



WILLIAMSON  
— COLLEGE —

# CATALOG

2018-2019

EQUIPPING MINDS. ENGAGING HEARTS. FOLLOWING CHRIST.

[WWW.WILLIAMSONCC.EDU](http://WWW.WILLIAMSONCC.EDU)



**...Creating a rigorous academic environment to equip and empower graduates  
to be on mission in the world for Christ**

# **Catalog**

## **2018-19**

This Catalog was published July 1, 2018.

**Williamson College**  
**Phone: 615/771-7821**  
**Webpage: [www.williamsoncc.edu](http://www.williamsoncc.edu)**  
**E-mail: [info@williamsoncc.edu](mailto:info@williamsoncc.edu)**

## TABLE OF CONTENTS

CATALOG.....	1
NONDISCRIMINATION POLICY .....	1
ACCREDITATION .....	1
STATUS .....	1
ORGANIZATION.....	2
BOARD OF TRUSTEES.....	2
ADMINISTRATION/STAFF .....	3
WELCOME FROM THE PRESIDENT.....	4
BRIEF HISTORY .....	5
LOCATION AND FACILITIES .....	6
CALENDAR OF EVENTS.....	7
MISSION STATEMENT.....	10
INSTITUTIONAL GOALS .....	11
OUR GUIDING VALUES .....	11
STATEMENT OF FAITH .....	12
CHRISTIAN PHILOSOPHY OF EDUCATION .....	12
CODE OF CONDUCT .....	13
GENERAL POLICY STATEMENTS .....	14
UNDERGRADUATE ADMISSIONS REQUIREMENTS.....	17
GRADUATE ADMISSIONS REQUIREMENTS .....	25
LANGUAGE PROGRAM REQUIREMENTS.....	28
UNDERGRADUATE EDUCATIONAL COSTS .....	29
GRADUATE EDUCATIONAL COSTS.....	33
FINANCIAL AID PROCEDURES .....	34
STUDENT DEVELOPMENT AND STUDENT SERVICES .....	48
ACADEMIC POLICIES AND PROCEDURES .....	51
ACADEMIC PROGRAMS .....	69
COURSES .....	84
FACULTY.....	105
INDEX.....	110

## **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 incurs 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. 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, Bachelor's, and Master'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, aid, and Veteran's benefits.

Association for Biblical Higher Education  
5850 T. G. Lee Blvd., Suite 130  
Orlando, Florida, 32822  
407/207-0808, [www.abhe.org](http://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 Associate Degree in Leadership the Bachelor of Science degree in Ministry Leadership, and Business Administration, as well as the Master of Arts in Organizational 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 – 2018-19

ARRINGTON, MIKE, Brentwood, Tennessee

Term Expires 2020

ASKEW, GARRY, Brentwood, Tennessee

Term Expires 2019

BURNS, WILL, Secretary, Nashville, TN

Term Expires 2019

CRAYTON, MELANIE, Brentwood, Tennessee

Term Expires 2024

FARROW, AMY, Franklin, Tennessee

Finance/Audit-Term Expires 2019

HOWARD, B.J., Chair, Brentwood, Tennessee

Term Expires 2022

JONES, GINGER, Franklin, Tennessee

Term Expires 2022

O'DONNELL, JIM, Vice Chair, Franklin, Tennessee

Term Expires 2018

ROSE, ED, Arrington, Tennessee

Term Expires 2024

*All terms expire on December 31 of the year stated.*

## ADMINISTRATION / STAFF

### EXECUTIVE TEAM

ED SMITH, Ph.D., President

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

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

DAVID McCALL, M.A., Vice President of Advancement

AVERY BROWN, CPA, M.Acc., Business Office Manager

CARLI CANNON, M.A., Admissions Counselor

LAURA FLOWERS, A.A., Admissions Manager

SHARON LANDERS, Ph.D., Dean Emeritus

CRIS MAJORS, B.A., Director - Financial Aid

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

College Auditor: Blankenship CPA Group, Brentwood, TN

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

## WELCOME FROM THE PRESIDENT

Welcome to Williamson College! Within our halls you will find faculty, staff, trustees, and students who are faithfully committed to the gospel of Jesus Christ. Whether you are pursuing the business marketplace or the diverse paths of professional ministry, you are sure to enjoy your journey as a dynamic and collaborative learning experience.

Williamson College is a setting in which you will be encouraged in your life's calling, confronted toward greater excellence, equipped for community and world leadership, and prepared for modeling the truth of Christ in the challenging issues of the 21<sup>st</sup> century.

Our college environment is one in which the Bible is taken seriously. As Carl F. H. Henry explains, "Millions upon millions of people would be lifted above life that is bitter and bewildering if their minds and deeds were shaped by the revealed truth of God. In our materially-minded world, life's greatest profitability still lies in heeding what the Bible teaches."

At Williamson College we dare to consider the Bible a reliable source in courses ranging from Accounting and Economics to Systematic Theology and Organizational Leadership, all through a Christian Worldview.

We believe that during your time here, you will discover how seriously we take our motto: "Equipping Minds, Engaging Hearts, and Following Christ." I can't think of a better way to change the world! I hope you will join us in that noble endeavor.

Edward M. Smith, Ph.D.  
President



## BRIEF HISTORY

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 (name changed to Business Administration in 2012), 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.



## LOCATION AND FACILITIES

Williamson College offers learning experiences through the Internet and locally in Williamson County. Onsite undergraduate students attend classes at the Mallory Station Road Site in Franklin, TN. 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 6:00 p.m. Monday, Tuesday, & Thursday

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

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 at 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 <https://williamsoncc.edu/academics/library/>

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](http://www.tntel.info) consists of more than 400,000 magazine, journal, and newspaper articles plus essays, videos, e-books, podcasts and more.

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 the college.



**Susan Mays**  
Vice President- Operations

<b>UNDERGRADUATE CALENDAR OF EVENTS 2018-2019</b>
---

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.

**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 course per module.

<b>FALL 2018 MODULE ONE</b>					FINALS DUE	CLASS NIGHT
7/16/2018	7/23/2018	7/30/2018	8/6/2018	8/13/2018	8/20/2018	M
7/17/2018	7/24/2018	7/31/2018	8/7/2018	8/14/2018	8/21/2018	T
7/19/2018	7/26/2018	8/2/2018	8/9/2018	8/16/2018	8/23/2018	R
<b>MODULE TWO</b>						
						M
8/21/2018	8/28/2018	9/4/2018	9/11/2018	9/18/2018	9/25/2018	T
8/23/2018	8/30/2018	9/6/2018	9/13/2018	9/20/2018	9/27/2018	R
<b>Undergrad FALL BREAK September 23-29</b>						
<b>MODULE THREE</b>						
10/1/2018	10/8/2018	10/15/2018	10/22/2018	10/29/2018	11/5/2018	M
10/2/2018	10/9/2018	10/16/2018	10/23/2018	10/30/2018	11/6/2018	T
10/4/2018	10/11/2018	10/18/2018	10/25/2018	11/1/2018	11/8/2018	R
<b>MODULE FOUR</b>						
11/5/2018	11/12/2018	11/26/2018	12/3/2018	12/10/2018	12/17/2018	M
11/6/2018	11/13/2018	11/27/2018	12/4/2018	12/11/2018	12/18/2018	T
11/8/2018	11/15/2018	11/29/2018	12/6/2018	12/13/2018	12/20/2018	R
<b>No classes</b>						

SCHEDULE CLARIFICATION: All final papers/projects are due electronically by 6:00PM via Populi Learning Management system one week after last class session, or Week Six of the course. Students are also simultaneously beginning their next Module of classes.

		<b>SPRING 2019</b>			FINALS DUE	CLASS NIGHT
		<b>MODULE FIVE</b>				M
*1/3/2019	1/8/2019	1/15/2019	1/22/2019	1/29/2019	2/5/2019	T
1/3/2019	1/10/2019	1/17/2019	1/24/2019	1/31/2019	2/7/2019	R
<b>MODULE SIX</b>						
2/4/2019	2/11/2019	2/18/2019	2/25/2019	3/4/2019	3/11/2019	M
2/5/2019	2/12/2019	2/19/2019	2/26/2019	3/5/2019	3/12/2019	T
2/7/2019	2/14/2019	2/21/2019	2/28/2019	3/7/2019	3/14/2019	R
<b>MODULE SEVEN</b>						
3/11/2019	3/18/2019	3/25/2019	4/1/2019	4/8/2019	4/15/2019	M
3/12/2019	3/19/2019	3/26/2019	4/2/2019	4/9/2019	4/16/2019	T
3/14/2019	3/21/2019	3/28/2019	4/4/2019	4/11/2019	4/18/2019	R
<b>SPRING BREAK WEEK OF APRIL 14-20</b>						
<b>MODULE EIGHT</b>						
4/22/2019	4/29/2019	5/6/2019	5/13/2019	5/20/2019	5/27/2019	M
4/23/2019	4/30/2019	5/7/2019	5/14/2019	5/21/2019	5/28/2019	T
4/25/2019	5/2/2019	5/9/2019	5/16/2019	5/23/2019	5/30/2019	R
<b>MODULE NINE</b>						
*5/28/2019	6/3/2019	6/10/2019	6/17/2019	6/24/2019	7/1/2019	M
5/28/2019	6/4/2019	6/11/2019	6/18/2019	6/25/2019	7/2/2019	T
5/30/2019	6/6/2019	6/13/2019	6/20/2019	6/27/2019	7/4/2019	R

**BACCALAUREATE AND COMMENCEMENT EXERCISES:** May 18, 2019

**OFFICE CLOSURES:**

Wednesday, July 4, 2018 Independence Day  
Monday, September 3, 2018 Labor Day  
November 21-23, 2018 Thanksgiving Break  
Christmas Holiday Break December 17, 2018- January 1, 2019  
Monday, January 21, 2019 Martin Luther King Day observed  
April 19, 2019, Good Friday  
Friday, May 24 - Monday, May 27, 2019 Memorial Day

## MAOL COHORT #4 2017-19 SCHEDULE

ORIENTATION	Monday, August 7, 2017, 6:00-8:00pm
OL 500 CRITICAL THINKING	August 25-27, 2017 weekend seminar
OL 501 BIBLICAL PRINCIPLES OF GLOBAL LEADERSHIP	Saturdays: September 16, 30, October 14, 2017
OL 510 ETHICAL LEADERSHIP IN PUBLIC LIFE	Saturdays: November 4, 18, December 2, 2017
OL 530 ORGANIZATIONAL CULTURE	January 5-7, 2018 weekend seminar
OL 520 **SEMINAR	TBD January 2018
OL 540 LEADING THROUGH CHANGE IN A CORPORATE CONTEXT	Saturdays: February 24, March 10 and 24, 2018
OL 550 CHALLENGES & OPPORTUNITIES OF LEADING IN A NATIONAL CONTEXT (Washington, D.C.)	TBD- Apr or May 2018
OL 520 **SEMINAR	TBD April 2018
OL 560 ORGANIZATIONAL COMMUNICATION & CONFLICT MGT.	Saturdays: June 2, 16, 30, 2018
OL 565 BUSINESS RISK MANAGEMENT	Saturdays: July 21, August 4 and 18, 2018
OL 570 STRATEGIC PLANNING & FINANCIAL ANALYSIS	Saturdays: September 8, 22, October 6, 2018
FINAL CAPSTONE PROJECT September 2018 – March 15, 2019	
First CAPSTONE MEETING	Saturday, November 3, 2018
OL 520 **SEMINAR	TBD October or November 2018
CAPSTONE MEETING	Saturday, January 12, 2019
CAPSTONE MEETING	Saturday February 9, 2019
OL 590 DYNAMICS OF LEADING IN AN INTERNATIONAL CONTEXT	March 9-20, 2019
**OL 520 PRINCIPLED LEADING IN A STATE & LOCAL CONTEXT (Nashville)	TBA – throughout program (local/state seminars,
OL 599 CAPSTONE PROJECT DUE	March 15, 2019
	Graduation May 18, 2019

