstone (3)

Dr. Todd Bradley
Vice President, Academic Affairs
ML Dept. Chair

Additionally, Ministry Leadership students choose one of the following two Tracks:

Bible/Theology Track:
WOR 221   Theology of Worship (3)
CT 410   Bibliology (3)
CT 420   Trinitarianism (3)
CT 430   Soteriology (3)
CT 440   Ecclesiology (3)
BL 388   Israel Biblical Study Program (3)*
BL 389   Israel Biblical Study Trip (3)*

*Students must register for these courses together. Justifiable substitutes may be made for these courses with the approval of the VP, Academic Affairs.

World Missions Track
MIS 305   Theology of Missions (3)
MIS 310   Cultural Dynamics of Missions (3)
MIS 311   Intercultural Communication (3)
CT 421   World Faiths and Religions (3)
MIS 320   Missions in the Local Church (3)
MIS 325   Evangelism and Church-planting (3)
MIS 330   Missions Practicum (3)

The Bachelor of Science (B.S.) Degree in **Ministry Leadership** is composed of the following:

General Education Requirements	44 semester credit hours
Major	51 semester credit hours
Selected Track: Bible Theology or World Missions	21 semester credit hours
Electives	6 semester credit hours
Total Required for Graduation	122 Total semester credit hours

Overview

The quest to find fulfillment in life motivates each of us throughout all our days. We sense that a life well lived is a life that nurtures a focus on God, while growing in His virtue, beauty, truth, creativity, and goodness. It is these life essentials we pursue in Williamson College School of Worship, Imagination, and the Arts. The goal is educating people to become more "fully human"—in line with what the Bible reveals; so that they become maturing citizens of Christ's Kingdom who at the same time better serve their earthly community and culture on His behalf.

Therefore at WC's *School of Worship, Imagination, and the Arts* …

<u>Worship</u> is central because God is supreme and the sustainer of all. Whether your life goals focus on serving community, family, church, country, or the world, God's supremacy and centrality require that your education gives priority attention to your growth in a companioning worship-walk with Him.

<u>Imagination</u> is a priority because imagination is unique to the human person and human community. Though imagination has been ignored in many ways by the Protestant community for some 500 years, our School of Worship, Imagination, and the Arts 21st-century focus takes seriously the need to stir and equip its students toward intentionally embracing the theology and role of "imaginality" in life, worship, family work, and community.

Dr. Byron Spradlin
Chair for School of Worship, Imagination & the Arts

<u>Arts</u> are essential because *artistic expression* is the main context wherein humans touch the transcendent realities of life … and God. Artistic people (whether they call themselves *artists* or not) are God-designed *human expression specialists* … given to humanity to lead us into touching those transcendent realities. Artistic and 'imaginative' expressions – our metaphors, symbols, expressions, rituals, memorials, ceremonies, liturgies—form the mortar that holds life and community together. Art is not just an add-on, a bobble that people can live without. Yes, the world's ideas about art are incomplete, self-indulgent, and often just downright weird, but the reality of humanity's capacity for artistic and imaginative expression is not. Those capacities for creative thinking and doing are the "stuff" that clearly reveals the fact that humans are made in the image of God Himself. We cannot function as scientists, inventors, philosophers, business executives, doctors, mothers, framers, bankers, plumbers, information technology technicians, or any other particular role without thinking and acting creatively. WC takes this reality seriously.

The *Worship, Imagination, and the Arts* degree is designed to be both biblical and innovative—seeking to train artistic students to better release God's beauty, truth and goodness through their own God-given artistic giftings—as God leads them—whether in the market place, the Church, or its worldwide mission endeavor.

The foundational commitments of course development, along with the development of a team of creative faculty, build an innovative College context that is **biblical**, **worship-centered**, **formational** (inner-life shaping through relationships and practices), **imaginative**, and **service-focused**. This educational context will move beyond simply giving students "information" into an experience which gives students "formation."

The course work and the various degrees developed in the *School of Worship, Imagination, and the Arts* utilizes a basic and practical approach to various careers in Christian church worship and various occupations in the Arts. Students will study with Christian leaders in the region's many world class arts-related ministries and industries both in Williamson County and neighboring Nashville. The faculty members have extensive experience in arts and music endeavors, including worship leadership, songwriting, arranging, program production, theater, media, film, creative writing, and the visual arts. The curriculum is intended to serve the
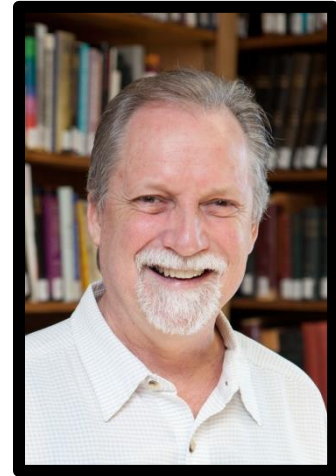
student who has completed the general education requirements and is ready to begin the junior year in pursuit of the Bachelor of Science degree.

Graduates of the Worship Studies major will:

1. Biblical Worldview: Demonstrate the commitment to apply a biblical worldview to family, work, and community involvement.
2. Lifelong Learning: Demonstrate habits of reading and accessing classes, workshops, and online information, thus nurturing a desire for inquiry and learning.
3. Spiritual Formation: Demonstrate daily personal worship practices and habits that lead to two life-long patterns: 1) a companioning worship walk with Christ, and 2) a lifestyle that manifests goodness, justice, beauty, creativity and service to others—character qualities that enhance human flourishing for the self and community.
4. Creative Living: Demonstrate a life-orientation of personal innovation that regularly and imaginatively takes a fresh look at the familiar in ways that affirm virtue, truth and beauty for the benefit of self and community.
5. Service: Demonstrate a life habit of intentionally investing in the lives of others—mentoring biblical virtues, truth and beauty.

Bible Component

1. The ability to articulate the basic tenets of the Christian faith.

2. A working knowledge of biblical truths that can be utilized in both personal and professional contexts.

The Summative Assessment of the School of Worship, Imagination and the Arts.

Throughout the degree program, students will be evaluated on, and graduates of this department will demonstrate:

1. A biblical worldview integrated into their family, work, and community involvement.
2. An informational literacy in their chosen area of academic study.
3. A lifestyle of personal worship and faith development.
4. An orientation toward imaginative innovation in the ways they approach life in general.
5. Competency in their chosen area of artistic expression.

Currently Williamson College offers the Bachelor of Science Degree in Worship Studies. But, the College looks forward to developing other degrees in this department in the future.

Note: if you desire another degree that you think might, in the future, fall within the scope of the School of Worship, Imagination and the Arts please contact the Department Chair, Dr. Byron Spradlin, at spradlinwcc@gmail.com. Your interest could move the process forward quickly. Thank you.

The Degree: The courses in the Worship Studies major are upper division college work. The College requires 124 semester credit hours for graduation including completion of the general education requirement. The courses in the program are offered in a set sequence so that students will go through the program as a cohort. Some of the courses require a satisfactory grade in specific prior courses in order to enroll.

The Worship Studies major is composed of the following CORE courses:

1. WOR 221   Theology of Worship (3)
2. WOR 231   Theology of Imagination and the Arts (3)
3. CT 325   Christian Doctrine (3)
4. BL 201   Old Testament, Genesis-Esther (3)
5. BL 202   Old Testament: Isaiah-Malachi (3)
6. WOR 313   Worship in the Old Testament (3)

7. WOR 314   Worship in the New Testament (3)
8. WOR 315   Worship Personally: Seven Biblical Practices that Liberate the Soul (3)
9. BL 331   The Life of Christ (3)
10. WOR 323   Worship Leadership in the Church I: Seven Elements of Local Church Worship Ministry (3)
11. WOR 333   Worship Leadership in the Church II: Five Stewardships of the Worship Leader (3) [prerequisite WOR 323]
12. WOR 335   Worship Leader—Lead Pastor Relationships: The Biblical Mandates (3)
13. WOR 341   Worship Media and Technologies (3)
14. BL 212   New Testament Survey
15. WOR 450   Biblical Foundations of Worship in Evangelism and Missions (3)
16. WOR 491   Worship Internship (3)
17. WOR 489   WIA Capstone (3)

General Education Requirements   44 semester credit hours
Major   51 semester credit hours
Electives   29 semester credit hours
Total Required for Graduation   122 Total semester credit hours

Possible career opportunities for graduates, once degree is completed:

Worship Ministries Director
Worship Pastor
Worship Leader
Minister of Music
Music and Worship Evangelist
Director of Worship Arts
Creative Arts Director
Worship and Missions Director
Conference Center Worship & Production Director
Large Church Worship Production Director
Large Church Worship Support Staff
Large Church Fine Arts Director
Large Church Theater Production Director
Large Church Worship Arts Director
Worship Media & Technology Director
Contemporary Recording Artist
Song & Hymn Writer
Arts Missionary Specialist
Muscianary (Musician in Missions)
Missionary Ethnodoxologist (cross-cultural
Worship Specialist)
Missionary Worship Specialist
Missionary World Arts Specialist
Church-planting Worship Specialist
Missionary Church-planting Worship Specialist

GRADUATE STUDIES

MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

Overview

 A leader needs the knowledge and skills of organizational leadership regardless of the work context. Whether the leader is or hopes to be in the corporate arena or is serving in vocational ministry, effective leadership will depend on character and ethics, but also on the ability to blend aspects of organizational culture, teambuilding, strategic thinking, conflict resolution, problem-solving, working and thinking at the national and international level, and understanding how to advance the organization through change. With a stellar array of professors who have lived and succeeded in this field, Williamson College has designed this program that will strengthen our students for what lies in their future.

Dr. Ed Smith
President of Williamson College, MAOL Chair

The program has several distinctives. Most importantly, it has a serious focus on ethics. In addition to each course being taught on a biblical and ethical foundation, we have placed an ethics course early in the curriculum. And we have dedicated a second ethics course toward the end in order to go deeper on certain ethical challenges often found in leadership circles. One will also notice powerful opportunities for access to senior leaders at various levels. Three context seminars will expose students to particular leadership challenges and insights at the local/state, national, and international levels, respectively. In each seminar, distinguished public figures will meet with students in candid, non-attribution settings that will prove enlightening. In both seminar and social settings, students will be given the opportunity for unique access for questions and answers.

The program includes a capstone project that will be developed as the student progresses through the coursework. The purpose of the capstone is to synthesize elements of learning in the program and apply them to a setting in their future. This will be a project that should pertain to the student's work setting or anticipated employment and will focus on a proposal for solving a problem, or advancing an idea. Those anticipating entrepreneurial endeavors may shape their capstone project around their vision.

There are many keys to successful leadership, but arguably vision is one of the most important. To see ahead one must know how things work, be able to anticipate events, and have a repertoire of smart options from which to choose. The MA in Organizational Leadership, with its powerful faculty and a once-in-a-life-time access to a variety of national and international leaders, will be a giant leap forward for our students. And that is exactly Williamson College's intent!