## MAOL COHORT #5 2018-20 SCHEDULE

FALL 2018 ORIENTATION	Monday, August 6, 2018, 6:00-8:00pm
OL 500 CRITICAL THINKING	August 17-19, 2018 weekend seminar
OL 501 BIBLICAL PRINCIPLES OF GLOBAL LEADERSHIP	Saturdays: September 15, 29, October 13, 2018
OL 510 ETHICAL LEADERSHIP IN PUBLIC LIFE	Saturdays: November 3, 17, December 1, 2018
<hr/>	
Spring 2019	
OL 530 ORGANIZATIONAL CULTURE	January 4-6, 2019 weekend seminar
OL 520 **SEMINAR	TBD January 2019
OL 540 LEADING THROUGH CHANGE IN A CORPORATE CONTEXT	Saturdays: February 23, March 9 and 23, 2019
OL 550 CHALLENGES & OPPORTUNITIES OF LEADING IN A NATIONAL CONTEXT (Washington, D.C.)	April 28- May 2, 2019
OL 520 **SEMINAR	TBD April 2019
<hr/>	
Fall 2019	
OL 560 ORGANIZATIONAL COMMUNICATION & CONFLICT MGT.	Saturdays: June 29, July 13 and 27, 2019
OL 565 BUSINESS RISK MANAGEMENT	Saturdays: August 24, September 7 and 21, 2019
OL 570 STRATEGIC PLANNING & FINANCIAL ANALYSIS	Saturdays: October 12, 26, November 9, 2019
FINAL CAPSTONE PROJECT November 2019 – March 15, 2020	
First CAPSTONE MEETING	Saturday, November 23, 2019
OL 520 **SEMINAR	TBD October or November 2019
<hr/>	
Spring 2020	
CAPSTONE MEETING	Saturday, January 11, 2020
OL 590 DYNAMICS OF LEADING IN AN INTERNATIONAL CONTEXT	Tentative dates: February or March 2020
CAPSTONE MEETING	Saturday February 8, 2020
CAPSTONE DUE	March 16, 2020
**OL 520 PRINCIPLED LEADING IN A STATE & LOCAL CONTEXT (Nashville)	TBA – throughout program (local/state seminars,
Require, but no credit	Graduation May 16, 2020

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, non-profit organizations, business, and socio-cultural.
7. The essence of *Live Sent* is assumed in the Williamson College mission statement in which graduates are taught to follow the model of Jesus when He invites us to become fishers of men (Matthew 4:19). We are all called to be laborers in the harvest (Luke 10:2).

#### 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 students, 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).

### **Statement on Marriage, Gender, and Sexuality**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Williamson College shall only recognize and teach marriage between one biological man and one biological woman. Further, staff, faculty, and trustees of Williamson College shall only be married to a member of the opposite biological sex. Employees and trustees of Williamson College shall only officiate, host, and/or solemnize marriages between one biological man and one biological woman, and shall not foster any activity contrary to God's ordained definition of marriage.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, and bisexual conduct) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).



We believe that in order to preserve the function and integrity of Williamson College, and to provide a Biblical role model to Williamson College students and the community, it is imperative that all persons employed by Williamson College in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual or organization are to be repudiated and are not in accord with Scripture nor the policies of Williamson College.

### **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).

## **GENERAL POLICY STATEMENTS**

### **Drug and Alcohol Policy**

In keeping in compliance with the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Williamson College drug prevention policy is provided to the campus community annually. Williamson College prohibits the manufacturing, possession, selling, purchasing or use of illegal drugs or alcohol on the college campus or as a part of any college-sponsored activity.

Students and employees in violation of the policy related to drugs or alcohol are required to participate in a prevention program or see a licensed counselor designated by the College with the intention of correcting the problem of the person at his or her own expense. The student or employee must meet weekly for a minimum of three months in the program, and receive a signature from the person who can verify participation in the activity. Following completion of the program, the student or employee will remain on a probationary period for three additional months. Refusal to effectively participate in the program or meet with a counselor will result in immediate dismissal as a student or employee of the College.

Federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess controlled substances. Penalties imposed depend upon many factors, including possible prosecution, fines, or confinement. Pursuant to state law, it is unlawful to sell, furnish, or provide alcohol to anyone under the age of 21. A minor who is convicted for underage possession, consumption, or transportation of drugs or alcohol, may face criminal penalties and license suspension. Adherence to such laws is not limited to College premises. Violation of the policy will result in disciplinary procedures and sanctions.

### **Substance Abuse Education (Drug & Alcohol)**

The campus community must abide by the College’s policy related to drug and alcohol abuse. Students are informed of the policy in new student Orientation and can ask questions about school standards regarding substance abuse and sanctions related to its violation. The policy is stated in the College catalog and Student Handbook. Employees are advised when newly hired. A licensed counselor in the area is invited to present an educational seminar to the campus community on an annual basis. In addition to informing participants of laws surrounding drugs and alcohol, definitions and signs of substance abuse are also provided. The presenter will offer referrals to local counseling services and supplementary programs in the area. Interested individuals are advised to contact the Director of Student Services or Vice President of Operations for resources related to substance abuse. Individuals may also be referred to the College’s Pastoral Counselor.

## **Emergency Procedures Policy**

### ***Civil Disorder/Criminal Activity***

In the case of civil disorder or criminal activity, 911 should be called as soon as the situation is either out of control or has a good possibility of being out of control.

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 two-doors down from the Mallory Station Road 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 possible/available, 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.

Note 1: A first aid kit is located in the upper right-hand cabinet in the front kitchen.

Note 2: The City of Franklin maintains a fire station two-doors down from the Mallory Station Road Site. A person should be sent to the fire station to request assistance 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 Complaint 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 required to inform the 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 Offenses Policy**

Any type of sexual offense, such as assault or violence (including domestic), is forbidden by the College. Sexual offenses are defined as any sexual act or physical contact of a sexual nature with or without consent. Consent requires a voluntary positive agreement between participants to engage in specific sexual activity. Sexual offenses which are unlawful but consensual do take into account attempts [includes incest, statutory rape]. These offenses can also be defined as “non-forcible”, or unlawful, non-forcible forms of sexual crimes. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (FBI, 2013).

### **Use of Tobacco Products**

Students are encouraged to refrain from the use of all tobacco products including e-cigarettes 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 in the College buildings and at any College-sponsored activities. Violation of this policy may result in expulsion of the offender.

## UNDERGRADUATE ADMISSION REQUIREMENTS

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 an interdenominational 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 Statement* in addition to meeting all other admission standards respective to their admission path. The College reserves the 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. Class sizes are limited. A wait may incur until future space is open or the class section is offered again.



**Laura Flowers**  
Admissions Manager



**Carli Cannon**  
Admissions Counselor

### 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 regard 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's 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. Please note that acceptance to the college may be established with stipulations that should be met for continued enrollment. These stipulations may outweigh advancement conditions further outlined in the catalog or other documents provided by the college.

**All students MUST provide their own laptop computer.**

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

- ✓ Complete the Dual Enrollment Application and forms online at <http://www.williamsoncc.edu/apply-online/>.
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/> or make checks or money orders payable to Williamson College.
- ✓ Submit Consent for Dual Enrollment form.
- ✓ Submit an admissions essay, specifics found at: <http://www.williamsoncc.edu/wp-content/uploads/2014/05/DualEnrollment-Essay.pdf>

- ✓ Request 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 Student Path (first time college student)

- ✓ Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>.
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/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](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](http://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 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.

#### >International Student Path

- ✓ Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>.
- ✓ Submit a \$100 nonrefundable application fee at <https://williamsoncc.edu/resources/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](http://www.williamsoncc.edu/wp-content/uploads/2014/02/Admission-Essay--Undergraduate.pdf)
- ✓ Submit copy of high school diploma, certificate of completion or transcripts. Please note: Admission to Williamson College requires completion of secondary school.
- ✓ Request that official transcripts be forwarded directly to the Office of Admissions from each non-US college or university attended. Transcripts must be in the form of official copies of academic records. These must be accompanied by an English translation of the documents. 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](http://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 the Office of Admissions 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:
  - A minimum TOEFL\* score of 520 is required on the paper-based test; or
  - A minimum TOEFL\* score of 175 is required on the computer-based test; or
  - A minimum TOEFL\* score of 60 is required on the Internet-based test.

*\*An alternative English Language Test international students may take is the International English Language Testing System (IELTS). A minimum score of 5 is required.*
- ✓ Submit bank statement demonstrating financial capability of paying tuition, fees and living expenses for the first academic year of program. The bank statement must be current and indicate the account monetary value equivalency in USD (United States dollars). If a student will be sponsored, a current sponsor bank statement demonstrating financial capability and completed financial support form (provided by the Office of Admissions) will be required.
- ✓ Submit documentation substantiating official status with the US Citizenship and Immigration Service (USCIS), in order to determine eligibility to study in the United States as follows:
  - Copy of current Visa
  - Copy of current Passport
  - Copy of current I-94 Card
  - Copy of current I-20 if transfer student from another US college or university
- ✓ Submit copy of passport and visa for any dependents that will be listed on student's I-20.
- ✓ Submit current complete foreign address to Office of Admissions.
- ✓ 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).

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

- ✓ Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>.
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/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>
- ✓ Request that official transcripts be forwarded directly to the Office of Admissions 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.
- ✓ Please contact the Admissions Office for information about additional documentation required for returning International Students.

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 Student Path:**

- ✓ Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>.
- ✓ Submit an admissions essay, specifics found at: <http://www.williamsoncc.edu/wp-content/uploads/2014/02/Admission-Essay--Undergraduate.pdf>
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/or> make checks or money orders payable to Williamson College.
- ✓ Request an official high school transcript to be mailed directly from the high school to the Office of Admissions.
- ✓ Submit a signed letter of consent from student's parent/legal guardian.
- ✓ Submit a 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.

**>Audit Student Path**

- ✓ Complete the Undergraduate Application, Health History and Tenets of Faith forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/or> make checks or money orders payable to Williamson College.
- ✓ Applicants must be 18 years of age or older.

Audit Information: Students may audit courses for a minimal fee. Audited courses will not be used to determine full or part-time status. Credits are not earned for audited courses. 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. A grade of AU will be recorded on the auditor's permanent record. If an audit student wishes to take classes for credit after completion of audited classes, please contact the Office of Admissions in order to determine the additional admission requirements for the appropriate student path.

**>Certificate Program Student Path**

- Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit an admissions essay, specifics found at: <http://www.williamsoncc.edu/wp-content/uploads/2014/02/Admission-Essay--Undergraduate.pdf>

- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/> or make checks or money orders payable to Williamson College.
- ✓ Request that official transcripts be forwarded directly to the Office of Admissions from each college or university attended. If applicant has not attended college previously, an official high school transcript confirming graduation will be required. (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.
- ✓ Applicants must be 18 years of age or older.

#### **>Non-Degree Seeking (For Credit) Student Path**

- ✓ Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit an admissions essay, specifics found at: <http://www.williamsoncc.edu/wp-content/uploads/2014/02/Admission-Essay- -Undergraduate.pdf>
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/> or make checks or money orders payable to Williamson College.
- ✓ Request that official transcripts be forwarded directly to the Office of Admissions from each college or university attended. If applicant has not attended college previously, an official high school transcript confirming graduation will be required. (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.
- ✓ Applicants must be 18 years of age or older.

#### **>Transfer Student Path (current or previous college student)**

- ✓ Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/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>
- ✓ Request that official transcripts be forwarded directly to the Office of Admissions 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 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.

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

- ✓ Complete the Undergraduate Application and forms at <http://www.williamsoncc.edu/apply-online/>.
- ✓ Submit a \$50 nonrefundable application fee at <https://williamsoncc.edu/resources/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.
- ✓ It is the student's responsibility to submit a Williamson College course description to their home institution Registrar's office for prior approval.



## Miscellaneous information

**ASSET:** The ASSET test is an 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

**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.

**IELTS:** The International English Language Testing System (IELTS) 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 IELTS website at <https://www.ielts.org/>.

**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 regard to the generation of the high school transcript the following requirements apply:

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

**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 considered for provisional admission eligibility for a period of six months, normally 12 credit hours. For academic purposes, 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. Please Note: Provisionally admitted students are ineligible to receive federal student aid or apply for institutional scholarships until they are officially admitted.

**Transient/Non-Degree/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 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**

- 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.
- 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.
- 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.
- 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 <http://www.wes.org>.
- 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**

- 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. 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 Credits:** 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.



David McCall & Kristi McLelland – Faculty

## 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, gender, ethnic origin, creed, or physical ability. Applicants must demonstrate completion of a bachelor's 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 Statement* in addition to meeting all other admission standards respective to their admission path. The College reserves the 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 regard 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. 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.

### >Graduate Student Path

- ✓ Complete the Graduate Application and forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit a \$75 nonrefundable application fee at <https://williamsoncc.edu/resources/payments> or make checks or money orders payable to Williamson College.
- ✓ Submit a graduate admissions essay using specifications found at <http://www.williamsoncc.edu/wp-content/uploads/2014/02/Admission-Essay--Graduate.pdf>.
- ✓ Request official transcripts be forwarded directly to the Office of Admissions from all institutions where post-secondary coursework was completed or attempted (including the final university which awarded the bachelor's degree). 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 an overall grade point average (GPA) of 2.5 on all prior post-secondary and post-baccalaureate coursework.
- ✓ Submit 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.
- ✓ For readmission to the WC graduate program, if you have not been enrolled for in the last 180 days you will need to reapply and meet the criteria above. Please contact the Office of Admissions for additional information.
- ✓ **Please Note:** If applicant is an international student, please see separate section "International Graduate Student Path" for admission requirements.

**Provisional Admittance:** Applicants lacking required academic documentation, or who do not demonstrate the overall GPA requirement (2.5), may be considered for provisional admission eligibility for a period of one course (normally 3 credit hours). Students provisionally admitted for failing to meet the minimum GPA requirements will need to earn a B- (GPA of 2.7) or greater in the course to be officially admitted. For academic purposes, students must be officially admitted by the end of their first course. Failure to provide

the needed documentation or meet the graduate GPA requirement prior to the beginning of the second course, will jeopardize continued enrollment.

**Williamson College undergraduates** with a 3.0 GPA who plan to apply to the MAOL program may do so in their junior or senior year. (Intent to enroll in the WC Master of Arts program should be communicated to the academic advisor before completing sixty semester credit hours or Junior year.)

*Once admitted provisionally, WC undergraduate students will be permitted to take up to nine (9) specific semester credit hours during their senior year as cross-referenced courses and count toward overall completion of the Bachelor of Science degree and the MAOL program. All Graduate Student Path requirements apply.*

#### **>International Graduate Student Path**

- ✓ Complete the Graduate Application and forms at <http://www.williamsoncc.edu/apply-online/>.
- ✓ Submit a \$100 nonrefundable application fee at <http://www.williamsoncc.edu/payments/> or make checks or money orders payable to Williamson College.
- ✓ Submit a graduate admissions essay using specifications found at <http://www.williamsoncc.edu/wp-content/uploads/2014/02/Admission-Essay--Graduate.pdf>.
- ✓ Submit copy of high school diploma, certificate of completion or transcripts. Please note: Admission to Williamson College requires completion of secondary school.
- ✓ Request official transcripts from all non-US colleges or universities attended. International Applicants must provide an English translation of the non-US colleges or transcripts, or in the event this is not possible, the applicant must contact World Education Services (WES) at [www.wes.org](http://www.wes.org) for an official evaluation of non-US college or university transcripts and request the evaluation be sent to the Office of Admissions. 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 the Office of Admissions 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.
- ✓ Applicants will need to demonstrate an overall grade point average (GPA) of 2.5 on all prior post-secondary and post-baccalaureate coursework.
- ✓ Demonstrate English proficiency through one of the following:
  - A minimum TOEFL\* score of 520 is required on the paper-based test; or
  - A minimum TOEFL\* score of 175 is required on the computer-based test; or
  - A minimum TOEFL\* score of 60 is required on the Internet-based test.

*\*An alternative English Language Test international students may take is the International English Language Testing System (IELTS). A minimum score of 5 is required.*
- ✓ Submit bank statement demonstrating financial capability of paying tuition, fees and living expenses for the first academic year of program. The bank statement must be current and indicate the account monetary value equivalency in USD (United States dollars). If a student will be sponsored, a current sponsor bank statement demonstrating financial capability and completed financial support form (provided by the Office of Admissions) will be required.
- ✓ Submit documentation substantiating official status with the US Citizenship and Immigration Service (USCIS), in order to determine eligibility to study in the United States as follows:
  - Copy of current Visa
  - Copy of current Passport
  - Copy of current I-94 Card
  - Copy of current I-20 if transfer student from another US college or university
- ✓ Submit copy of passport and visa for any dependents that will be listed on student's I-20.
- ✓ Submit current complete foreign address to Office of Admissions.

- ✓ 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).
- ✓ Submit 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.

#### **>Graduate Audit Student Path**

- ✓ Complete the Graduate Application, Health and Tenets of Faith forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit a \$75 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/or> make checks or money orders payable to Williamson College.
- ✓ Applicants must be 18 years of age or older.

Audit Information: Students may audit courses for a minimal fee. Audited courses will not be used to determine full or part-time status. Credits are not earned for audited courses. 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. A grade of AU will be recorded on the auditor's permanent record. If an audit student wishes to take classes for credit after completion of audited classes, please contact the Office of Admissions in order to determine the additional admission requirements for the appropriate student path.

#### **>Graduate Non-Degree Seeking (For Credit) Student Path**

- ✓ Complete the Graduate Application and forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit an admissions essay, specifics found at: <http://williamsoncc.edu/wp-content/uploads/2016/08/Admission-Essay--Graduate.pdf>
- ✓ Submit a \$75 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/or> make checks or money orders payable to Williamson College.
- ✓ Request official transcripts be forwarded directly to the Office of Admissions from all institutions where post-secondary coursework was completed or attempted (including the final university which awarded the bachelor's degree). 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 an overall grade point average (GPA) of 2.5 on all prior post-secondary and post-baccalaureate coursework.
- ✓ Applicants must be 18 years of age or older.

#### **>Graduate Non-Degree Seeking (Emphasis) Student Path**

- ✓ Complete the Graduate Application, Health and Tenets of Faith forms at <http://www.williamsoncc.edu/apply-online/>
- ✓ Submit a \$75 nonrefundable application fee at <https://williamsoncc.edu/resources/payments/or> make checks or money orders payable to Williamson College.
- ✓ Applicants must be 18 years of age or older.

## MERIDIAN LANGUAGE PROGRAM ADMISSION REQUIREMENTS

The Meridian Language Program is a student-focused ESL program. The goal is to provide an excellent 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.

### General Procedures

Admission to the Meridian Language Program 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. The College reserves the 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. Class sizes are limited. A wait may incur until future space is open or the class section is offered again.

### >Meridian Language Program Student Path (English as a Second Language)

- ✓ Complete the Meridian Language Program Application at:  
<https://williamsoncollege.wufoo.com/forms/meridian-language-program-application/>
- ✓ Submit a Health History Form at: <https://williamsoncollege.wufoo.com/forms/health-history-form/>
- ✓ Submit a Tenets of Faith Form at: <https://williamsoncollege.wufoo.com/forms/tenets-of-faith/>
- ✓ Submit a \$100 nonrefundable application fee at <http://www.williamsoncc.edu/payments/> or make checks or money orders payable to Williamson College.
- ✓ Submit documentation substantiating official status with the US Citizenship and Immigration Service (USCIS), in order to determine eligibility to study in the United States as follows:
  - Copy of current Visa
  - Copy of current Passport
  - Copy of current I-94 Card
  - Copy of current I-20 if transfer student from another US college or university
- ✓ Submit copy of passport and visa for any dependents that will be listed on student's I-20.
- ✓ Submit copy of high school diploma, certificate of completion or transcripts.
- ✓ Submit transcripts from any previous colleges attended.
- ✓ Submit bank statement demonstrating financial capability of paying tuition, fees and living expenses for the first academic year of program. The bank statement must be current and indicate the account monetary value equivalency in USD (United States dollars). If a student will be sponsored, a current sponsor bank statement demonstrating financial capability and completed financial support form (provided by the Office of Admissions) will be required.
- ✓ Submit current complete foreign address to Office of Admissions.
- ✓ 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).

## MERIDIAN EDUCATIONAL COSTS

Monthly Tuition	\$825
Application Fee	\$100
Late Fee	\$15 per month

Tuition is due no later than the 10<sup>th</sup> of each month. If tuition is not paid on time, a late fee of \$15 will be added to the student's account. Additionally, the student's I-20 may be in jeopardy if the account becomes delinquent.

## UNDERGRADUATE EDUCATIONAL COSTS



**Avery Brown**  
Business Office Manager

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. **All students will be required to meet with the Business Office prior to meeting with either the Registrar or Academic Advisor to sign a Financial Obligation form.** This form must be signed by all students regardless of how they intend to pay tuition. Additionally, an automatic monthly 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 Plans."

**Students will not be allowed to remain in class if payments become delinquent or until his or her account is paid in full. Additionally, students who have a past due balance will have a financial hold placed on the Populi account.**

**Students will not be allowed to register 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 Plans

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 meet with the Financial Aid Office if he or she intends to take student loans to cover all or any portion of the balance. This decision must be made prior to registering for each new term.
2. **By payment in full at registration** - Students who elect to pay in full can do so using cash, check, credit, or debit card.
3. **By automatic monthly payment** – Monthly payments may be made using a credit or debit card. **No cash or check payments will be accepted when electing a monthly payment plan.** Students who establish a monthly payment plan will be automatically charged on either the 1<sup>st</sup> or 15<sup>th</sup> of each month, with the first payment charged before the first class and continuing throughout the course of the term until the balance of the term is satisfied. Additionally, students who elect to pay using automatic monthly payments will be charged a \$15.00 monthly fee until balance is paid in full. If an automatic monthly payment is declined, a \$50 fee will be charged to the student's account.

### Refund Policy / Course Drops & Withdrawals

**The following policies apply when changing a class during the term:**

- A student may substitute one course for another course during the same term by submitting a drop/add form in person with their academic advisor and paying a \$50 change fee. Changes must be made prior to start of first class.
- Students who register for courses which are cancelled by the College will substitute another course in the same module. No fees will apply.