Program Goals

Graduating students will:

1. Demonstrate an ability to think and lead biblically, analytically, and managerially in addressing organizational situations.
2. Be able to explain various types and aspects of organizational culture and how they function as a whole.
3. Be able to create and advance vision and planning to include articulating a clear mission statement, organizational values, goals and objectives, and the ability to build consensus to inaugurate and implement the plan.
4. Be able to explain how and why conflict occurs in an organization, and how the leader should view the opportunities as well as threats in such situations.
5. Be able to articulate and synthesize unique aspects of leadership at the national and international levels.

Bible Component

1. The ability to articulate the biblical and ethical foundations for the various aspects of leadership.
2. The ability to explain and justify the necessity of a leader's spiritual life.

The Degree: The program consists of 33 credit hours that will culminate in the Master of Arts in Organizational Leadership.

The Master of Arts in Organizational Leadership is composed of the following courses:

OL 501—Biblical Principles for Global Leadership (3)

OL 510—Ethical Leadership in Public Life (3)

OL 520—Principled Leading in A State & Local Context (Nashville) (3)

OL 530—Organizational Culture (3)

OL 540—Leading Through Change In A Corporate Context (3)

OL 550—Challenges & Opportunities Of Leading In A National Context (Washington, D.C.)   (3)

OL 560—Organizational Communication & Conflict Management (3)

OL 570—Strategic Planning & Financial Analysis (3)

OL 580—Issues In Public Ethics (3)

OL 590—Dynamics Of Leading In An International Context (Jerusalem, Israel) (3)

OL 599—Capstone Project

GRADUATE ADMISSION REQUIREMENTS

All students MUST provide their own laptop computer.

General Procedures
Graduate Admission is open to any qualified student without regard to race, color, age, sex, ethnic origin, creed, or physical ability. Applicants must demonstrate completion of a bachelor degree. Williamson College complies with all statutory and regulatory nondiscrimination requirements in the administration of educational policies and procedures, educational programs, financial aid policies and procedures, student services, and equal employment practices. Williamson College is a non-denominational College and holds a decidedly Christian worldview.   Applicants may be admitted to the College upon evidence of their understanding of the Christian nature of the College; applicants must therefore read and sign the *Tenets of Faith* S*tatement* in addition to meeting all other admission standards respective to their admission path. The College reserves to right to refuse admission or readmission to any applicant based upon a determination that the admission of the applicant would not be consistent with the mission, goals, and standards of the College.

Graduate Admission
Williamson College invites applications from students who will contribute to, as well as benefit from, the educational process offered by the College. Each applicant is evaluated on an individual basis in regards to academic preparation and potential. Prospective graduate students are encouraged to visit the College to learn more about specific degree programs and our unique educational environment. Graduate admission is intended to serve those desiring to complete our graduate degree program. Prospective students may apply online, download and print an *Application for Graduate Admission* at www.williamsoncc.edu, or obtain one by contacting the Office of Admissions. Applicants who meet the criteria necessary for admission will be notified in writing. Applicants who do not meet the criteria and are not approved for admittance will also be notified in writing.

1. Completed application packet available online at www.williamsoncc.edu/apply-online

2. Official transcripts from all institutions where post-secondary coursework was completed or attempted, including the final university which awarded the bachelor degree. Failure to report any previous academic work at another college or university may be considered a violation of academic integrity.

3. Overall grade point average (GPA) of 2.5 on all prior post-secondary and post-baccalaureate coursework.

4. Any additional evidence of eligibility required by the graduate program.

Official documents submitted for admission consideration become property of the College and cannot be returned or copied for distribution.

Once applicant has been accepted, a $250 enrollment deposit to reserve the students seat in the program.

International Applicants:

In addition to the above steps, International Applicants must:

International Applicants must provide an English translation of the non-US colleges or transcript, or in the event this is not possible, the applicant must contact World Education Services (WES) at www.wes.org for an official evaluation of non-US college or university transcripts and request the evaluation be sent to Williamson College. Upon receipt of the evaluation, the Registrar will review courses to determine the credits that can be accepted toward the applicant's degree program at WC.

Demonstrate English proficiency through one of the following:

o A minimum TOEFL score of 520 is required on the paper-based test; or

o A minimum score of 175 is required on the computer-based test; or

o A minimum score of 60 is required on the Internet-based test; or

o Completion of Meridian English Language classes at Williamson College.

Submit Form I-134 Affidavit of Support or bank statement demonstrating financial capability or paying tuition, fees, and living expenses for the first academic year.

Submit documentation substantiating official status with the US Citizenship and Immigration Service (USCIS), which permits study in the United States; this documentation may be a copy of a passport, visa, or current Certificate of Eligibility for Nonimmigrant (F1) Student Status (I20), issued from another US college or university.

Submit a SEVIS Transfer Request form (available from the Office of Admissions at Williamson College) if student desires to transfer from another US college or university. Once the SEVIS Transfer Request form is completed and the student's SEVIS identification number has been documented, an I20 will be issued from the Office of Admissions. Students must also complete a transfer request with the International Advisor of current or previous U.S. college or university.

2014-15 GRADUATE ACADEMIC SCHEDULE

2014

OL 501: August 30th; September 13th & 27th

OL 510: October 18th; November 1st & 15th

OL 520: December 1st - 5th (Local / State Seminar)

2015

OL 530: January 10th & 24th; February 7th

OL 540: February 28th; March 14th & 28th

OL 550: April 12th - 18th (Washington D.C.)

OL 560: May 9th & 23rd; June 6th

OL 570: June 27th; July 11th & 25th

OL 580: August 15th & 29th; September 12th

OL 590: September 26th; October 4th - 10th (Jerusalem, Israel)

OL 599: Finalize Capstone Project; October 11th - November 20th

EDUCATIONAL COSTS

Graduate Tuition & Fees - *Effective July 1, 2014 and fixed for entire cohort period-Nov. 20, 2015*	
Application Fee	$50
Graduate Tuition	$435 per semester credit hour; $14,355 program total
Enrollment Deposit	$250 to be paid at time of admission
Technology fees	$250 one time

Students registering for graduate level classes at Williamson College should be prepared, prior to enrollment, to meet the financial requirements of the institution. Financial aid through federal programs is not available. A payment plan must be established for students who are unable to pay in full the portion of the tuition for which they are responsible. See options below under "Payment Plan".

Students will not be allowed to remain in class if payments become delinquent or until his or her account is paid in full.

The College will also withhold a degree and the issuance of a transcript until any remaining balance has been settled to the satisfaction of the Business Office.

Payment Plan

Students may elect to pay their balance in the following ways and must work with the Business Office to establish payment procedures:

1. **The full amount at registration** – Students elect to pay their entire balance at the start of the program.

2. **By monthly payment** – Monthly payments may be made by check, cash or credit/debit card according to a specific payment plan outlined by the Business Office with the student. Students who elect to establish an automatic card payment plan would be automatically charged the monthly payment on the date of the month that works best for his or her budget, from the start of the term through each month of the program.

Financial Aid
Currently, graduate students are not eligible for federal financial assistance. Private loans for education are available for students when federal financial assistance is unavailable. You may link to http://www.finaid.org/loans/privatestudentloans.phtml to learn more about private/alternative loans offered by lenders for education.

Independent study courses can be taken at the 299, 399 and 499 level in any discipline listed in the Catalog with the permission of the Registrar. A maximum of 12 semester credit hours can be earned through independent study.

Accounting

ACCT 311 Accounting for Managers / ACCT 313 Financial Management for the Nonprofit Organization (3)

An overview of accounting from the perspective of a non-accounting manager in order to provide that manager with the tools to understand the essentials of how finance functions within the organization including internal controls, the function of accounting and the difference between historical accounting data and financial planning.

ACCT 301 Principles of Accounting I (3)

This course covers basic financial accounting principles (GAAP) for a business or organization. Topics include the accounting cycle and the components of the preparation of financial statements. Students will learn how to prepare and analyze various types of financial statements, as well as transactions with cash, accounts receivable, inventory, assets, and liabilities.

ACCT 302 Principles of Accounting II (3)
[Prerequisite: ACCT 301 Part I & II]

This class is a continuation of Accounting 1 and acts as an introduction to Managerial Accounting. Topics include cost accounting, capital budgeting, statement of cash flow, and financial statement analysis. The student will also study costing, profit analysis, decision analysis based on financial data, and will understand the basics of preparing a full budget for an organization.

ACCT 321 Intermediate Accounting (3)
[Prerequisite: ACCT 301 and ACCT 303]

An in-depth financial accounting course, this class will focus on theory and further development of GAAP (Generally Accepted Accounting Principles). Topics will include the time management of money, statement of cash flows, the balance sheet, stockholders equity, income statement, and earnings per share.

ACCT 323 Cost Accounting (3)
[Prerequisite: ACCT 301, 303, 321]

An in-depth study of cost accounting including internal reporting and cost allocation. This course explores the accounting functions related to business such as machinery, materials, labor, and overhead; cost allocation, variable costing, and production processes will be discussed.

ACCT 341 Taxation (3)
[Prerequisite: ACCT 301, 303, 321]

An introductory course on the federal tax system as it primarily relates to the individual. Topics include filing requirements, deductions, excludable income, and tax issues related to investors, sole proprietors, and small business.

ACCT 343 Managerial Accounting (3)
[Prerequisite: ACCT 301, 303, 321]

An emphasis on accounting systems that relate to internal reporting and decision making. Topics include cost allocation, capital budgeting, and control measures.

ACCT 401 Auditing (3)
[Prerequisite: ACCT 301, 303, 321]

This class focuses on the sampling and review process of the income statement, balance sheet, and related statements of for- and nonprofit organizations. This is also a class in which ethical standards will be emphasized.

ACCT 403 Government and Nonprofit Accounting (3)
[Prerequisite: ACCT 301, 303, 321]

This course covers the specifics of accounting in these distinct entities. The principles of public finance and concepts of government auditing will be considered. Other topics discussed include: Government Accounting Standards Board rules, non-profit recording of revenues, expenses and assets, and the role, and how to use budgetary systems in these organizations for financial planning.

ACCT 423 Forensic Accounting (3)
[Prerequisite: ACCT 301, 303, 321]

An introductory course on forensic accounting, with an emphasis on financial statement fraud. Students will understand how to identify various types of fraud such as fraudulent accounting, schemes, and computer fraud, as well as methods for uncovering fraud.

ACCT 489 Capstone Project (3)
[Prerequisite: all courses in the Accounting minor/certificate]

The capstone project is the culmination of all the courses in the accounting minor, and provides students with an opportunity to exhibit a mastery of accounting practices and principles. The Capstone class is a Certified Public Accounting exam preparation course for students who will be sitting for the Uniform CPA Exam. This course is an overview of the four main areas of the exam including: Auditing and Attestation, Financial Accounting and Reporting, Regulation, and Business Environment and Concepts. In addition, students will receive a review of basic rules and regulations of accounting such as accepted auditing and accounting standards, the Uniform Commercial Code, and the Internal Revenue Code, since the CPA exam requires an understanding of the application of each.