**The following policies apply when a class is dropped.**

- Students may terminate their enrollment in a course by *dropping* the class prior to the start of the first class meeting.
- A student's drop 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 and the financial aid director to best determine the overall impact of such action.
- 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.
- Failure to attend class does not constitute a drop/withdrawal. Failure to attend class will result in a failing grade.
- **Students will be charged a Drop Fee of \$150 per course dropped and payment of these drop fees must be made at the time of the drop.**
- 75% tuition refund will be refunded if dropping/withdrawing after the start of the first class. No tuition refund will be given after the second class date.
- If a dropped course results in less than full-time enrollment for the semester, ALL INSTITUTIONAL SCHOLARSHIPS WILL BE FORFEITED. The student will be responsible for immediate payment of any balance this creates on the student account.
- If a drop results in recalculation of Federal Aid and/or return of aid, the student will be responsible for balances due on their account. No federal aid moneys will be refunded to student – overages will be refunded to the Federal Aid in this order: Pell grants, then subsidized loans, then unsubsidized loans.

**Withdrawing from school:**

- Students who want to withdraw from the school must complete a withdrawal form in person and submit it to his/her academic advisor. The date of the withdrawal is determined by the Registrar based on the date on which the Registrar receives the completed withdrawal form including all required approvals.
- ALL INSTITUTIONAL SCHOLARSHIPS WILL BE FORFEITED when a student withdraws. The student will be responsible for immediate payment of any balance this creates on the student account.
- Failure to attend class may result in an academic withdrawal. Academic withdrawals can result in adverse financial aid recalculations resulting in account balances for which the student is responsible. Please review the Withdrawal Policy in the Financial Aid section of the catalog.
- Tuition will be refunded at 100% for classes that have not started. 75% tuition refund will be given if withdrawing after the start of the first class. No tuition refund will be given after the second class date.
- A withdrawal fee of \$150 will be charged. If withdrawal results in recalculation of Federal Aid and/or return of aid, the student will be immediately responsible for balances due on their account. No federal aid moneys will be refunded to the student – overages will be refunded to the Federal Aid in this order: Pell grants, then subsidized loans, then unsubsidized loans.

All balances must be paid in full each term. Unpaid balances will prevent the student from registering for classes and from receiving future federal aid, scholarships, transcripts and diplomas.

## 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, and the student will be billed for the additional tuition charges.

<b><i>Undergraduate Tuition &amp; Fees - Effective July 1, 2018 and continuing through June 30, 2019</i></b>	
Full-time Undergraduate Tuition Rate	\$475 per semester credit hour for onsite courses. *Courses taken online through Learning Solutions will be billed at same tuition rate plus applicable fees.
Part-time Undergraduate Tuition Rate	\$500 per semester credit hour
Application Fees: Undergraduate International and Meridian	\$50 (one time – due when application is submitted) \$100 (one time – due when application is submitted)
Enrollment Fee	\$150 (one time – due at initial registration)
Drop Fee	\$150 per course dropped (due at time the drop is made)
Change Fee	\$50 per course change (due at time the change is made)
Graduation Fee: undergraduate	\$200 (one time - due March 31)
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: \$200	<ul style="list-style-type: none"> <li>• Populi Learning Management system</li> <li>• Student Services Management system</li> </ul>
Administrative Fee: \$100	<ul style="list-style-type: none"> <li>• Library Resources</li> <li>• Student Identification Card</li> <li>• Parking permit</li> </ul>
Dual Enrollment Tuition	\$50 per semester credit hour on-site; \$475 on-line plus applicable fees
Payment Plan Fee	\$15 per month
Late Fee and Declined Payment Fee	A late fee of \$50 will be charged to student accounts that are past due or when auto payments are declined
Audit Fee	\$475 per course

## ACCOUNTING PARAPROFESSIONAL CERTIFICATE EDUCATIONAL COSTS

<b>Accounting Certificate Tuition &amp; Fees - Effective July 1, 2018 and continuing through June 30, 2019</b>	
Tuition Rate	\$200 per semester credit hour
Application Fees:	\$50 (one time – due when application is submitted)
Technology Fee: \$200	Each enrollment term
Administrative Fee: \$50	Each enrollment term
Payment Plan Fee	\$15 per month
Late Fee and Declined Payment Fee	A late fee of \$50 will be charged to student accounts that are past due or when auto payments are declined

The Accounting Certificate program is a one year, 27 credit-hour program. The student will complete two terms - a Fall term of 12 credit hours, and a Spring term of 15 credit hours. Materials are purchased separately.

## MAOL Non-degree seeking Emphasis Area Courses

<b>MAOL Certificate Tuition &amp; Fees - Effective July 1, 2018 and continuing through June 30, 2019</b>	
Tuition Rate	\$550 per semester credit hour
Application Fees:	\$50 (one time – due when application is submitted)
Technology Fee: \$200	One Time Fee due at initial registration
Administrative Fee: \$100	One Time Fee due at initial registration
Late Fee and Declined Payment Fee	A late fee of \$50 will be charged to student accounts that are past due or when auto payments are declined

Students not enrolled as a degree seeking student will be billed per class. Tuition is due by first class date. Degree seeking students adding certificate classes to their program will be billed at the current certificate tuition rate. No discounts are given for certificate classes.

## GRADUATE EDUCATIONAL COSTS

<b><i>Graduate Tuition &amp; Fees - Effective July 1, 2018 and fixed for entire cohort period</i></b>	
Application Fee	\$75 US citizen \$100 international students
Tuition	\$550 per credit hour
Travel	\$1,800 national travel \$5,500 international travel
Enrollment Fee (non-refundable)	\$300 (applied to invoice) Paid at time of initial registration
Technology Fee	\$200 (per term)
Administrative Fee	\$100 (per term)
Payment Plan Fee	\$15 per month
Class Change Fee	\$150 per class change
Not-for-credit MAOL class (personal enrichment)	\$1,500 per class
Graduation Fee	\$250 (one time - due March 31)
Recording Fee	\$50 per credit hour/ audit to credit

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. **All students will be required to meet with the Business Office prior to meeting with the Registrar to sign a Financial Obligation form.** 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 Plans".

**Students will not be allowed to remain in class if payments become delinquent or until his or her account is paid in full. Additionally, students who have a past due balance will be removed from the Populi Learning System.**

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.

Graduate students register for classes as part of a specific cohort. If a student cannot attend a scheduled class, they may substitute the course for the same course in the following cohort. The student must have approval through the registrar and must pay a \$150 change fee. Changes must be made prior to start of first class. Students will be charged the current tuition and travel rates for any rescheduled classes. Students should contact Financial Aid before making changes, as any changes can affect financial aid status!

### Payment Plans

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 account balance at the start of each term. Students who elect to pay in full can do so using cash, check, credit, or debit card.
- 2. Graduate Loans** are available. Contact Financial Aid to apply.
- 3. By automatic monthly payment** – Monthly payments may be made using a credit or debit card. **No cash or check payments will be accepted when electing a monthly payment plan.** Students who establish a monthly payment plan will be automatically charged on either the 1<sup>st</sup> or 15<sup>th</sup> of each month, with the first payment charged before the first class and continuing each month throughout the course of the degree until the full balance is satisfied. Additionally, students who elect to pay using automatic monthly payments will be charged a \$15.00 monthly fee until balance is paid in full.

## 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 a variety of need-based and merit-based scholarships to its students. Federal financial aid is awarded without regard to race, color, age, gender, ethnic origin, creed, or physical ability.

### 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 federal financial assistance.

**The Title IV school code for Williamson College is 035135.**

*Please note: The FAFSA application process is a free service provided by the US Department of Education. Students will not be asked to pay a fee to use it; therefore students are directed to visit [www.fafsa.gov](http://www.fafsa.gov) to complete the application.*



**Cristina Majors**  
Director, Financial Aid

Students are encouraged to file the FAFSA as soon as possible after January 1, as some aid programs are awarded on a first come, first serve basis. May 1 is the Williamson College 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 using [www.fafsa.gov](http://www.fafsa.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 fully 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 in 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).**

**Students subject to involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense are ineligible to receive Federal Pell Grants.**

## Verification Process

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 the financial aid office, it will be reviewed to determine eligibility. Students may be selected to provide additional documentation, as necessary, through a process called verification. If selected, you will receive an email notification from the financial aid office requesting the additional documentation. Deadline to submit verification documentation is 45 days from the date of your email request. The verification process must be completed before federal aid can be applied to your account. **Failure to return documents by the deadline could result in delays or cancellation of federal aid.** Students may be required to make out of pocket payments toward their term, or may be dropped from classes for non-payment. When the verification process is finished, students will receive an email confirming the verification review is complete. If the documentation is not received by the deadline and the student is no longer enrolled, the student becomes ineligible for federal assistance for that period. If the student is still enrolled, and turns in documents past the deadline, the financial aid office can accept documentation on case-by case basis, make a decision to verify, and award aid.

## Awards and Disbursements

Once requirements are met for awarding aid, students will be emailed to accept or decline their financial aid awards in Populi. Financial aid will only be disbursed once the awards are confirmed. **First time, first year students will not receive loan proceeds until completing the first 30 days of the 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 by the below formula:

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

The cost of attendance is an estimate of the cost of attending Williamson College for an academic year and based on whether the student is living with parents or away from parents. The components include tuition, fees, housing, books, and transportation. The COA or budget is listed on the award letter.

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.**

## Federal Aid Cancellation Policy

If you have signed an award letter for this term, your federal student aid (FSA) will be disbursed within 14 days of the date of this invoice\*. If your federal aid generates a credit balance on your account, you will be mailed an overage check. You have a right to cancel all or part of the grant(s) and/or loan disbursement(s) you were awarded. In order to cancel any or all of your federal student aid, you must confirm in writing the

FSA award(s) and amounts(s) and send your request to the Business Office within 14 days of the date of this invoice.

If the request for canceling any portion of your aid is received within the time frame (above), any disbursed grant/loan funds will be returned and any undisbursed grant/loan portions will be automatically canceled. You will be responsible for any unpaid balance on your Williamson College account.

\*First time, first year students will not receive loan proceeds until completing the first 30 days of the term.

### **Sources of Federal 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 are not eligible to receive Federal Pell Grant funding. Effective July 1, 2012, eligibility for the Pell Grant is limited to 12 semesters of full time payments or its equivalent. Students can track their remaining eligibility on [www.nslds.ed.gov](http://www.nslds.ed.gov), or through their Student Aid Report. 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 a campus-based program providing grants to students, with the lowest EFC's, who are eligible for a Pell Grant and enrolled at least half-time. FSEOG does not need to be repaid. Funds are limited.

The **Federal Work Study (FWS) Program** is also a campus-based program providing 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.

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

**Recipients of Direct Loans are required to complete an exit counseling session upon graduation, dropping below half-time status, or upon official or unofficial withdrawal from the College; and will be emailed exit counseling information. Online exit counseling can be performed at [www.studentloans.gov](http://www.studentloans.gov). Repayment traditionally begins six months after the student ceases to be enrolled at least half-time (loans have a one-time grace period).**

The **Federal Direct PLUS Loan Program** offers loans to parents of dependent students enrolled at least-half time, to help subsidize their student's education. Credit approval is required by the Department of Education. Borrowers with adverse credit, who qualify for the PLUS Loan, will be required to complete PLUS Counseling. Borrowers will need to complete this counseling requirement at [www.studentloans.gov](http://www.studentloans.gov). Interest on the PLUS loan begins to accrue upon disbursement and billing for the loan begins within 60 days of disbursement. PLUS loan requests should be made in writing to the financial aid office. For additional

information and to complete the PLUS Master Promissory Note, please visit the [www.studentloans.gov](http://www.studentloans.gov) website.

### **Military 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](http://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 Director of Financial Aid at Williamson College is the VA certifying official and 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 VA 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](http://www.NationalResourceDirectory.gov).

### **Alternative/Private Education Loans**

Sometimes federal loans are not enough to cover all educational expenses or the student may not be eligible for federal assistance. For this reason, there are private, credit-based loans available that may be used as a supplemental resource for paying college costs. These loans are offered by commercial lenders, direct loan servicers or state loan authorities. Qualifications and eligibility criteria vary by lender. Students may borrow up to the cost of attendance minus all other financial aid received. When borrowing a private loan, make informed decisions and consider:

1. Comparing lenders and their private loan product,
2. Borrowing only what you need,
3. Understanding your loan term, fees, payment, interest rate, and when you enter repayment.

You may check out <http://www.finaid.org/loans/privatestudentloans.phtml> to begin your search of private loan lenders. Williamson does not recommend any specific loan product. You may choose to borrow through any lender.

### **Sources of Institutional Aid**

Williamson College (WC) offers a variety of need-based and merit-based scholarships. Funding is contingent upon federal, state and other outside resources the student receives. Scholarship applications are available at the time of admission to the college as well as available on the WC website. The Scholarship Committee awards scholarships and recipients are notified in writing. In the event that funds are not secured, students will be notified. Students can receive only one institutional scholarship per 20 week enrollment period. If the student meets the requirements for more than one institutional scholarship during the same enrollment period, Williamson College will award the scholarship that provides the greatest financial assistance.



Scholarship amounts will be adjusted to prevent over-awards above direct costs of the term. Scholarships cover tuition expenses only. Scholarships are part of the total Financial Aid package, offered and monitored by the Director of Financial Aid. A student may not receive any scholarship in combination with other student aid in excess of tuition and fees. If a student is awarded a scholarship and elects to receive Federal Student Aid, including grants and loans in excess of tuition and fees, the scholarship award may be reduced or eliminated. 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 continuous undergraduate (enrolled for 12 or more credit hours)
- have filed the Free Application for Federal Student Aid (FAFSA), unless an I-20 student classification

For scholarship renewal:

- enrollment must be full-time and continuous
- GPA must be a minimum WC 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, unless an I-20 student classification
- Student's account must be current
- Maintain Satisfactory Academic Progress

### **Undergraduate Scholarships:**

#### **Church Matching Scholarship**

Open to all students. WC will match 50% of any scholarship awarded to the student by his/her church, up to \$2000 per payment period. Recipient must be degree-seeking, enrolled full-time and maintain a 3.0 GPA.

#### **Employee Scholarship**

Open to current full-time WC employees and immediate family members. Award is 100% tuition only. Recipient must be degree-seeking, enrolled full-time, and all student accounts must be current. Limited to 12 credit hours per term. Must maintain a 3.0 GPA.

#### **Faculty and Part-time Employees Scholarship**

Open to immediate family members of WC faculty and part-time employees. Award is 50% tuition only. The recipient must be degree-seeking, enrolled full-time, and all student accounts must be current. Limited to 12 credit hours per term. Must maintain a 3.0 GPA

#### **Homeschool Scholarship**

Open to entering first-time freshman. Award is up to \$1500 per term. Recipient must be a homeschool graduate with a minimum 21 ACT, a minimum 3.0 GPA, degree-seeking and enrolled full-time. A current FAFSA is required to apply.

#### **International Friendship Scholarship**

Open to undergraduate international students who hold an F1 student visa. Scholarship is up to \$750 per term. Recipients must maintain a minimum cumulative GPA of 3.0 and have full-time enrollment, which is verified at the time of recipient's subsequent registrations. International students who are not eligible for federal aid do not need to complete the FAFSA for the scholarship award.

#### **LifePoint Church Scholarship**

Open to undergraduate students. The award is up to \$1250 per term. The scholarship requires full-time, degree-seeking enrollment and maintain a 3.0 GPA. The recipient must be a current member of LifePoint Church for a minimum of 12 months, and offered and certified by Pat Hood.

**Merit Scholarship**

Open to entering first-time freshman. The award is up to \$2500 per term. The scholarship requires a minimum 29 ACT, a minimum 3.75 GPA. The recipient must be enrolled in a full-time, degree-seeking program. For renewal, the recipient must maintain a 3.75 GPA.

**Smyrna Location Scholarship**

Open to Rutherford County residents enrolling for the first-time in the Smyrna location. The award offers the first course free. The scholarship requires proof of Rutherford County residency. The recipient must be enrolled in a full-time, degree-seeking program. The scholarship is a one-time award.

**Williamson College Promise Scholarship**

Open to entering first-time freshman. The award is a last dollar scholarship towards tuition only after federal aid is awarded. The scholarship requires a Tennessee high school or homeschool diploma or earn a GED/HISET prior to 19th birthday. The recipient must be enrolled in a full-time, two-year degree-seeking program. For renewal, the recipient must maintain a 2.0 GPA. The scholarship only applies towards two-year degree programs and onsite courses.

**Church of the City Scholarship**

Open to undergraduate students. The award is up to \$1250 per term. The scholarship requires full-time, degree-seeking enrollment and maintain a 3.0 GPA. The recipient must be a current member of Church of the City for a minimum of 12 months and must be certified by a church authority member.

**Full Pell Eligible Scholarship**

Open to undergraduate students. The recipient must be full Pell eligible under the Federal Pell Grant Program based on the calculated Expected Family Contribution number. The total scholarship is up to \$500 per payment period.

**Partial Pell Eligible Scholarship**

Open to undergraduate students. The recipient must be Pell eligible under the Federal Pell Grant Program based on the calculated Expected Family Contribution number. The total scholarship is up to \$750 per payment period.

**Pell Ineligible Scholarship**

Open to undergraduate students. The recipient must be Pell ineligible under the Federal Pell Grant Program based on the calculated Expected Family Contribution number. The total scholarship is up to \$1000 per payment period.

**Graduate Scholarships:****Employee Scholarship**

Open to current full-time WC employees and immediate family members. Award is 100% tuition only. Recipient must be degree-seeking, enrolled full-time, and all student accounts must be current. Limited to 9 credit hours per term. Must maintain a 3.0 GPA.

**Faculty and Part-time Employees Scholarship**

Open to immediate family members of WC faculty and part-time employees. Award is 50% tuition only. The recipient must be degree-seeking, enrolled full-time, and all student accounts must be current. Limited to 9 credit hours per term. Must maintain a 3.0 GPA

**Non-Profit Graduate Scholarship**

Open to graduate students who work at least 30 hours per week at a 501c3 non-profit organization. The recipient must be degree-seeking, enrolled full-time in a Master's program, have at least an undergraduate GPA of 3.0 and submit verification of employment. The total scholarship is up to \$3000 for the entire degree program.

**WC Alumni Graduate Scholarship**

Open to WC alumni that are enrolled in the Master's program. The recipient must be degree-seeking, enrolled full-time in a Master's program and have at least an undergraduate GPA of 2.5. A current FAFSA is not required to be on file. The total scholarship is up to \$3300 for the entire degree program.

**Graduate Program Need-Based Scholarship**

Open to graduate students. A completed FAFSA for the current award year is required. Award is based on the calculated Expected Family Contribution number. See the Director of Financial Aid for details.

**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. Students who do not maintain eligibility at the end of their term, will receive notice from the financial aid office of the loss of the scholarship. 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 term or more (up to 2 years of date of request, providing student is not enrolling at Williamson or any other post-secondary institution). An unforeseen life event must be a documented event that may include a medical condition, a call to active military duty, or participating in an official religious service. Student may request an exception by completing the Scholarship Exception Request/Hold Request Form provided by the financial aid office. The decision will be granted from the Appeals Committee prior to the next term and all decisions are final. The only exception is there will be no reinstatement of the Williamson College Academic Scholarship.

**Satisfactory Academic Progress Policy for Federal Aid****Undergraduate Students**

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.

Student academic transcripts will be reviewed by term. Entering students are considered to be making satisfactory academic progress. The college is required to apply qualitative and quantitative measures, which include grade point, pace of completion and maximum allowable time frame standards, to determine academic progress. Students not meeting the requirements after one academic year, or two consecutive terms, will lose future federal aid eligibility. If a student fails to meet SAP, they will receive a letter from the financial aid office stating they have lost Title IV (federal) aid eligibility.

**Qualitative Requirement****Cumulative GPA for Associate's degree program**

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

#### Cumulative GPA for Bachelor's degree program

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 2/3 or 66.67% 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. This is referred to as the maximum allowable time frame. Example: A degree takes 120 hours to complete, so a student may attempt up to 180 credits ( $120 \times 150\% = 180$ ) 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.

#### **Graduate Students**

The requirement for the number of hours to be earned for each time increment for Graduate students is based on a minimum of six (6) hours per semester which should provide maximum flexibility to accommodate all variations of degree requirements. Most students will earn the required number of credit hours at a faster rate than the minimum rate stipulated.

Maximum time frames for completion of degree requirements and minimum requirements for each annual increment for students in Graduate School are based on criteria published in the catalog.

#### **Suspension Status for Graduate Students**

Students who fall behind schedule in the cumulative number of required credit hours or fall below the stipulated GPA or who are placed on academic probation will be suspended from Title IV funding until the student is back in good academic standing and on schedule as required for satisfactory progress.

#### **Satisfactory Academic Progress Appeal and Reinstatement Procedures for Graduate Students**

Any student whose federal student aid is suspended due to unsatisfactory academic progress may submit an appeal to the Office of Financial Aid for reinstatement of such assistance. The appeal will be considered by the Director of Financial Aid or his/her designate and the Academic Executive Faculty Committee. If it is determined that the student's failure to meet academic progress was the result of illness, death in the family, or other exceptional or mitigating circumstances, those factors will be considered in determining whether or not eligibility for federal student aid funds can be reinstated for one or more semester(s). The student will be placed in a Probation status for Title IV eligibility and reviewed at the end of the semester.

### **Transfer credit**

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.

### **Withdrawals and Incompletes**

Eligibility for federal programs will be evaluated as part of the initial application process and again annually. Students must complete and pass 2/3 or 66.67% of the classes attempted. In the evaluation process, all grades of "W" (withdrawn) or "I" (incomplete) will be counted as hours attempted but not passed, and will also count towards the 150% maximum allowable time frame. When evaluating SAP, incompletes will be considered the same as an "F". A student MUST complete the class in order for the "I" to be changed to an actual letter grade (A, B, C, D, or F) before SAP is evaluated.

### **Repeating Courses**

The Registrar's office will calculate the GPA for students who repeat a course at the end of each term. Repeated courses will count towards attempted hours, 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. Students may only receive financial aid funding for one repetition of a previously passed course.

### **Additional Bachelor's Degree**

Students who have already earned a bachelor's degree but are working on another undergraduate degree may be eligible to receive Federal Direct Loans at the undergraduate limit. New borrowing may be affected by the aggregate limits of prior undergraduate borrowing. Students must submit a completed **Additional Bachelor's Degree Form** to the financial aid office (forms may be acquired from the financial aid office). Students will be monitored under the Satisfactory Academic Progress Policy. The maximum timeframe allowed is 150% of the additional hours needed to complete an additional bachelor's degree with the existing "overall" credit hours previously attempted for the first bachelor's degree. This new value will establish the new maximum timeframe that the student can receive financial aid.

### **Financial Aid Warning, Suspension and Probation**

#### **Financial Aid Warning**

The student is not in compliance with the standard policy and is at risk of losing eligibility for federal aid. The student will be placed on financial aid warning for the subsequent term. While on warning, a student is eligible for financial aid. If they do not come into compliance with the standard policy, the student will be placed on financial aid suspension and will lose eligibility for federal aid.

**Financial Aid Suspension:** The student is not in compliance with the standard policy and will lose eligibility for federal aid and be placed on financial aid suspension, until they come into compliance with the standard policy or until they have appealed with a favorable decision.