Art

ART 103 Art Appreciation (3)

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

ART 111 Visual Arts for the Local Church (3)

A theological, historical and practical understanding of the role visual arts plays in the life and worship of the local congregation. In particular, this class will deal with various areas related to worship service and 'holy space' contexts into which visual arts are always integrated.

Biblical Studies

BL 201 Old Testament Survey, Genesis-Esther
        A study of the Torah and historical books of the Old Testament, with emphasis on the continuous proclamation of God's global redemption and the centrality of the Messiah.

BL 202 Old Testament Survey, Job-Malachi
        A study of the wisdom and prophetic literature of the Old Testament, with emphasis on the continuous proclamation of God's global redemption and the centrality of the Messiah.

BL 212 New Testament Survey (3)

A survey of the New Testament including events in the life of Christ, the development of the early Church, the work of the followers of Christ, and the influence on organizations and people in the first century.

BL 213 Worship in the Old Testament (now WOR 313 Worship in the Old Testament) (3)

A study of God's design for worship as found in the Old Testament and how it relates to Christian worship today in form, substance and appeal.

BL 251 Biblical Language Tools (3)

Introduction to the foundational principles of the biblical languages and the use of dictionaries, lexicons, and commentaries to help the student interpret Scripture.

BL 301 Hermeneutics (3)

A study of the Old and New Testaments along with the hermeneutical principles necessary for their proper interpretation. There will also be emphasis on the process through which a person proceeds in his/her quest for faith and the practical principles needed to apply first-century truth to twenty-first-century life.

BL 313 Biblical and Historical Foundations of Worship I (3)

A study of God's design for worship as found in the Old Testament and how it relates to Christian worship today in form, substance and appeal.

BL 314 Biblical and Historical Foundations of Worship II (3)

A study of how worship has evolved beginning with the first century. An understanding of the various forms of worship over time including their relevance to current society.

BL 321 History of the Israelite People (3)

This course is a study of the history of God's people in the Old Testament as their history is recorded from Genesis through Esther. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

BL 322 Pentateuch (3)

A study of the Five Books of Moses—the writings most read, studied and quoted by the people of the Old and New Testaments to explain the meaning of life in YHWH.

BL 323 Old Testament Prophets (3)

A study of the prophetic books (Isaiah-Malachi) including a chronology of the prophets with special attention given to the religious, social, political and apocalyptic messages of the prophets.

BL 324 Major Prophets (3)

A survey of the major Old Testament prophets in their historical settings, and the significance of their messages for their times and ours.

BL 325 Minor Prophets (3)

A survey of the minor Old Testament prophets in their historical settings, and the significance of their messages for their times and ours.

BL 327 Historical Books of the Old Testament (3)

A survey of the history of Israel from Joshua to the post-exilic era as conveyed through the historical writings of the Old Testament.

BL 331 The Life of Christ (3)

A study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection with a view toward applying His life-changing principles to one's everyday life.

BL 341 Acts: The Early Church (3)
[Prerequisite: The Life of Christ (BL 331) or New Testament Survey (BL 212)]

A study of the Acts of the Apostles specifically following the historical expansion of the Church through doctrinal development, growth in understanding, evangelism and geographical expansion through missionary activities of its members. We will become acquainted with the activities of the great church leaders of the first century, i.e., Peter, James and Paul.

BL 342 New Testament Epistles and Revelation (3)
An in-depth study of the Pauline and General epistles and Revelation with emphasis on their continuity with the Old Testament and explanation and defense of the faith.

BL 351 Elementary Biblical Greek (3)

An introduction to the Greek of the New Testament. This will be taught inductively in order to make learning as easy and rewarding as possible. The goal is to help the student understand and communicate the Word of God more clearly.

BL 352 Intermediate Biblical Greek (3)

[Prerequisite is the successful completion of Elementary Biblical Greek.]
This is a continuation of Elementary Greek and will cover the second half of the Mounce Grammar. Textbooks are the same as for Greek 1.

BL 361 Elementary Biblical Hebrew (3)

An introduction to the Hebrew of the Old Testament, including basic grammar, syntax, and vocabulary.

BL 362 Intermediate Biblical Hebrew (3)

[Prerequisite: completion of Hebrew 1]
This is a continuation of Elementary Hebrew and will cover the second half of the Hebrew Grammar. Textbooks are the same as for Hebrew 1.

BL 388 Israel Biblical Study Program (3)
This course includes 12 weeks of pre-trip classes that will be taken in tandem with BL 389 Israel Biblical Study Trip which is a two week journey throughout Israel.
Prerequisites: BL 201, BL 202, BL 212

BL 389 Israel Biblical Study Trip (3)
Taken with BL 388, this course is a two week journey throughout Israel, having class at the core Old Testament, Inter-testamental, and New Testament biblical sites. Students explore the social, religious, economic, political, and spiritual condition of OT/NT Israel as well as modern-day Israel.
Prerequisites: BL 201, BL 202, BL 212, BL 388

BL 421 Pastoral Epistles (3)
An introduction and exegetical analysis of the letters to Timothy and Titus with consideration of contemporary ecclesiology.

BL 423 Old Testament Wisdom Literature (3)

[Prerequisite: Biblical Ethics (BL 403)]
A study of Job, Psalms, Proverbs, Ecclesiastes and the Song of Songs that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value and ethical implications of these books.

BL 425 Johannine Literature (3)
A survey of the relevant interpretive issues of the Johannine documents, with an emphasis on their historical background, cultural setting, and theological context.

BL 451 Greek 3 or Syntax and Exegesis (3)

[Prerequisite is the successful completion of Elementary and Intermediate Biblical Greek.]
A study of intermediate Greek grammar with emphasis on vocabulary building and syntax. This will include many readings within the New Testament.

BL 461 Hebrew Syntax and Exegesis

[Prerequisite: completion of Elementary and Intermediate Biblical Hebrew.]
A review of Hebrew grammar and syntax, including studies and exegesis of selected Old Testament passages.

Business

BUS 301 Business as Mission (3)

A comprehensive guide to the theory and practice of Business as Mission. This course explores conceptual foundations for understanding BAM's place in global mission and equips students with practical knowledge for implementing kingdom-strategic business ventures.

BUS 311 Intro to Statistical Reasoning (3)

This introduction study will help the student develop their statistical reasoning with the specific interest of non-profit management. This course will demonstrate the power, eloquence and even beauty of statistical reason and discuss not only the uses but also the abuses of statistics.

BUS 401 Internship (3)

Students are required to complete 200 hours of internship with one or more of Williamson College non-profit partners or any other organization approved by Williamson College.

BUS 421 Fundamentals of Funds Development I (3)

The introduction to concepts in the development of friends and funds to support the mission and vision of the nonprofit organization. This class will consider the annual fund, major gifts, special events, and donor data development and tracking.

BUS 422 Fundamentals of Funds Development II (3)

A continuation in the study of concepts related to the development of friends and funds in the nonprofit organization. This class will focus on grant writing, capital campaign design and implementation and planned giving. Prerequisite: BUS 421.

BUS 431 Strategic Communications in Nonprofit Organizations (3)

An overview of various communication requirements, styles and medium that are critical in the development of a shared vision among stakeholders of the nonprofit organization.

BUS 441 Strategic Planning for the Nonprofit Organization (3)

This course addresses the components of vision: Mission, Values, Goals and Strategies. Further, it focuses on the implementation and execution of strategies as it relates to human and financial capital.

BUS 489 Nonprofit Managerial Leadership Capstone (3)

A comprehensive review of a student's entire WCC career from an interdisciplinary approach. Students should be prepared to give account of all course material and concepts as it relates to their focus of study in Nonprofit Managerial Leadership.

Christian Ministry

CM 201-3 Intercultural Ministry Project (3) [CM 201 = 1 credit   **CM 202** = 2 credits   **CM 203** = 3 credits]

Short-term service/mission opportunities will be approved by the Executive Group and published each semester. This course has three components: reading assignments and participating in team meetings to prepare for the experience, involvement in a short term cross-cultural ministry experience, and writing a paper upon return to analyze and reflect on the experience. The number of credit hours given will be based on the length of the trip, the quantity of preparation, and the length and quality of the paper.

CM 302 Evangelism and Discipleship (3)

[Not to be taken with CM 303]
A study of the nature, purpose and process of biblical evangelism and its application to various ministries; a study of New Testament discipleship principles and their application with a special emphasis upon building discipling relationships and small group ministry.

CM 303 Discipleship and Small Groups (3)

[Not to be taken with CM 302 or CM 313]
A study of New Testament discipleship principles and their application with a special emphasis upon building discipling relationships and small group ministry. Students are equipped to start a small group ministry and develop the necessary leadership.

CM 304 Discipleship Counseling (3)

Discipleship Counseling is an integrated approach to personal and spiritual conflict resolution through genuine repentance and faith in God.

CM 311 Worship: Early Christian Church to the Present (3)

A study of how worship has evolved beginning with the first century. An understanding of the various forms of worship over time including their relevance to current society.

CM 313 Small Groups in the Church (3)

[Not to be taken with CM 303]
An introduction to the function of small groups within the church with an understanding that the same principles will apply to business and other areas of life. A biblical foundation for this new philosophy of ministry has become a tool for the development of fellowship within church life. Students are equipped to start a small group ministry and develop the necessary leadership.

CM 321 Communicating Biblical Truth (3)

The course designed to introduce the learner to the spiritual and practical techniques of sermon preparation and delivery. Attention is given to how to use different sermon patterns, including communicating with those whose preferred learning style is oral. The student has opportunity to demonstrate these skills in the classroom setting among his/her peers.

CM 323 Worship Leadership and Music Ministry in the Church I (3)

An understanding of the interaction between the arts and the church in both its historical and contemporary settings with an emphasis upon development of a plan for future worship incorporating the arts. Building effective leadership and administrative skills needed in music ministry, including conflict management.

CM 333 Worship Leadership and Music Ministry in the Church II (3)

A practical study of different music and arts ministries, such as handbells, visual arts in worship, and liturgical dance. Emphasizes strengthening conducting skills, conducting literature from all genres of Christian music, and conducting various types of musical (praise teams, large choirs, and instrumental ensembles).

CM 411 A Missional Church (3)*[Prerequisite: Biblical Worldview (CT 301) and one other Bible or Ministry course, preferably Acts: The Early Church (BL 341)]*

This course will explore the church and the nature of the "apostolic genius." We will be looking at "apostolic genius: as the remarkable and wonderful spiritual foundation for leaders of all kinds: from those starting a new, renewing or emerging churches to a living kingdom church mode. The church's true and authentic organizing principle is mission.

CM 451 Christian Faith in the 21st Century (3)

[Prerequisite: Biblical Worldview (CT 301) or one other Bible course, preferably Acts: The Early Church (BL 341)]
A study of Christian faith at the beginning of the 21st century emanating from a study of faith in the Scriptures. A study of the divisions within Protestantism, the stresses upon Roman Catholicism, the principles of church growth resulting in the mega-church, and the various para-church organizations that affect the development of scripturally based faith.

CM 489 Ministry Leadership Capstone (3)

[Prerequisite: All other courses for the bachelor's degree.]
This course is designed to help students consolidate the key principles of general education, biblical knowledge, and Christian ministry. Learners will prepare a paper that integrates and synthesizes key principles of biblical worldview, spiritual transformation, communication of truth, and leadership and ministry principles. Learners will work with a faculty advisor to focus application on an area of their future life, work, and ministry. A minimum grade of C in this course is required for graduation.

Christian Theology

CT 101 Living Free in Christ (3)

In order to live a liberated life in Christ we must know who we are in Christ and resolve all personal and spiritual conflicts through genuine repentance and faith in God. This class will explain how we are transformed by the renewing of our minds, how we can be emotionally free, and how to overcome the world, the flesh, and the devil.

CT 201 Church History (3)
A study of the history of the Church from its founding on the day of Pentecost to the present time. This course will emphasize the development of Christian doctrine during the last 2,000 years as well as the role of the Church in proclaiming, articulating, and defending it. May be taken as dual credit for HIS elective. Prerequisites: CT 225 Christian Doctrine

CT 225 Christian Doctrine (3)
An introduction to theology from a systematic approach. This course will especially focus on the doctrines of the Godhead, Scripture, salvation, and the church.

CT 301 Biblical Worldview (3)

A study of the biblical worldview as presented in the Old and New Testaments. Utilizes Scripture to explore the role of general revelation (the creation) and special revelation (the Scriptures) and to experience God at work in the modern world. Prerequisite CT 225 Christian Doctrine

CT 321 Introduction to Apologetics (3)
A study of how to defend the Christian faith in light of current cultural and philosophical criticisms. Emphasis will be placed upon the existence of God, the nature of truth, the origin of life, the problem of evil, the atoning work of Christ, the reality of miracles, and the veracity of the resurrection.

CT 325 Christian Doctrine (3)
An introduction to theology from a systematic approach. This course will especially focus on the doctrines of the Godhead, Scripture, salvation, and the church.

CT 403 Biblical Ethics (3)
A study of the moral dimensions and ethical teachings of the Bible and the effort to determine the significance of these for the character and conduct of God's people today.

CT 410 Bibliology (3)
A thorough examination of the doctrine of Scripture, including revelation, inspiration, illumination, and inerrancy. Prerequisite: CT 325, Christian Doctrine.

CT 420 Trinitarianism (3)
A study of the existence and attributes of the one God, the Holy Trinity and the how this doctrine should be central to the life of the believer and the local church. Emphasis will be placed on attacks and defense of Trinitarianism.   Prerequisite: CT 325, Christian Doctrine

CT 421 World Faiths & Religions (3)
An examination of religious belief systems found in the major world religions. The functional goal is to understand such belief systems in a biblical context in order to develop effective evangelistic strategies**.**

CT 430 Soteriology (3)
A study of God's grace in salvation, including the humiliation and exaltation of the Savior, the role of the Holy Spirit, the nature and extent of the atonement, regeneration, justification, and glorification. Prerequisite: CT 325, Christian Doctrine.

CT 440, Ecclesiology (3)
A study of the doctrines of the body of Christ and the local church. Emphasis will be placed on its organization, ministry, ordinances, polity, and purpose. Prerequisite: CT 325, Christian Doctrine.

Discipleship

DIS 201 A Discipleship Journey 1 – To Know God (3)

This course focuses on Jesus' commission to His followers to 'make disciples' so that His church would mature and multiply, and begins with the first step of obeying His commands: to grow as a disciple. This course will explore six themes: *Knowing God; The Call to Discipleship; The Grace of God; The Cross, Sin & Repentance; Hearing the Voice of God and The Disciple's Disciplines*. Core to this course will be the emphasis on personal life application and reproducing what is being learned within others.

DIS 202 A Discipleship Journey 2 – To Make God Known (3)

This course will continue the journey of discipleship and will focus on six additional themes to equip disciples to effectively interact with and impact the world around them: *Relationships; Spiritual Warfare; The Church in Acts; Advancing the Kingdom; Purpose, Passion & Giftedness and Making Disciples*. Core to this course will be the emphasis on personal life application and reproducing what is being learned within others.

DIS 301 Making Disciples (3)

[Prerequisite is the successful completion of A Discipleship Journey 1 & 2]
The focus of this course revolves around becoming an effective multipliable disciple-maker. An emphasis will be placed on understanding foundational discipleship, formational discipleship, utilizing the methods of mentoring and coaching in disciple-making, cultivating disciple-making churches and communities, and discipling within the 'Dozen Domains' of culture. Core to this course will be 'hands-on' opportunities and experiences of disciple-making.

Economics

ECON 101 Essentials of World Economics (3)

This introductory course in economics has a goal of teaching how economic systems affect economic outcomes. This will occur while using real world examples of today's economy.

ECON 201 Economics and the Manager (3)

A focus on the use of economics in making managerial decisions both within an organization and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included. The interaction between economics and organizations is emphasized.

ECON 212 Principles of Macroeconomics (3)

An introductory course in macroeconomic theory with a primary emphasis placed on the study of economic aggregates. Topics include supply and demand, the market process, the economic role of government, measuring the nation's economic performance, unemployment, economic fluctuations, fiscal policy, money and the banking system, economic growth, international trade, and foreign exchange markets.

ECON 213 Principles of Microeconomics (3)

Introduction to the microeconomics theories of supply and demand, price determination, resource allocation, various degrees of competition and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics, social control of industry, and labor unions.

ECON 241 Structural Economics (3)

This introductory course in economics has a goal of teaching how economic systems affect economic outcomes. This will occur while using real world examples of today's economy.

English

ENG 102 English Composition and Reading I (3)

An exercise in critical reading and thinking and effective strategies of persuasion. A study of paragraph and composition structure, focusing on expository and persuasive writing as well as the "rhetorical modes" with their use individually and cooperatively.

ENG 103 English Composition and Reading II (3)

An exercise in the ability to read and think critically and to write persuasively. A study of the collection and synthesis of information from a variety of sources, focusing on the ability to use such information to logically construct an argument.

ENG 104 English Composition and Grammar (3)

A review of the basics of composition forms used in written language and the proper use of grammar in both written and oral forms.

ENG 211 Introduction to Literature I (3)
[Prerequisite: English Composition and Reading I (ENG 102) or English Composition and Reading II (ENG 103)]

A study of selected readings in world fiction, including the short story and the novel as well as critical analyses of representative works.

ENG 212 Introduction to Literature II (3)
[Prerequisite: Introduction to Literature I (ENG 211)]

A study of selected readings of poems and plays with attention given to major themes and the development of general theater as well as critical analyses of representative works.

ENG 213 Introduction to American Literature (3)

American Literature acquaints the student with a process of reading, responding to, analyzing, interpreting and writing about three standard genres of American literature: short stories, poetry and plays. No prior literary study is assumed.

ENG 301 Great Christian Books (3)
A colloquium of Christian books that have significantly impacted the world. Students will read and discuss both required writings and selected books of their choice.

ENG 311 Literature of C. S. Lewis (3)
The course will explore the life and literature produced by C. S. Lewis in order to gain perception into his theology, the various genres in which he wrote, and the principles that make his writings meaningful nearly 50 years after his death.

History

HIS 101 Survey of World Civilization I (3)

A study of the foundations of the modern world from the first civilizations through the 18th century. Topics include Western and non-Western classical civilizations, the Middle Ages and the age of absolutism.

HIS 102 Survey of World Civilization II (3)

A study of the major world events from the age of revolution to the present. Topics include the French Revolution, the cults of the 19th century, the world wars of the 20th century and the world today.

HIS 110 The American Experience To Reconstruction (3)
This course is a survey of the political, social, and economic history of the North American region that became the United States from pre-European contact through the era of Reconstruction. Themes include Native American cultures and societies, European settlement, colonial British North America, the War for American Independence, nation-building, industrialization, slavery, western expansion, and the Civil War and Reconstruction.

HIS 111 The American Experience Since Reconstruction (3)
This course is a survey of the political, social, and economic history of the United States since the Reconstruction Era. Themes include industrialization and its impacts, mass immigration, the changing role of the federal government, the rise of the United States as a world power, and the political, international, social, and cultural changes that have shaped contemporary America.

HIS 311 Social History of the 20th Century United States (3)

A study of significant changes in American society during the twentieth century with emphasis on both famous and ordinary people who have made these changes happen. Among important topics are transportation, inventions, the economy, commerce, politics, family life and civil rights.

IT 141 Introduction to Microsoft Office (3)

This non-technical course provides hands-on experience using commercial software packages for business applications. Topics include microcomputer system components, operating systems, word processing, spreadsheets, and presentation software. Keyboarding skills are highly recommended.

IT 301 Introduction to Information Technology (3)

Focused on the business aspects of IT, the student will learn the terms and syntax used to describe business systems. Areas of learning will include business office software, hardware, networking, databases, requirements analysis, configuration management and job responsibilities.

IT 303 Introduction to Systems Development (3)

The student will experience a condensed system development lifecycle to gain insight into the activities and components that produce a business system. The purpose, desired result and potential shortcomings of each will be discussed to help the student visualize real world scenarios.

IT 311 Introduction to Data (3)

The student will discuss how the collection and processing of data affects the business. Included are topics of data quality, redundancy, data modeling and data value over the business life-cycle. Methods for recording data in business systems will be evaluated.

IT 321 Introduction to Requirements Analysis (3)

The student will learn several of the various systems development processes and gain insight into the impact the methodologies have on business processes. User communities and their respective interests will be discussed.

IT 331 Introduction to Databases (3)

The student will experience personal, group, small business, and enterprise data systems. Application of a sample business system will examine their features and compare and contrast the appropriateness of each.

IT 341 Introduction to Programming (3)

A programming language will be presented to introduce logic, data retrieval and manipulation, syntax and exception handling. Though the experience, the student will gain an understanding of the programming effort.

IT 401 Business Initiatives (3)

The student will be introduced to the ways in which IT initiatives are introduced to the business. Discussions of business impact and user response as well as disruptive technologies and project failures will help the student understand the interconnections between IT and end users.

IT 402 Project Leadership (3)

The student will learn the phases of systems development with an eye towards business results. Discussions will include project planning and scope, resource acquisition, communicating expectations and project deployment.

Leadership

LD 101 Goals, Priorities and Attitudes (3)

A study of the setting of goals, as well as the priorities necessary to attain these goals, with an emphasis upon how goals and priorities relate to the realities and aspirations of life and the workplace. The attitude of the

individual including other aspects of psychological makeup and how they impact the ability and willingness to set goals and establish priorities will be discussed.

LD 211 Foundations for Life and Money (3)

This course challenges college students to swim against the current of our culture and gives them the practical money-management tools they need to get through school and graduate on a solid financial foundation.

LD 221 Leadership: Hard Lessons (3)

This course utilizes a professional workshop taught by an experienced professional consultant. Additional reading, discussion, and writing helps students plan a head of time how one should act, plan and be in times of stress, change and difficulty.

LD 230 International Justice (3)

This course will take an overview of human rights and religious freedom in countries throughout the world. Undergirding this study will be a biblical approach to human dignity. Trends in human rights and sustainable ways of correcting abuses, including human trafficking and religious persecution, will be examined.