**Financial Aid Probation:** Students who have successfully appealed will be placed on financial aid probation. While on probation, a student is eligible for financial aid. During the period of probation (a period of one term), the student is expected to come into compliance with the standard SAP Policy as described above or maintain compliance with the academic plan outlined for them. Failure to meet the terms of the academic plan will result in the student being placed on financial aid suspension and the student will not be eligible to appeal.

#### **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 Appeals Committee and a decision issued in writing within 7 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. If your appeal is denied, you must earn reinstatement on your own. 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 to remain eligible for federal aid. The deadline to submit an appeal is 2 weeks prior to the first day of the term for which the student is requesting federal aid.

### **Academic Plan**

The Appeals Committee may approve a request for reinstatement of financial aid but request an academic plan for the student. The academic plan can require that a student meet a specified number of hours per term or a specific GPA other than the requirement of the SAP. Students placed on an academic plan must meet the requirements of that plan each term in order to retain federal student aid eligibility for future terms.

### **Withdrawal Policy**

Students, who elect to withdraw from courses before completing their term, must make known their intent with the registrar's office and complete the Official Notice of Withdrawal form. The Registrar will inform the Financial Aid Director of the student's last date of attendance. Although federal and institutional aid is posted to your account at the beginning of the term, you earn funds as you complete the term. Students who receive financial assistance for that enrollment period will have their financial aid award recalculated according to your withdrawal date and within federal regulations. **Always check with the financial aid office before dropping or withdrawing.**

For all programs (on-site and online) offered in non-standard term 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. This is 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.

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 last date of a completed module. If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period or period of enrollment, the student must be considered a withdrawal for Title IV purposes even if the student is still enrolled in non-Title IV courses.

The College may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student's last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holiday's and term breaks on the academic calendar does not count in the fourteen (14) consecutive calendar days; however, Saturdays, and Sundays count during an academic term.

## Return of Title IV Aid

Students who officially or unofficially withdraw, fail to return from an approved leave of absence, or are dismissed from enrollment at Williamson College, may owe a repayment of financial aid (Title IV) funds. (Title IV funds include Pell Grants, SEOG, Subsidized and Unsubsidized Direct Loans, and Parent PLUS Loans). Students should be aware that eligibility for financial aid may be jeopardized by dropping classes or withdrawing from Williamson College after financial aid has been disbursed. Student awards are developed and disbursed based on the student's enrollment status at the time of registration. The amount of assistance a student earns is determined on a pro rata bases (if you complete 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive). Students who withdraw prior to completing 60% of the term will have their financial aid prorated and unearned funds returned. After the 60% point, the student is deemed to have earned 100% of the Title IV funds. Federal Title IV funds will be returned based on the percentage of period completed. Williamson College has 45 days from the date that it determines a student withdrew to return all unearned funds for which it is responsible.

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:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV grants
- Scholarships, that donors specify to be returned in full or part\*

**\*Institutional policy: Because institutional scholarships are based on full time enrollment, if a course is dropped the scholarship will be revoked, which could create a balance on the student's account.**

Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. This must be paid to the student within 120 days of student's withdrawal. In such cases, the financial aid office will notify the student of the "post-withdrawal" disbursement via an award letter. The school will advise the student or parent that they have 14 calendar days from the date the school sent notification to accept a post withdrawal disbursement.

## Leave of Absence (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study and refers to the specific time period during a program when a student is not in attendance. The financial aid office will work closely with the academic offices to ensure the student has followed the college's policy for requesting an (Academic) LOA. All requests for LOAs for Return of Title IV purposes must be submitted to the financial aid office on the *Financial Aid Leave of Absence Form*. Students must apply for a LOA in advance unless unforeseen circumstances prevent the student from doing so; i.e., a medical emergency, death in the family, etc.

***In order for the financial aid office to grant an approved LOA:***

- The student must follow the college's policy in requesting a LOA and be approved;
- The student must complete the Financial Aid LOA form indicating the date of return to Williamson College;
- There must be a reasonable expectation that the student will return from the LOA;
- WC may not assess the student any additional institutional charges, the student's need may not increase, and the student may not gain eligibility for additional Title IV funds;
- The LOA may be granted up to 60 days;
- If the student is a Title IV loan recipient, WC must explain to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may have on the repayment terms and expiration of the student's grace period\*;
- The student must be in good academic standing;
- The student must have completed at least one full term of enrollment at WC;
- The student must be enrolled at least half-time.

**\*If you receive Title IV loans (Direct Subsidized, Unsubsidized, or PLUS loans) and do not return from an approved leave of absence, you may exhaust some or all of your 6 month loan grace period. The date of withdrawal (for purposes of Title IV programs) will be backdated to the first day of your approved leave of absence.**

The financial aid office is responsible for ensuring students have a valid reason for requesting a LOA. The student may be required to submit a letter from a physician, therapist, supervisor, etc., attesting to the need for the requested leave. Generally, the following reasons are deemed valid:

- Personal illness;
- Immediate family illness;
- Death in the family.

A student who is granted a LOA, who meets the conditions for an approved LOA for Title IV purposes, is not considered to have withdrawn, and no Return of Title IV calculation is required. Upon the student's return from the leave, he or she will resume attendance at the school at the point he/she left and will continue to earn the Title IV aid previously awarded for the period.

**Effect of an LOA on financial aid:** Students should be aware that even an approved LOA might affect financial aid eligibility. No Title IV or Veteran's Benefits can be disbursed during an approved LOA. Should a student fail to return following an approved LOA, the student is considered withdrawn from all courses which may result in decreased eligibility for Pell Grant and Loan Disbursements.

If the student does not meet the conditions for an approved LOA for Title IV purposes, or does not return after an approved LOA, he/she is considered to have withdrawn and any tuition refund calculated will be returned to the federal aid programs first. Federal regulations mandate that the percentage of the semester the student did not complete will be the percentage of available federal aid the student did not earn. If the student received more federal student aid than they earned, the school must return the unearned funds to the student's lender in a specified order. Once the student has completed 60% of the semester, the student has earned 100% of their aid, and no federal refund is required. When a refund is required, the amount of the student's aid that the school is required to return to the student's lender is determined by multiplying the amount of the student's tuition and fees by the percentage of the semester the student did not complete. Once institutional and federal refunds are calculated, the student will be required to pay any remaining balance due the school.



## Consumer Information

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), include requirements for disclosing information to the public. It is our hope that this concerted effort between Williamson College and the Department of Education to provide pertinent consumer data will allow all students access to information they need to make the best decision possible for them and their future. These disclosures may be obtained from the Williamson College administrative offices or by visiting the Williamson College website at <https://williamsoncc.edu/resources/consumer-information/>.

## Financial Aid Rights and Responsibilities

### ***As a recipient of financial aid, you have the right to:***

1. Know the correct procedures of applying for student financial aid, your cost of attendance, and the types of aid available.
2. Know how financial need is determined, what the criteria are for awarding aid, how academic progress is determined, and what you have to do to continue receiving aid.
3. Know the type and amount of assistance you will receive, the deadlines for submitting applications, how much of your need has been met, and how and when you will receive your aid funds.
4. View the contents of your student financial aid file, in accordance with the Family Educational Rights and Privacy Act.
5. Know the terms and conditions of any loan you accept. Know what portion is grant aid and what portion is to be repaid.
6. Know the terms, conditions, and pay rate for any student job you accept under the Federal Work Study Program.
7. File an appeal to a SAP (Satisfactory Academic Progress) decision with the financial aid office in regard to your application. The deadline to submit an appeal is 2 weeks prior to the first day of the term for which the student is requesting federal aid.

### ***As a recipient of financial aid, you are responsible for:***

1. Researching and considering all information about a school's program before you enroll.
2. Completing and submitting application materials to the appropriate agencies within required or recommended time frames. All undergraduate students who are fully admitted and degree seeking can complete the Free Application for Federal Student Aid (FAFSA) for the following school year any time after midnight on January 1st of the preceding year. Families can use "estimated" tax information to complete the FAFSA form. However, you should update the FAFSA once you submit your return to the Internal Revenue Service (IRS). No aid will be disbursed on estimated tax information.
3. Reading all materials sent to you from the financial aid office and other agencies awarding you aid. Read, understand, and keep copies of all forms you sign. The email address you submit on the FAFSA is the email address the financial aid office will use to communicate with you until you are officially enrolled. You will need to update this address with the financial aid office and other school officials if this changes. Once a Williamsoncc.edu email address has been assigned to you, the college will use this address for all subsequent communication.

4. Knowing and complying with the rules governing the aid you receive. These rules include but are not limited to:

- You must not be in default on any prior educational loan.
- You must not owe a refund on a Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant due to repayment.

5. Providing additional documentation which may include federal tax transcripts, if required for receiving financial assistance.

6. Complying with the provisions of any promissory note and of all other agreements you sign.

7. Completing the registration process each term by the slated time period given by the registrar's office, in order to ensure availability of all student aid funds you have been awarded. ***Note: Some aid programs are limited and may be subject to cancellation if your registration process is not completed by the designated period.***

8. Using student financial aid proceeds solely for direct educational costs and related living expenses.

9. Knowing the financial implications of dropping a course or withdrawing from Williamson College will have on your student financial aid. **Always check with the financial aid office before dropping or withdrawing.**

10. Making satisfactory academic progress (SAP) towards completing a degree program in a timely manner. Minimum requirements must be met in order to participate in the federal aid programs. Appeals of the SAP decision can be made and 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.

11. Understanding that federal financial aid recipients who complete a term receiving all F-grades as a result of non-attendance will be subject to the Title IV withdrawal policy and have their aid adjusted according to federal regulations. Students will be required to repay part or all of the federal/state student aid funds received. Any student withdrawing, graduating or leaving for longer than a 45 day break, who has borrowed under the Federal Direct loan program will be required to complete a Federal Direct Loan Exit Interview.

12. Reporting and submitting a copy of your outside scholarship information to the financial aid office.

13. Keeping your local and permanent home and email addresses and phone numbers current with the registrar's office and the financial aid office.

14. Regularly accessing and reading notifications in your williamsoncc.edu email account.

## STUDENT DEVELOPMENT AND STUDENT SERVICES

### 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 encourage participation in regular worship, devotional periods, and activities designed for student development.



**Robyn Wollas**  
Director of Student Services

### 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 the Registrar, the Faculty, the Campus Pastoral Counselor, and the President of the College. 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 questions are answered for students by inquiring with the Director of Student Services. Outside services may be suggested. Students are responsible for costs associated with external services.

### Disability Services

Students who believe they have a disability which might affect learning or access to classes at Williamson College should visit the Director of Student Services. Disabilities may include but are not limited to the following: ADHD, learning disabilities, visual or hearing problems, physical disabilities, and psychiatric disabilities. Accommodations are available to students with an eligible disability, but it is the obligation of students to seek services if desired. The college aims to make activities and facilities accessible to all. Examples of accommodations include offering alternate formats for assignments, audio books, extended time for testing, etc. Please note that accommodations are made on an individual basis.

### Housing

The College does not provide housing. A student with a housing inquiries should consult the Director of Student Services.

### Leadership Development

Students will have the opportunity to utilize and develop their leadership abilities 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 will also allow students to be involved in leadership opportunities. Furthermore, students can develop leadership skills through the College's curriculum by enrolling in leadership courses offered throughout the year.