LD 289 Associate Degree in Leadership Capstone (1)
[Prerequisite: All other courses required for completion of the Associate Degree in Leadership]

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge and leadership by synthesizing the relationships between significant concepts and student experience. This course is taught on a mentor basis. Students must complete the Academic Portfolio requirements during this course. A minimum grade of C in this course is required for graduation.

LD 301 Biblical Concepts of Leadership (3)

A study of the biblical concepts of leadership in the Scripture and application of these concepts to personal, professional and career goals. The course will include the use of a survey to assess each individual's leadership capabilities to help him/her to understand his/her personal profile.

LD 302, Organizational Change and Conflict
A study of the leader's role and responsibility in change and conflict of an organization, focusing on skills and insights in creating change and handling criticism as well as understanding, avoiding, and resolving conflict. Prerequisite: LD 301

LD 311 Wisdom Meets Passion (3)

Wisdom Meets Passion will show you how to blend the two—equipping you to accomplish your greatest financial goals, experience the thrill of fulfilling relationships, create meaningful work, and complete your purpose and calling here on earth no matter which age group you represent. This course will be based upon the book by the same title. Dan Miller, co-author of *Wisdom Meets Passion*, as well as the very popular book 48 Days to the Work You Love, will be the featured professor/facilitator of this class.

LD 371 Leadership and Managing Groups (3)

Groups are the building blocks of organizations. Nearly everyone participates in both formal and informal groups at work. It is essential that managers understand groups because group processes directly affect creativity, problem solving, decision making and productivity. This course provides insight into group formation and processes, their power and influence in organizations and varying styles of leadership.

LD 411 Small Groups in the Church (3)

An introduction to the function of small groups within the church with an understanding that the same principles will apply to business and other areas of life. A biblical foundation for this new philosophy of

ministry has become a tool for the development of fellowship within church life. Students are equipped to start a small group ministry and develop the necessary leadership.

LD 421 Leadership Summit (3)

This is an annual conference with different speakers and topics each year. Cutting edge principles as communicated by Christian Leaders to Christians who have leadership gifts, skills and responsibilities. The course is communicated by live satellite and includes reading books by the speakers, breakout sessions and a summary session. This course can be taken annually for up to 9 semester credit hours and will be so noted on Student Transcripts.

LD 471 Case Studies in Leadership (3)
[Prerequisite: Biblical Concepts of Leadership (LD 301)]

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

LD 472 Case Studies in Nonprofit Leadership (3)
[Prerequisite: Biblical Concepts of Leadership (LD 301)] Is this required for nonprofit?

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

Management

MGT 301 Essentials of Management (3)

A study of the five parts of managing organizations—planning, organizing, staffing, leading and controlling/evaluation—with the study of principles for application to both not-for-profit and for-profit organizations with references to Scripture.

MGT 302 Essentials of Nonprofit Management (3)

A study of the five parts of managing organizations—planning, organizing, staffing, leading and controlling/evaluation—with the study of principles for application to both not-for-profit and for-profit organizations with references to Scripture.

MGT 311 Entrepreneurship and Small Business (3)
[Prerequisite: Essentials of Management (MGT 301)]

Creativity, opportunity, leadership, excellence and profit combined into an entrepreneurial approach to achieve the mission in small business.

MGT 371 Cutting Issues in Management (3)
[Prerequisite: Essentials of Management (MGT 301)]

A course for managers which allows them to build upon the principles of management to study the current trends and developments in the field of management as found in business currently and in the thinking of writers in the field.

MGT 381 Organizational Behavior (3)
[Prerequisite: Essentials of Management (MGT 301)]

Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

MGT 411 Teams and the Work Process (3)
[Prerequisite: Essentials of Management (MGT 301)]

The organization of work in the implementation of the strategic plan with work analyzed for how human efforts in teams of various compositions can effectively bring that work to a quality level of completion as defined by the end-user.

MGT 421 Case Studies in Ethics (3)
[Prerequisite: Biblical Ethics (BL 403)]

This course includes reading, discussion and development of papers pertaining to relevant case studies and readings involving ethical issues applied to actual situations.

MGT 431 Ethical Decisions in the Workplace (3)
[Prerequisite: Biblical Ethics (BL 403)]

This course will focus on ethical issues and concepts in the workplace. Specific attention will be given to challenges surrounding ethical decisions with and without a presupposition of a transcendent reality (ultimate truth in God). Biblical concepts for ethical living will undergird the analysis and discussion.

MGT 437 Management of Human Resources (3)
A study of an organization's effort to find, motivate, and retain effective people who demonstrate a commitment to being part of a team which accomplishes the organizational mission.

MGT 489 Business Administration Capstone (3)
[Prerequisite: All other courses in Management and Ethics major]

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge, and management and ethics by synthesizing the relationships between significant concepts and student experience. This course is team-taught using faculty from the above fields. Students complete the requirements for their Academic Portfolios during this course. A minimum grade of C in this course is required for graduation.

Marketing

MKT 361 Marketing and Sales (3)

[Prerequisite: Essentials of Management (MGT 301)]
Managers and their understanding of the role of marketing for an organization. Emphasis will be given to the factors that affect consumer behavior, the development and evaluation of an organization's marketing strategies, and the fundamental marketing variables.

Mathematics

MAT 104 Mathematics for General Education (3)

An introduction to college mathematics is provided with an emphasis on work-world applications. Students will perform best in this study if they have a basic understanding of high school mathematics through algebra. The goal of the course is to build a fundamental understanding of college mathematics that provides a level of competence expected of a college graduate. The text is easy to read and the exercises are relevant to many real-life activities. The entire study is structured to meet the needs of students in the liberal arts.

MIS 300 Introduction to World Missions (3)
An introductory survey of major missiological motifs. The biblical foundation for missions, theological ramifications of cross-cultural communication of the Gospel, strategies for applied missiology, and the historical expansion of Christian missions are all of major concern. The historical survey highlights the modern mission era and draws attention to trends which will shape missionary activity in the 21st century.

MIS 303 Cultural Dynamics of Missions
This course is an introduction to the area of cross-cultural ministry and addresses how the gospel can be communicated effectively across cultural barriers and how building bridges of love and acceptance can enhance receptivity to the gospel message.

MIS 305 Theology of Missions (3)
A study of the biblical foundations and purposes of missions, the nature of the missionary vocation, and the authority and scope of the New Testament in relation to missions.
 Prerequisite: MIS 300 Introduction to World Missions

MIS 310 Cultural Dynamics of Missions (3)
A consideration of the dimensions and manifestations of culture as they influence ministry, with special attention given to specific skills for exegeting a cultural setting for ministry. May be taken as dual credit for General Education, Social Science. Prerequisite: MIS 300 Introduction to World Missions

MIS 311 Intercultural Communication (3)
A survey of basic communication principles with intercultural applications. The course imparts fundamental concepts that will equip the student to communicate across personal and cultural barriers.
Prerequisite: MIS 300 Introduction to World Missions

MIS 320 Missions in the Local Church (3)
This course provides a comprehensive and practical overview of current issues facing the missional church, through an investigative and interactive study of a world in need and our response to it. The student will assume the role of a mission mobilizer that exercises strategic thinking, planning, and implementation skills to facilitate a church on mission with God's purposes.
 Prerequisite: MIS 300 Introduction to World Missions

MIS 325 Evangelism and Church Planting (3)
A study of biblical principles and practices of starting and reproducing churches with concentration on missiological factors in quantitative and qualitative church development.
 Prerequisite: MIS 300 Introduction to World Missions

MIS 330 Missions Practicum (3)
The student will be required to conduct a local or international missions activity. This will include preparatory reading and writing both before and after travel. The purpose of the practicum is to provide experience along with classroom learning to further develop the student for future ministry.
Prerequisite: MIS 300 Introduction to World Missions

MIS 421 Special Issues in Missions (3)

This course will be built around case studies of missionaries and examine the different mission strategies, mission successes and failures, and lessons that can be learned from their endeavors and how they might find be applied across diverse cultural settings today.

MU 101 Music Fundamentals (3)

(Prerequisite: Music Theory Discover Test required)
A basic course in the fundamentals of music, including key signatures in both the major and minor modes, scales, notational spelling in bass and treble clefs, rhythmical notation and dynamic markings. Keyboard and limited sight-singing assignments will be included. This class may be required for music-focused students who desire music-based minors, but who demonstrate insufficient background to take more advanced music-based classes.

MU 102 Music Appreciation (3)

A study of the development of listening skills acquired through an understanding of musical building blocks and characteristics of style and form.

MU 104 Electronic Music Notation Introduction – Garage Band & Finale (3)
(Before 2013, listed as MU 211 Computer Assisted Music Notation – Finale Software – Level One)
[Requirement: Each student will need to bring to class a MacBook laptop computer.]

This class introduces the student to two of the currently popular electronic music-notation software, Garage Band & Finale. The student will be introduced to both software programs, especially focused on creating musical charts and scores for the worship ministries of local churches—song creation, lead sheet preparation and orchestration.

MU 105 Creating Charts for Songwriting & Worship Ensembles (3)
[Prerequisite: Permission of the Instructor]

This class is an introduction for song writers and worship leaders, giving the basics of creating charts for small vocal and instrumental ensembles, and rhythm sections; with specific emphasis on chord symbols, the Nashville Number system, and the development of lead sheets.

MU 110 Recording Studio Technologies Intro (3)
[Requirement: Instructor's permission, in relation to the students chosen Minor]

This course introduces the student to the realm of sound recording and technology, specifically: recording software (Logic and PRO TOOLS), recording techniques, programming, mixing, demo creating.

MU 111 Keyboard for Worship – Level One (3)

A class designed to provide the student basics techniques and practice in playing piano or keyboard for worship services in today's current gathered worship services. The class objective is to teach the student basic keyboard chording techniques and group practice of those techniques adequate to launch the student to a level of ability that will allow them to play in most worship band contexts with some basic performance proficiency.

MU 115 Guitar for Worship – Level One (3)

This class provides the student with more advanced techniques and practices in playing guitar for worship services in today's current gathered worship services. The class objective is to guide the student into more advanced guitar techniques and practice of those techniques the student needs to begin leading congregational singing while playing with medium performance proficiency, for most worship band contexts.

MU 150 Beginning Voice—Group Class (3)

This course is for those students with little singing and/or vocal performance experience, or little formal voice training. The course is done in 'group' session; focusing on the fundamentals of singing for the beginning vocalist. The student's grade will be based on a jury/performance at the end of the class/lessons plus written assignments and exams.

MU 155 Experienced Voice—Group Class (3)
Class requirement: Voice Discovery Audition, and permission of Instructor)

This course is for those students with demonstrated singing and/or vocal performance experience, and previous formal voice training. The course is done in 'group' session; focusing on the fundamentals of singing for the advancing vocalist. This class is especially designed for music-focused students with no or little formal voice training. The student's grade will be based on a jury/performance at the end of the class/lessons plus written assignments and exams.

MU 201 Music Theory 1 (3)

Basic Music Theory including sight singing, ear training, part writing, analysis, chord structure, modulations and any other aspect of basic music theory.