### **Medical Services**

Emergency medical services are available to students through Williamson Medical Center in Franklin. Students are responsible for 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 it is suggested that students meet their mentors at least two times per year and stay in contact by phone calls and/or emails. 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 help identify and find solutions for obstacles to students' educational goals. Academic advising will be part of the orientation and retention process so that students will understand requirements for progression. 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 guidelines. Degree-seeking 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 periodically sent to students through an email distribution list. 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. Undergraduate students will participate in a Christian Service program through which they will partake in sixty hours of community or Christian Service while enrolled. This is a requirement for undergraduate students and optional for graduate students (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.

### **Student Government Association**

The Student Government Association (SGA) acts as a liaison between students and the administration as well as the sponsoring organization for student activities. The Student Government Association helps plan and implement student events for the College.

### **Student Life**

Advisory staff and appropriate support helps facilitate the planning and implementation of a student-led activity program by the Student Government Association (SGA). Email messages provide a means of communication between the administration and students. Counseling may be provided by staff, faculty, and outside agencies by referral when needed.

**Tutoring Program**

Students interested in or needing additional academic support are encouraged to meet with a tutor. If assistance is required in a current or upcoming class, please inform an academic advisor or the Director of Student Services to get connected with someone that can help.

**Voter Registration**

Williamson College strives to assist all students, who have not yet registered to vote, with information on how to register. One must be a U.S. citizen and at least 18 years old on or before Election Day to be eligible to vote in addition to other requirements. Voter registration is handled at the county level. Students may print and complete a voter registration form at: <http://sos.tn.gov/products/elections/register-vote>.

## ACADEMIC POLICIES AND PROCEDURES

### 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 not 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; 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.**
  - Purchase: Dockery, David S. and Trevin K. Wax, CSB Worldview Study Bible, **Hardcover**: 2208 pages, Holman Bible Publishers (May 15, 2018) ISBN-10: 1433604337 ISBN-13: 978-1433604331 OR ISBN-10: 1433604345 ISBN-13: 978-1433604348
  - Purchase: American Psychological Association Publication Manual, sixth edition, 2009, ISBN-10: 1433950618, ISBN-13: 978-1433805615
- Approved Writing Style Manual:** Undergraduate and Graduate students will prepare all written work according to the guidelines set forth in APA style.



**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 will 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 appointment.
- 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 grade on his or her transcript.
- Students with a Business Office balance will not be allowed to register. All students must have 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 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.
- The Registrar will review class rosters for each course to ensure sufficient enrollment. If there is insufficient enrollment, the Registrar may cancel the section and 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 Registrar, who will convene a panel including the President, the Registrar and one faculty member appointed by the President. Any person filing an appeal must be notified at least two days prior to a hearing on that complaint 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 Registrar will give the student a written summary of the findings from this hearing. (See Complaint Policy/Procedure)



## Academic Capstone Projects

Each degree-seeking student at WC will complete a Capstone Project. The project 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 project 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 Capstone Project demonstrates a broad mastery of learning across the curriculum for a confidence in 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, the Bible, and the major.

## 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. Unexcused absences 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.

### Expectations

Students are expected to attend *all classes in person*. Video recordings or use of the video conferencing for local residents is not intended to replace actual attendance in onsite courses and should not be regarded as such. Students who enroll in onsite courses should make every effort to attend and participate fully in all class meetings during each module. If a student must miss a class, he or she may maintain good standing in the course with one absence upon successfully completing the make-up procedures. A second absence will result in course failure.

## **Absence and Make-up Procedures**

If a student will have difficulty attending a class session, he/she should contact the professor before the class to make arrangements. The student is also expected to contact the registrar for official notification of an anticipated absence. If the student fails to contact either the professor or administration, the absence will count against the student's standing in the course.

Each absence of one hour or more must be made up at the discretion of the faculty member. Students must complete the assignments given in the course syllabus.

Faculty members may require any of the options listed below for makeup work along with any other assignment the faculty member may deem appropriate:

- a) The faculty member may require that the student view the video recording of the class session with no other assignment.
- b) The faculty member may require that the student interact with additional materials.
- c) The faculty member may require that the student meet with him or her in a one-on-one session.
- d) The faculty member may require that the student prepare an outline of the material read for class or for any other assignment given.

## **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/Community 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 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 undergraduate students must partake in a minimum of sixty hours of Christian service. Graduate students may participate in some form of Christian service while enrolled at the college but it is not required. Undergraduate students submit a Christian/Community Service Activity form to the Director of Student Services upon completion of the hours. A student's academic advisor also monitors progress toward completion of the requirement. The service obligation is explained in Orientation (ORI 101), and detailed in the College Catalog and Student Handbook. The Student Handbook includes the Service Activity form as an appendix. A student may receive an extra copy of the form any time from his or her academic advisor or the Director of Student Services. These representatives will also address any questions or concerns a student has about the requirement.

## **Computer Use and File Sharing Policy**

Williamson College recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. The resources are provided for educational and administrative purposes. The purpose of this policy is to inform the Williamson College community of responsible use of computers, computer networks (including the Internet), and other electronic resources. Williamson College is the official owner of its technology resources and the College reserves the right to deny use to those who do not use them responsibly. Users must adhere to all applicable laws and college policies and acceptable uses of information technology.

Williamson College allows employees and students to access work stations and school computers in the library for research purposes, word processing capabilities, email, and access to the College's student management system (SMS) or learning management system (LMS). Additionally, these computers are used to administer testing services when needed. It is the user's responsibility to appropriately use the College's network and any hardware or software owned by the College. The College takes computer misconduct seriously and those found guilty of wrongdoing may be subject to disciplinary action and sanctions.

Additionally, all students are required to have their own laptops per the school policy noted in the catalog. Students are informed of this policy during the Admissions process.

The following information related to Computer Use and File Sharing appears in the Campus Safety Security report released annually by Williamson College. Sanctions and disciplinary action may result in relation to violation of local, state, and/or federal law or College regulations, including but not limited to:

- Unauthorized use of computers owned and operated by Williamson College, defined as transmitting, viewing, publishing, displaying, retrieving, or storing any information that is considered in violation of local, state, or federal law (including violation of federal copyright laws);
- transmitting, viewing, publishing, displaying, retrieving, or storing any information or material that is profane, obscene, physically or sexually explicit, or that describes or displays conduct that would be considered inappropriate for general public viewing;
- transmitting, publishing, displaying, retrieving, or storing information that could reasonably be construed to create an offensive or hostile educational and/or work environment for members of a particular sex, creed, or nationality.

Additional information related to the Consumer Information and File Sharing Policy, including rights and responsibilities of the college and user responsibilities (such as acceptable and unacceptable computer use), is be accessible online through the consumer information page on the College's website.

The College uses a third-party for IT services. Representatives from the company are invited to periodically present informational sessions on computer safety and identity protection to employees and students.

### **Copyright Infringement and Peer to Peer File Sharing Guidelines**

The Fair Use Guidelines of the Copyright Revision Act of 1976 place several restrictions on the duplication of copyrighted material. Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright laws include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use. Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks.

The Higher Education Opportunity Act (HEOA) of 2008 charges U.S. colleges and universities to combat unauthorized file sharing on campus networks, imposing the below requirements:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law;
- A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its network, including "the use of one or more technology-based deterrents"; and
- A plan to "offer alternatives to illegal downloading".

## Copyright Guidelines:

It is permissible for faculty to make a single copy of a chapter from a book, an article from a periodical or newspaper, a short story, essay, poem, chart, graph, diagram, drawing, picture from a book, song, periodical, or newspaper for his or her own scholarly research or teaching. Multiple copies for classroom use can be made, provided the copying meets the following tests:

**Brevity.** A complete poem can be copied if it is less than 250 words or not more than two pages. Excerpts of not more than 250 words can be copied from longer poems. A complete article, story, or essay can be copied if it is less than 2,500 words. Excerpts of not more than 1,000 words or 10 percent of the work, whichever is less, can be copied from longer works. One chart, graph, diagram, cartoon, picture, or other illustration per book or per periodical issue can be copied.

**Spontaneity.** A copy can be made without obtaining permission if the copying is at the insistence and inspiration of the faculty member and if the decision to use the work and the moment of its use are so close in time that it would be unreasonable to expect a timely reply to a request for permission. Permission must be sought if the professor desires to use the excerpt in subsequent course offerings.

**Cumulative effect.** A copy can be made without obtaining permission if it is for only one course in the school. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class semester. Any copies distributed in class must include notice of copyright. Copying cannot be used to create, replace, or substitute for anthologies, compilations, or collective works. Copying of works intended to be "consumable" in the course of study or teaching (e.g., workbooks, exercises, standardized tests, etc.) is prohibited under current copyright laws. Also, these laws stipulate that any copying shall not substitute for the purchase of books, publisher's reprints, or periodicals. Permission must be obtained if the faculty member plans to copy the same item from semester to semester. No charge can be made to the student beyond the actual cost of photocopying. Digital/electronic works are often protected by license/contract in addition to copyright, and use can be very restricted. Professors are responsible to obtain the proper permission for fair use.

Any materials beyond these limits may be produced if permission is obtained from the publisher. In requesting permission please specify the source of the material, title, author, publisher, copyright date, page or pages to be produced, number of copies to be produced, how the material is to be produced (i.e., photocopied, printed, etc.), and where or how the material is to be distributed or used.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a rule of thumb, before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner.

**Educating the Community:** The College uses appropriate mailing and distribution of documents (e.g., inclusion of information in the student handbook, college catalog, student orientation and campus-wide email notifications) to inform students, staff and faculty about appropriate and inappropriate uses of copyrighted materials. These educational efforts will include information that informs everyone that unauthorized distribution of copyrighted material may subject a person to civil and criminal liabilities, a summary of penalties for violation of Federal copyright laws; and a description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against those who engage in illegal downloading or unauthorized distribution of copyrighted material.

**Disciplinary Procedure:** Disciplinary action, up to expulsion from the College or termination of employment, is compulsory for those that violate the College's stated policies. If the violation occurs off campus and is not related to an event or activity of the College, disciplinary proceedings will not be initiated by the College unless the nature of the violation dictates that continued attendance of the student or service of the employee would be detrimental to others or to the College. Through coordination with local law enforcement, any criminal activity on or off campus, may be reported and can result in sanctions; violators of serious offenses reported through the judicial system may be subject to criminal trial, fines and/or incarceration. In the event that a student or employee is charged with a violation, he or she will be required to meet with the Director of Student Services and/or Vice President of Operations. The student or employee will be notified in writing of the alleged violation(s) at the time and place of the meeting. A serious allegation may warrant an interim suspension of the student or employee prior to the meeting.

**Sanctions:** Non-academic sanctions are imposed by the Director of Student Services or Vice President of Operations; however, in some cases, consultation with the President or other members of the administrative staff may be necessary. Violations may be subject to one or more of the following sanctions:

- Warning - an oral notice to the student or employee that he or she has not met the Code of Conduct of Williamson College; the warning includes a caution that if the conduct is continued or repeated, a more serious sanction may be imposed; a record of the oral warning will be placed in the student or employee file.
- Reprimand - a formal, written notification censuring the student or employee for his or her failure to meet the responsibility standards of the College; written reprimands are given to the violator and a copy is placed in the student or employee file.
- Restitution and Fines - the requirement to make restitution or to pay a fine for misuse of or damage to College property.
- Rehabilitation Program - the mandatory participation in and completion of a rehabilitation program.
- Suspension - a temporary withdrawal of the student from college classes or the employee from college work commitments, for serious violations of college policies; notice of suspension is given to the student or employee in writing and indicates the period of suspension and any special conditions that must be met prior to reentry; the violator will remain on probation for a specific period of time; record of the suspension will be placed in the student or employee file.
- Expulsion or Termination - the expulsion of the student from the College or termination of the employee from his or her job for serious violations; notice of expulsion or termination is given to the student or employee in writing; record of the expulsion or termination will be placed in student or employee file.