MU 202 Music Theory 2 (3)

Intermediate/Advanced Music Theory including sight singing, ear training, part writing, analysis, chord structure, modulations and any other aspect of intermediate/advanced music theory.

MU 205 Protestant Hymn & Song Writer's History—Martin Luther to Matt Redman (3)
[Requirement: Permission of the Instructor]

This course is especially designed for students training to do songwriting for Christian church worship contexts. The lectures, and the reading and listening assignments of this study focus on a selection of the major Protestant Hymn writers and songwriters from the 1500's to the present. The last third of the course will hone in on the modern songwriters of the post-Jesus Movement (1960's to the present). Issues of theological and biblical substance of song development, cultural style, evolving musical genres related to culture; all in relation to the state of the expansion of Christianity from Europe to the Americas, to the world.

MU 211 Keyboard for Worship – Level Two (3)

This class provides the student with more advanced techniques and practices in playing piano or keyboard for worship services in today's current gathered worship services. The class objective is to guide the student into more advanced keyboard chording techniques and practice of those techniques the student needs to begin leading congregational singing while playing with medium performance proficiency, for most worship band contexts.

MU 211 Computer Assisted Music Notation – Finale Software – Level One (3) Replaced by MU 104

An introduction to computers and music using Finale music-notation software. A thorough orientation to the Finale notation Software for the purpose of song creation, lead sheet preparation and orchestration.

MU 215 Guitar for Worship – Level Two (3)

This class provides the student with advanced techniques and practices for playing guitar in today's current gathered worship services. The class objective is to provide the student with advanced guitar techniques, and practice of those techniques, the student needs to demonstrate excellence in leading congregational singing, and a demonstrated ability to proficiently prepare for, rehearse and direct a worship band ensemble (at least a rhythm section and guitars) while leading gathered worship with the guitar.

MU 217 Songwriting for Worship – Level One (3)
[Prerequisites: Permission of instructor]

The student will be introduced to principles of songwriting, including principles for writing melody, melodic structure and lyric form—looking to understand verse / chorus / bridge structures; melodic styling and lyric styling—for gospel, praise, worship songs; country and pop-rock genres. Students will be required to participate in the Songwriter's Showcase section of the Williamson College Veritas monthly gathering.

MU 220 Church Music History 1 (3)

A survey of church music through the ages as it parallels Western Music and World History from the Pre-Renaissance through the Baroque periods of music.

MU 231 History of Music in Worship: Survey of Attitudes and Practice (3)

This course will visit key moments in the history of Western Christian church music. Attention is given to the way religious thinkers and musicians instigated changes which they thought would bring more truth, spiritual edification, beauty and/or appropriate praise to God.

MU 250 Voice 1 – Private Lessons for Vocalists (3)

The student will enter in to 20 hours of private vocal lessons with a voice instructor with adjunct faculty or full faculty status.

Requirement for course credit: approval of voice instructor by Department Chair.

MU 301 Composition 1 (3)
[Prerequisites: Music Theory 1 and 2]

Basic music composition writing rules and practice for both solos and ensembles using music theory as a basis.

MU 302 Composition 2 (3)
[Prerequisites: Music Theory 1 and 2, Composition 1]
Intermediate music composition writing rules and practice for both solos and ensembles using music theory as a basis.

MU 305 Arranging for Worship Band (3)
(Prerequisites: Theory 1/2, Composition 1)

This course will focus the student on arranging worship music material for the small worship-focused rhythm group, as well as other groups of instruments using charts.

MU 306 Arranging for Worship Vocals (3) Prerequisites: Theory 1/2, Composition 1

This course will focus the student on arranging worship music material for small worship-focused vocal groups and ensembles.

MU 311 Keyboard for Worship – Level Three (3)

This class provides the student with advanced techniques and practices in playing piano or keyboard for today's current gathered worship services. The class objective is to provide the student with advanced keyboard techniques and practice of those techniques the student needs to demonstrate excellence in leading congregational singing, and a demonstrated ability to proficiently prepare for, rehearse and direct a worship band ensemble (at least a rhythm section—keyboard, drums, bass and guitars) while leading gathered worship from the keyboard or piano.

MU 315 Guitar for Worship – Level Three (3)

This class provides the student with advanced techniques and practices in playing guitar for today's current gathered worship services. The class objective is to provide the student with advanced guitar techniques and practice of those techniques the student needs to demonstrate excellence in leading congregational singing, and a demonstrated ability to proficiently prepare for, rehearse and direct a worship band ensemble (at least a rhythm section—keyboard, drums, bass and guitars) while leading gathered worship while playing the guitar.

MU 317 Songwriting for Worship – Level Two (3)
[Prerequisites: MU 215 with a grade of "B" or higher; or Permission of instructor.]

The student will practice principles of songwriting (introduced in MU 215); including practice of writing melody, melodic structure and lyric form—looking to practice verse / chorus / bridge structures; melodic styling and lyric styling—for gospel, praise, worship songs; country and pop-rock genres. Students will be required to participate in the Songwriter's Showcase section of the Williamson College Veritas monthly gathering.

MU 320 Church Music History 2   (3)

A survey of Church music through the ages as it parallels Western Music and World History from the Classical through the Modern periods of music.

MU 350 Voice 1 – Private Lessons for Vocalists (3)
Requirement for course credit: approval of voice instructor by Department Chair.

The student will enter in to 20 hours of private vocal lessons with a voice instructor with adjunct faculty or full faculty status.

MU 401 Copyright Law for Songwriting & Arranging (3)

This course will focus on the basic copyright laws and procedures of the current music publishing field—especially those considerations songwriters for the local church settings need to understand. Specific emphasis will be will include copyright laws related to song royalties and mechanicals, copyright management, performance rights organizations (ASCAP, BMI, SESAC, and CCLI), song demo creation, music producing, song pitching, and publishing.

MU 405 Arranging for Mixed Instruments (3)
[Prerequisites: Theory 1/2, Composition 1/2]

Arranging music material for both small and large music ensembles—with focus especially rhythm sections (including lead and rhythm guitars), horns, reeds, and small string sections.

MU 406 Arranging for Worship Choir & Vocal Ensembles (3)
[Prerequisites: Theory 1/2, Composition 1/2]

Arranging worship music for SATB, SSA, SAT, ST, TTBB, for both large and small vocal ensembles.

MU 417 Songwriting for Worship (3)– Level Three (3)
[Prerequisites: MU 315 with a grade of "B" or higher; or Permission of instructor.]

Advanced practice of song writing, including elements of writing melody; melodic structure; lyric form—understanding verse / chorus / bridge structures; melodic style; lyric style – gospel to classical, southern gospel to praise and worship and country to rock 'n roll. In this class students will co-write lyrics with other students songwriters. Students will be required to participate in the Songwriter's Showcase section of the Williamson College Veritas gatherings.

Organizational Leadership

OL 501—Biblical Principles for Global Leadership (3)
An examination and analysis of the qualities and practices of the effective Christian leader, particularly across cultural boundaries. This study will be based on principles in Scripture and related literature, with attention to devising a personal philosophy of intercultural leadership.

OL 510—Ethical Leadership In Public Life (3)
A survey of the development of ethical thought, both ancient and modern. Various ethical systems and their proponents, including alternative Christian perspectives, will be covered along with a discussion of contemporary ethical problems.

OL 520—Principled Leading in a State & Local Context (Nashville) (3)
A special seminar that will consider the particular opportunities and challenges of leading at the state and local government and corporate levels. Leaders from these levels will predominate the course as guest speakers.

OL 530—Organizational Culture (3)
This course builds critical skills and competencies that enable leaders to achieve the mission and vision of their organizations and is designed to help leaders understand why organizational culture matters and how to create, discover, and transform their organizational culture. Topics include interpersonal group behavior, complex organizational behavior, leadership styles, the contribution of communications, and the integrative role of management in organizations.

OL 540—Leading Through Change In A Corporate Context (3)
An examination of change and its relationship to conflict within an organization. This course will focus on enabling leaders to understand, anticipate, and direct change as well as how to handle criticism in their organizations.

OL 550—Challenges And Opportunities Of Leading In A National Context (Washington, D.C.) (3)
A special seminar that will consider the particular opportunities and challenges of leading at the national government and corporate levels. Leaders from these contexts will predominate the course as guest speakers. The course examines aspects of managing a national business or ministry, with particular focus on ethical dilemmas, legal and political considerations, and competitive market forces.

OL 560—Organizational Communication & Conflict Management (3)
This course develops the leader's ability to create and effectively communicate a strategic vision within an organization and understand an individual's impact on others. Students learn to identify and improve self-awareness of communication styles and abilities, and to engage, influence, and motivate employees. Topics will include creating a unified organizational climate and culture, managing conflict, understanding team dynamics, and building strong and enduring teams.

OL 570—Strategic Planning & Financial Analysis (3)
This course is designed to train leaders how to think and plan strategically and to develop budgetary structure and discipline that will enable an organization to implement strategic plans. It is our intention to equip students with practical skills and resources to develop sound strategic plans, prepare budgets and forecasts, and establish financial controls and reporting.

OL 580—Issues In Public Ethics (3)
This course will take students deeper in selected ethical issues. It is intended as a continuation of OL 510.

OL 590—Dynamics Of Leading In An International Context (Jerusalem, Israel) (3)
A special seminar that will consider the particular opportunities and challenges of leading at international government and corporate levels. Leaders from these levels will predominate the course as guest speakers. The course examines strategic aspects of managing a global or multinational business or ministry, with particular focus on cultural dynamics, legal and political considerations, and competitive market forces.

OL 599—Capstone Project (3)

This is a leadership project, selected by the student, will pertain to a particular opportunity or problem in their organization or ministry. The purpose of the Capstone is to help the student apply the elements of organizational leadership which the student acquired in the program. The development of this project will be conducted throughout the program and will be guided by a professor in the program.

Personal Development

ORI 101 Orientation (1)

This course is designed to provide students with a thorough introduction to the College, including policies and procedures, academic expectations and financial matters. Focus will be given to time management and study skills that will enhance the student's opportunity for academic success. The course will also include information about the use of technology in the classroom. This course meets for two four-hour sessions. All degree-seeking students must complete Orientation with a passing grade during the first six months of enrollment and before they register for courses that begin after that period of time.

SCS 101 Skills for College Success I (3)

This course is designed to develop strong writing skills used in academic subjects. It will focus on competency in the implementation of strategies for increasing reading comprehension, employing rules of grammar and usage, completing assignments, taking tests, and writing essays. Students will respond to oral and written questions after reading passages. Students will also prepare a persuasive business speech and essay for their final project.

SCS 102 Skills for College Success II (3)

[Prerequisite: SCS 101)]
This course offers intense practice in the writing process, critical reading and critical thinking. Students will write a research paper in a field of interest. Communication skills are emphasized as students present their research to the class as their final project. Library and research skills are taught as well as the MLA format. Upon completion of the course, the student should be able to apply the new competencies to building a successful college career.

Philosophy

PHI 213 Making of the Modern Mind (3)

An understanding of philosophical concepts, beginning with the Greeks through Augustine and concluding with the significant philosophical systems of the Western world and Eastern philosophy. Evaluation of these systems relative to personal faith and values will assist the individual student in developing a statement of philosophy.

Psychology

PSY 103 General Psychology (3)

A study of the fundamental concepts of psychology including biological processes and development, behavior, learning and memory, personality, psychological disorders and social psychology.

PSY 213 Introduction to Counseling (3)
[Prerequisite: General Psychology (PSY 103)]

This course introduces the biblical principles of counseling and outlines the process by which Christian leaders can counsel people with specific problems. The course also provides an introduction to the counseling profession from a Christian perspective, explores how biblical and psychological principles may be integrated and applied to counseling issues, and describes the nature and role of the counselor as a person and as a professional.

PSY 303 Biblical Foundations Of Counseling (3)
[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

This course provides students with foundational biblical concepts of counseling, providing practical application of principles learned through lecture, small group and whole class interaction as well as self-study and oral presentation formats. The student will ultimately be challenged to examine his/her worldview toward counseling in the light of biblical principles.

PSY 313 Marriage And Family Therapy (3)
[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

This course focuses on the importance of the family as the foundational biblical and social institution. Students will develop an understanding of the biblical teaching on marriage and family, skills for assessment and counseling, and resources for referring as necessary to build healthy marriages and families.

PSY 323 Crisis Counseling (3)
[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

This course provides students with the opportunity to explore the dynamics, components, goals, and process of crisis counseling, providing practical application. This course will primarily focus on suicide crisis, crisis within family dynamics, divorce crisis, and crisis arising out of grief and loss.

PSY 333 Conflict Counseling (3)
[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

Students will be introduced to the basic components of conflict resolution, an invaluable tool in all aspects of life and ministry. The student will participate in role plays, practice writing agreements and discuss mediation history and theory. Emphasis will also be placed on developing and implementing a Christian framework for conflict resolution.

PSY 343 Holy Spirit in Counseling (3)
[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

This course is designed to challenge students to seek a place of intimacy with the Holy Spirit, and to regard the Holy Spirit as the actual Counselor as we seek to minister to those in need. Guided by the Holy Spirit through Scripture, the insights of godly men and women who have sought and found that place of intimacy, and direct communication, students will grow to understand, appreciate, and apply this aspect of the role of the Holy Spirit in counseling settings. This course will address the person and work of the Holy Spirit, as well as the Spirit\'s power, gifts, and fruit as these things relate to Christian counseling.

Science

PSI 115 Introduction to Earth Science (3)

A study of earth science including physical and historical geology, meteorology, and descriptive astronomy. The economic, social, and philosophic aspects of the subject matter will be explored. The course includes lectures and demonstrations.

PSI 116 Earth Science Lab (1)

The lab is primarily designed to be a series of experiential learning exercises that can be done individually and submitted either from an onsite, distance or online course format. The focus is intended to be based on flexibility, with the freedom for students to make choices based on their learning styles and what they are interested in learning more about. The aim of the lab is to provide some direction toward meaningful learning and lesson application. The goal of the lab is to provide an engaging and enjoyable experience for adult learners.

PSI 390 Seminar in Physical Science (1)
This course includes readings, discussions and experiments in the physical sciences.

Sociology

SOC 201 Introduction to Sociology (3)

A study of how socialization, culture, organizations, institutions, and change influence social interaction.

SOC 311 Social History of the 20th Century United States (3)

A study of significant changes in American society during the twentieth century with emphasis on both famous and ordinary people who have made these changes happen. Among important topics are transportation, inventions, the economy, commerce, politics, family life and civil rights.

Speech

SPT 241 Speech Communication (3)

The principles of speech composition, outlining and delivery are discussed. There is practice in preparing and presenting speeches that can inform, persuade, demonstrate, and actuate. The student will be encouraged to make immediate application of principles within the current work environment.

SPT 243 Public Speaking (3)

The principles of speech composition, outlining and delivery are discussed. There is practice in preparing and presenting speeches that can inform, persuade, demonstrate, and actuate. The student will be encouraged to make immediate application of principles within the current work environment.

SPT 301 Communication Concepts (3)

An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges is studied.

Theater

THTR 101 Theater for the Local Church (3)

This course provides an overview of the use of theater arts in worship and other ministries of the local church. Emphases will be placed on how theater facilitates gathered worship, presenting the Gospel inside and outside the church, and teaching the Scriptures in creative ways to believers (adults, youth and children) and seekers alike. This course gives attention to the many forms of theater in congregational life as well as addressing engagement strategies in the local community and culture.

THTR 105 Theology, History, and Philosophy of Theater in the Church (3)

This course will introduce students to three foundational areas of theater arts. First, it will provide the theological foundations of storytelling and dramatic expression as revealed by the character of God and His Word. Second, it will overview the history of theater from the early days to the 21st century, considering the writings of theologians and fathers of the Christian faith. And third, it will integrate the philosophies that have impacted the use of theater in the church and its intermittent banishment, towards a discussion of the place of theater arts in the Church today.

THTR 110 Theology of Theater in the Church (3)

This course will give an introduction to the biblical foundations of storytelling and drama as they relate to the character of our dramatic God. Writings of theologians and Fathers of the Christian faith will provide supporting materials for discussion and study.

THTR 201 Storytelling & Scriptwriting—Level One (3)

Students will learn and practice the fundamentals of storytelling and writing a good script; including structure, theme, plot, character development, character interrelationships, perspective, conflict and resolution.

THTR 205 Theater Administration & Production for the Local Church (3)

This course gives students practical guidance in developing a local church theater team or company; including working with church staff, finding resources, fundraising, developing budgets, recruiting actors, training, rehearsal administration, and developing a theatrical production for the local congregation. The student will learn how various dramatic elements can be produced in local church ministry as well as gain an understanding of the technical areas of theater production.

THTR 301 Acting Techniques for the Local Church—Level 1 (3)

In this course, students will be introduced to various approaches to acting, stage basics, and terminology. Students will awaken their imaginations through improvisation, exercises, and exploration and learn the fundamentals of motivation, objective, and working with a scene partner.

THTR 305 Directing for the Local Church (3)

This course introduces students to the creative and technical aspects of directing for live and video performance in the local church context, with attention given to script selection, analysis, picturization, movement, tempo, stage business, casting and rehearsal planning.

THTR 310 Stage Craft for the Local Church (3)

In this course students will survey the various technical aspects of theatrical production including lighting, audio, set design, costumes, props, and special effects. Along with general considerations of theater stage craft, guidance will be given for stage craft specifically related to gathered worship and congregational contexts of the church.

THTR 401 Scriptwriting—Level Two (3)
[Required: THTR 201 or demonstrated competency.]

In this course students will deepen their understanding of story structure, character development conflict, and narrative adaptation, with ample opportunity for writing and revising pieces appropriate for various local church ministries.

Worship

WOR 111 Planning for Worship (3)

A class created to help Worship Leadership evaluate song selection and program design for gathered worship services. Specific attention will be given to three considerations: the micro-culture of your congregation, the development of worship environments, planning questions for service development.

WOR 221 Theology of Worship (3) [replaces MU 321 Theology of Worship and Music]

A study of the basic issues of the Theology of Worship; starting with God's revelation of Himself through Creation, to His worship training through the establishment of the Sacrificial System given to Israel, to an evaluation of the worship life of Jesus, and on into the development of worship instruction given in the New Testament epistles and the Revelation of John.

WOR 231 Theology of Imagination and the Arts (3)

This course will acquaint students with a general view of the Arts as seen in modern Western culture; comparing that view to a biblical view of "imaginative" and artistic expression. Students will then consider the biblical teaching on "imaginal intelligence" and its role in the worship of GOD specifically, in the life of His Church and Her global ministries, and in human experience and culture generally. They will also be encouraged to develop a "vantage point" on how imaginative and artistic expression—in the market place, and the faith community, as well as the elite Arts World-is a part of everyday life. The class will finally suggest six (6) important questions related to the biblical standards for evaluating artistic expression.

WOR 313 Worship in the Old Testament (3)

This course will give the student an overview of the biblical and ancient historical foundations of Christian worship as reported in the Old Testament, noting worship encounters, contexts, music, signs and symbols; evaluating the purposes of Israel's sacrificial system, covenants, festivals, along with issues of sacred space and the role of the artist in developing worship contexts, all as elements revolving around God's purpose to create humans to glorify Him and enjoy intimate communion with HIM through worship, as individual worshipers and as a community of worshipers.

WOR 314 Worship in the New Testament (3)

A study of worship in the New Testament encompassing an evaluation of the worship life of Jesus, Jesus' specific teachings on worship, and the key apostolic teachings and New Testament passages on worship.

WOR 315 Personal Worship - Seven Biblical Practices that Liberate the Soul (3) Arranging for Worship Ensembles]

An overview of the "personal devotion practice" of Jesus– looking at these practices as 1) an incarnated reflection of the essence of God's mandated 'practices' for Israel's worship, 2) as a reflection of the 'great worship-focus' shift He inaugurated (from external to internal, e.g. John 4: 22-24); and evaluate seven (7) exercises that will help students develop a more consistent 'companioning worship walk' Christ for themselves.

WOR 221 Theology of Worship (3) [replaces MU 321 Theology of Worship and Music]

A study of the history and development of the relationship between worship and music and its current challenges and opportunities is explored.

WOR 323 Worship Leadership in the Church I (3) [replaces CM 323 Worship Leadership and Music Ministry in the Church I]

A study of seven (7) basic elements that exist in practically any local church worship ministry. The class will provide a generic blueprint for congregational worship, regardless of denominational or cultural context, that both describes seven fundamental aspects related to developing and administrating a congregation's worship ministry; and, considers how these areas interface with each other as a congregation's worship leadership works to make *the worship of GOD through Christ* central to the congregation's life and community-culture engagement.

WOR 333 Worship Leadership in the Church II (3) [replaces CM 333 Worship Leadership and Music Ministry in the Church II]

A study of five (5) biblical *stewardships* any person involved in congregational worship leadership must practice. The class focuses primarily on the heart and strategic vision of Worship Leaders themselves; and how what they *imagine* their task to be affects their actual *leading* of a congregation's worship ministry. The class will give a generic description of each of these five suggested biblical *way-of-life stewardships*, regardless of denominational or cultural context. The class will then challenge students to consider the Bible's teaching about the high calling and high standards of those involved in facilitating and administrating a congregation's worship ministry. The class content focuses on the biblical revelation that worship is central every believer's, and the Christian Community's, life; and therefore to actually make *the worship of GOD through Christ* central to the congregation's life and community-culture engagement, those leading the congregation's worship must be committed to and practicing these five stewardships.

WOR 335 Worship Leader-Lead Pastor Relationships: The Biblical Mandates (3)

This course guides the current or future worship leader/director, and the current or future pastor, through five (5) critical dynamics of relationship central to any healthy congregation, regardless of denomination or chosen gathered-worship style. The class's content will build upon the "love one another" teachings of the New Testament (specifically John 13:34-35). Through the course assignments, the student will write a Mission Statement expressing their own definition of worship, a set of core values related to personal worship, a set of core values related to core values of public worship, and a set of relationship expectations they hold that they believe will help create an effective team-ministry between lead-pastor and worship-pastor.

WOR 341 Worship Media and Technologies (3) [replaces MU 341 Technology in Worship]

The practical use of technology in worship is the focus of this class, including sound systems, lighting, electronic musical instruments, Power Point, Media Shout and other audio-visual elements. This course will include a survey of products available as well as basic hands-on.

WOR 360 Worship Leadership Platform-Performance Skills—Level 1 (3)

This class specializes on the performance of worship songs on the platform. Each week students will be required to have memorized and perform at least two worship songs, self-accompanied on keyboard or guitar, or with an accompanist they themselves recruit. The student will lead the class in those songs. Then the student will be analyzed, coached and evaluated on their musical delivery, stage presence, audience connection, and 'worship-environment' development. Their grade will be determined on the basis of a four-song worship set presented on the last class session; evaluated by both classmates and the instructor.

WOR 421 The Heart of the Worship Leader: Ten Biblical and Theological Issues (3) [replaces MU 421 The Heart of the Artist]

The student must understand the temperament of artist, the devotional life of the worship leader and the relationships a worship leader has with church staff and church members. This course takes a close look at the struggles facing Christian artists and worship leaders and relates how to guard against sin in ministry.

WOR 450 Biblical Foundations of Worship in Evangelism & Missions (3)
This course will highlight the biblical dynamics of worship—the reverence toward and declaration of GOD's reality, supremacy, glory, love, compassion, forgiveness, and saving work through Christ—specifically as they relate to non-believers and marketplace communities and cultures. Attention will be given to worship evangelism possibilities outside the four walls of local church programming; as well as to the Bible's teaching of cross-cultural and global worship (*ethnodoxology*) mandates and principles that all worship leadership should constantly keep in view.

WOR 460 Worship Leadership Platform-Performance Skills—Level 2 (3)
[Pre-requisite: WOR 360]

This class carries on from *Worship Leadership Platform-Performance Skills—Level 1*. Each week students will be required to have memorized and perform at least two worship songs, self-accompanied on keyboard or guitar, or with an accompanist they themselves recruit. The student will lead the class in those songs. Then the student will be analyzed, coached and evaluated on their musical delivery, stage presence, audience connection, and 'worship-environment' development. Their grade will be determined on the basis of a four-song worship set presented on the last class session; evaluated by both classmates and the instructor.

WOR 489 Worship, Imagination, and the Arts Capstone (3) [replaces MU 489 Music and Worship Capstone]
[Prerequisite: All other courses in the student's Worship, Imagination, and the Arts degree program]

This course is designed to allow the student to consolidate the key principles of their general education studies with their specific degree focus within the *School of Worship, Imagination and the Arts*. Students will synthesize the relationships between their general education studies and their chosen degree focus; and then make applications of these studies to their future life, work and ministry. The Capstone Paper (25 page

minimum) wherein the student will state the major themes of their degree's curriculum and how those themes have been integrated into their own thinking and future life, work and ministry plans. Students complete the requirements for their Academic Portfolios during this course. A minimum grade of C in this course is required for graduation.

WOR 491 Worship Leadership Internship (3) [replaces MU 491 Music Internship]
[Prerequisite: generally done in the student's final year of the course work for their Worship Studies major]

The student will temporarily serve a minimum of 60 hours as staff (volunteer or paid) on a worship staff team in a local church worship ministry department. In that capacity the student will do three things: 1) assist in the administration and implementation of the worship services of that church; 2) complete six (6) interviews of journeyman worship staff personnel serving at churches with attendance of 400 or more (interview questions are provided); and 3) do reading and feedback on the role of worship related to overall church health and growth. Generally the student will do this *internship* sometime between the Fall/Winter session from Labor Day through Christmas and the Winter/Spring session from January to mid-May). The student will be provided a *Worship Studies Internship* Syllabus from their faculty advisor that includes the direct guidelines for the Internship. The goal of this internship is to allow the student to begin honing the attitudes, values and competencies of worship ministry in the context of real-life local church worship ministry. Upon special request by the student, other *internship* contexts may be approved.

Year indicates first year on the WC Faculty.

ANDERSON, NEIL T., *Ministry Leadership, Chaplain (2012)*
    B.S., Arizona State University
    M.A.C.E, Talbot School of Theology
    D.Ed., Pepperdine University
    D.Min., Talbot School of Theology

BIVINS, BETH, *General Education, Chair*
    B.A., English, Milligan College
    M.A.T. East Tennessee State University

BRADLEY, TODD, *Vice President, Academic Affairs; ML Dept. Chair; Ministry Leadership (2013)*
    B.A., Texas A&M University
    Graduate studies, Jerusalem University College
    M.A., U.S. Army Command and General Staff College
    M.A.R., Liberty University
    D. Miss, Western Seminary

LANDERS, SHARON, *Dean Emeritus (2000)*
    B.A., Texas Christian University
    M.A., Texas Christian University
    Ph.D., Texas Christian University

HUDSON, KAREN, *Registrar (2009)*
    B.A., Chapman University
    Additional graduate hours at Chapman University

SPRADLIN, BYRON, *Worship Studies*, *Chair (2010)*
    B.A., University Of California at Davis
    M.C.M., Western Conservative Baptist Seminary
    M.Div., Western Conservative Baptist Seminary
    D.Min, Liberty University Theological Seminary
    Additional graduate hours at Fuller Theological Seminary

SMITH, ED, WC President; *Business Administration (2010)*
    B.A., Georgetown College
    M.B.A., University of Kentucky
    Ph.D., Regent University

WEBSTER, DEREK, *Business Administration, Chair; Ministry Leadership (2014)*
    B.S. Organizational Management - Colorado Christian University
    M.Div. - Golden Gate Baptist Theological Seminary
    M.B.A. - University of Wales

WOLLAS, ROBYN, *Director-Student Services, General Education* (2009)
    B.B.A., University of Texas
    M.S., University of Tennessee

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ANDREWS, PAM, *Worship Studies (2013)*
      BME, Union University
      MA, University of Hawaii at Manoa

BAKER, KYLE, *Worship Studies (2011)*
      B.M.E., University of Louisville
      M.M., Belmont University

BANKS, DAN, *Business Administration (2012)*
      B.S., University of California
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BEEHLER, DON, *Business Administration (2014)*
      B.S., Central Michigan University
      M.A., California State University

BONNER, JEFFREY*, Business Administration (2012)*
      B.S., Arkansas State University
      M.B.A., Arkansas State University
      Additional graduate hours at Golden Gate University and Christian Brothers University

BRADLEY, MATTHEW, *Ministry Leadership* (2014)
      B.A., East Tennessee State University
      Th.M., Dallas Theological Seminary

CLAUSING, CAM, *Ministry Leadership* (2014)
      B.A., Moody Bible Institute
      M.A., Reformed Theological Seminary

CLAUSING, TARYN, *Ministry Leadership* (2014)
      B.A., Adelaide College of Ministries
      M.A., University of Southern Queensland

CONNOR, JAY, Business (2014)
      B.A., Georgetown College
      M.A., Louisiana State University
      Ph.D., Louisiana State University

COWHERD, KEVIN (2014) Business (2014)
      B.A., Georgia Institute of Technology
      E.M.B.A., Vanderbilt University

CUMBEE, JIM, *Business Administration (2012)*
      B.A., Westminster College
      M.B.A., Harvard Business School
      J.D., Kansas City School of Law, U. Missouri

DEMORE, CHARLES, *Accounting Certificate* (2014)
        B.S., Tennessee Technological University
        M. Div., Southwestern Baptist Theological Seminary

DILLON, DAVE, *Ministry Leadership (2001)*
        B.A, Faith Baptist Bible College
        M.Div., Grand Rapids Theological Seminary
        A.B.D., Ohio State University in adult education, higher education administration, research, and evaluation.

FRAZIER, ROB, *Ministry Leadership (2010)*
        B.A. The King's College
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GUICE, WILLIAM (2012), *Ministry Leadership* (2012)
        B.S., University of Louisiana Monroe
        M.A., Fuller Theological Seminary
        D.Miss., Fuller Theological Seminary (ABD)

HARVEY, JAMES, *Ministry Leadership (2003)*
        B.A., University of Oklahoma
        M.Div., Southwestern Baptist Theological Seminary
        D.Min., Golden Gate Baptist Theological Seminary

KETRING, BRENT, *Psychology/Counseling (2012)*
        B.A., The Baptist College of Florida
        M.Div., The Southern Baptist Theological Seminary

LICKEY, ADAM, *Ministry Leadership* (2014)
        B.A., Union University
        M.Div., Southern Baptist Theological Seminary
        Ph.D. (in progress), Liberty University

MASON, CHRIS , *Information Technology* (2014)
        B.S.I.M. Purdue University

MCKAY, DAVID, *Music (2010)*
        B.M., Heidelberg College
        M.M., University of Cincinnati, College- Conservatory of Music

MCLELLAND, KRISTI*, Ministry Leadership* (*2006*)
        B.S., Delta State University
        M.A.C.E., Dallas Theological Seminary

MILLER, DAN, *Business Administration (2013)*
        M.A., Western Kentucky University

O'DONNELL, JIM, *Business Administration (2013)*
        B.S., University of Kentucky
        M.B.A., Xavier University

PAILY, RUTH, *Mathematics* (*2005*)
       B.B.A., The University of Iowa
       M.B.E., Georgia State University
       M.S.T., Middle Tennessee State University

PARDUE, DOUG, *Information Technology* (2012)
       Industry Certifications: EMC Proven Professional Cloud Architect – Expert [EMCCAe] EMC Proven Professional Technology Architect EMC Isilon Certified Storage Engineer VMware Certified Professional, versions 2, 3, 4 and 5 ITIL Foundations (ITIL is the Information Technology Infrastructure Library and is a framework and approach to IT service delivery and management.); Microsoft Certified Systems Engineer (NT Server 4.0, Server 2000, Server 2003); MCTS: Microsoft Windows SharePoint Services 3.0; MCTS: Microsoft Office SharePoint Server 2007 Red Hat Certified Technician (RHCT) for Red Hat Enterprise Linux 3.x and 5.x); Microsoft Certified Trainer credential (authorization to deliver Microsoft Official Curriculum).

PETAK, HEIDI, *Speech Communication (2011)*
       B.S., John Brown University
       M.A., University of Arkansas
       Ph.D., Regent University

ROBINSON, LAUREN, *Psychology (2011)*
       B.A., Calvin College
       M.S., Memphis State University

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       B.A., Bible, Bob Jones University
       M.A., Pastoral Studies, Bob Jones University
       Ph.D., Pastoral Theology, Bob Jones University

THOMPSON, PHYLLIS, *Business (2014)*
       B.A., University of Georgia
       M.Ed., Vanderbilt University
       D.Ed., Vanderbilt University

WELLS, DICK, *Business (2014)*
       B.S., Georgia Institute of Technology

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