**Appeals Procedure:** If a student or employee wishes to appeal a sanction imposed by the College, he or she must provide written notification to the Director of Student Services or Vice President of Operations within five business days of the imposition of a sanction. The notification must include reasons he or she believes an appeal is necessary and any supporting documentation he or she may possess. Upon receipt of the appeal by the appropriate department, a Disciplinary Committee shall convene and a chairperson will be appointed to consider the appeal. The chairperson of the committee will notify the student or employee in writing of the date, time and place of the appeal hearing related to the sanction. As such, the student or employee must respond to the chairperson of his or her intent to be present during the hearing. Should the student or employee fail to attend the hearing, the committee will consider the written appeal and any supporting documentation as the basis for the appeal. Upon hearing the appeal, the student or employee will be informed of the committee's decision from the chairperson in writing. The decision of the Disciplinary Committee is final.

**Program Review:** The College will annually review the effectiveness of its program to combat the unauthorized distribution of copyrighted material, which shall also include reviewing legal alternatives available for downloading or otherwise acquiring copyrighted material. Relevant assessment criteria could include items such as reviewing whether the institution is following best practices.

### **Reporting a copyright infringement**

You can report alleged copyright infringements on Williamson College systems or direct other copyright questions to the academic department by calling 615-771-7821.

### **Email Policies:**

#### **Assignment of email address**

Individuals will be issued an official Williamson College student email address (WCMail) upon first registration for students, and upon hiring for employees. This email account will become active upon enrollment and subsequent attendance.

#### **Student responsibilities**

Official correspondence from faculty and staff will be communicated through the Williamson College email address. Students are responsible for the information received and are required to monitor their email account on a regular basis. Since students are required to monitor their email account, and for the student's convenience, Williamson College email addresses may be forwarded to another email account as desired. If a student opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over WCMail, even if there is a problem with the alternate email services. Users are expected to have read the Williamson College Computer Use and File Sharing Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in disciplinary action including revocation of system privileges.

#### **Student rights**

Students may use their account for personal email in accordance with the Williamson College Computer Use Policy.

#### **Security**

WCMail provides a secure sign-on and secure transfer of email within the WC Mail system. However, students should be aware that Williamson College cannot be responsible for the security of information forwarded to other accounts. Faculty, staff, and students will be issued a Williamson College email address upon joining Williamson College. The email account will become active for students upon enrollment and

stay active with attendance. Williamson College provides electronic mail to employees and students to enable them to communicate with the Williamson community, other companies, and partner organizations. Please note that all electronic mail activity is subject to monitoring and scanned for viruses or offensive material.

### **User Responsibilities**

1. Use an "Out of office" assistance to send automatic messages when you are not available.
2. Delete electronic mail messages when no longer required.
3. Respect legal protections to data and software provided by copyrights and licenses.
4. Take care not to express views that could be regarded as defamatory or libelous.
5. Do not participate in chain or pyramid messages or similar schemes.
6. Do not represent yourself as another person.
7. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, or offensive.
8. Williamsoncc.edu emails may be forwarded to another email account as desired. If a user opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over WCMail, even if there is a problem with the alternate email service.
9. Users may use their email account for personal use in accordance with Computer Use and File Sharing Policy.

### **Credit by Nontraditional Means Policy**

Through other means listed below, a student may earn up to 50% of the credit required for a degree. Credit by other means cannot be used toward the requirements for the major.

#### Credit for Military Training Policy

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.

#### College Level Examination Program (CLEP) Policy

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.

#### Dantes Subject Standardized Tests (DSST) Policy

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.

#### Credit by Demonstrated Competency Policy

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.

### Credit by Examination Policy

A maximum of 32 semester credit hours or 25% of the credits required for a degree can be earned through credit by examination.

### **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 and possible minor 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.

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 the respective WC school prior to taking the additional coursework.

### **Minimum Hours for Beginning Major**

Students are permitted to enter the major and respective minor 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 Registrar who has the authority to adjust grades.

The grading system of the College is as follows:

Grading system		Grade Points	
		Each semester credit hour of credit is valued in grade points as follows:	
A	Excellent work, all learning outcomes met fully	A	4.0 points (94-100)
B	Very good academic work	A-	3.7 points (93)
C	Average academic work	B+	3.3 points (92)
D	Minimum quality for credit to be awarded	B	3.0 points (86-91)
F	Failure, no credit awarded	B-	2.7 points (85)
I	Incomplete (see Incomplete Grades)	C+	2.3 points (84)
W	Withdraw, no credit	C	2.0 points (78-83)
P	Pass, requirement met but no quality assessment	C-	1.7 points (77)
AU	Audit, no credit awarded	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 cumulative GPA of 2.0 completed at the College.**

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 <https://wc.populiweb.com>**

## **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.

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 Populi Learning Management 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 25.

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 "W". 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 Registrar will verify the withdrawal date. 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.

### **Leave of Absence (LOA)**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to the specific time period during a program when a student is not in attendance. Students should request an academic LOA from his or her advisor. If applicable, a form will also need to be filled out. Financial implications may result from the student taking a LOA. Any financial concerns related to a LOA should be discussed with the Business Office Accountant or Director of Financial Aid when pertinent. Students must apply for a LOA in advance unless unforeseen circumstances prevent the student from doing so; i.e., a medical emergency, death in family, etc. A student's LOA cannot extend past 180 days, or one full term.

### **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 Policy**

Procedure: Students not meeting the minimum cumulative grade point average stated under Academic Standing at the end of each enrollment period will be placed on academic probation. Students must maintain

the minimum grade point average and receive tutorial services from the Williamson College Tutor Program in their next registration period in order to be removed from academic probation. Failure to maintain the required minimum grade point average stated under Academic Standing for the second time 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 one enrollment period a probationary status. Veterans and eligible persons on academic probation must attain the minimum GPA required by the end of probation or education benefits will be terminated. Please note registration restrictions or financial penalties may result from failure to maintain satisfactory academic standing.

Students may be academically suspended by the Registrar 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 Registrar. 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 Registrar, who will convene a panel including the President, the Registrar and one faculty member appointed by the President.

### **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 Registrar. The Registrar 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 Registrar has authority to make extensions and to grant exceptions to this procedure.

The Registrar 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 Registrar. If the assigned reviewer judges the original grade to be fair, the grade will not be changed, and the Registrar will notify the student.

If there is not a clear decision on the grade dispute, the Registrar 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 Registrar 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

Registrar and the President 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 the complaint process 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 Registrar, who will convene and chair a panel including the President, the Registrar and one faculty member appointed by the President.

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.

### **Student Complaint Process**

**(Previously entitled Grievance Policy for Faculty and Staff) (September 13, 2002)**

Any student, faculty member, staff member, or administrator may file a grievance against any other employee of the College, against a student of the College or against the College itself. The person wishing to file the grievance should first consider how to resolve the matter directly with the other person(s). When this is not possible, then the Grievance Form must be completed. The forms are available at <http://williamsoncc.edu/wp-content/uploads/2016/08/Student-Complaint-Process.pdf>, or administration on campus. The person filing the grievance may add other materials that seem pertinent to the issue as long as such materials are legal and in good taste as defined by the College. The completed Grievance Form must be filed with the President.

If the matter is within the faculty or involves a faculty/student matter, the grievance will be assigned to the Vice President of Operations who will talk with both the person filing the grievance and the person named in the grievance in an attempt to resolve the matter.

If this attempt at resolution is not satisfactory to the parties involved, or if the matter involves a member of the staff or administration, the matter will be assigned to the President. If the matter involves the President or the College itself, the matter will be assigned to the Chair, Board of Trustees. The President, at his or her discretion, may convene a panel of not more than five persons who will meet en banc (as a panel) to consider the merits of the situation. The findings and recommendations of the panel are advisory to the President and to the Chair, Board of Trustees. Rules for such panels (hearings) will be adopted by the President's Office but such rules must include the right of the person filing the grievance to present his or her case before the panel in person. The President (or the Chair of the Board if the President is named in the grievance) is responsible for making a decision in these situations and communicating it in writing to the parties involved. The information is also to be communicated to the WC Leadership Team if appropriate. The person filing the grievance will be provided with a transcript of the hearing, if requested in writing at least five working days before the hearing. The outcome of any hearing can be sealed at the discretion of the President. Any information to appear on the transcript must be specifically approved by the President.

**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 submit the form at 274 Mallory Station Rd., Franklin, Tennessee 37067 (phone: 615/771-7821) and may add other documentation that seem pertinent to the student as long as such materials are legal and in good taste as defined by the VP of Operations. The VP of Operations 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 VP of Operations will bring the matter to the attention of the President. If this attempt at resolution is unsatisfactory to the student, the President will convene a panel composed of the faculty and administration who will meet. Rules for such hearings will be adopted by the President'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 President 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 organizations:

Association of Biblical Higher Education (ABHE)  
5850 TG Lee Blvd. Suite 130  
Orlando, Florida 32822  
Phone: 407/207-0808 [www.abhe.org](http://www.abhe.org).

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit ([www.tn.gov/consumer](http://www.tn.gov/consumer)) and at the request of Consumer Affairs, may bring appropriate action or proceeding in any court.

TN Dept. of Consumer Affairs  
500 James Robertson Pkwy  
Nashville, TN 37243

Office of the Attorney General  
P.O.BOX 20207  
Nashville, TN 37202

Williamson College complies with the Family Educational Rights and Privacy Act (FERPA), designed to protect the confidentiality of personally identifiable information within student's educational records. The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by Williamson to comply with the FERPA requirements.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
800/872-5327

**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 by undergraduate students as stated in the WC Catalog under which the student will graduate.
2. The requirements for the major offered with the undergraduate degree must be completed as stated in the WC Catalog under which the student will graduate.
3. The Christian Service requirement for undergraduate students must be complete as stated in the WC Catalog under which the student will graduate.
4. A total of 122 semester credit hours accepted by the College must have been earned for the Bachelor of Science degree, 62 semester credit hours for the Associate in Leadership degree, and 33 credit hours for the Master of Arts 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 undergraduate work, and a 2.5 or better on a 4.0 scale for all graduate 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 maximum of nine credit hours may be transferred in as comparable substitutions for major coursework at the undergraduate level at the time of admission. Transfer graduate work may be evaluated by petition only through the Registrar's office.
8. Students earning a second undergraduate 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 on the college's website.

## ACADEMIC PROGRAMS

Williamson College offers two undergraduate degree programs and one graduate program. Degrees awarded include the Associate Degree in Leadership, the Bachelor of Science, and the Master of Arts in Organizational Leadership. The minimum total required hours for the Associate Degree is 62 credits. The minimum total required hours for the Bachelor of Science Degree is 122 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. The Master of Arts in Organizational Leadership consists of 33 semester 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

#### BUSINESS ADMINISTRATION

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: 41 semester credit hours in general education; 60 semester credit hours in the Business major; and 21 semester credit hours of electives. The major includes 18 semester credit hours in Bible/Theology.

#### 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; 57 semester credit hours in the Ministry Leadership major; and 21 semester credit hours of the student's chosen track of Bible/Theology, Worship Studies, or World Missions/Intercultural Studies. Three additional semester credit hours are reserved for a general elective.

### MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

The total program requirement for graduation with the **Master of Arts in Organizational Leadership** is 33 semester credit hours. The M.A. in Organizational Leadership will be taught from a Christian worldview, is designed to equip students to lead and manage top-level teams. It is ideal both for people in both for-profit and nonprofit organizations, including churches. The program's curriculum consists of 11 courses and includes local, national, and international perspective. There are no prerequisites for students with an undergraduate degree. Additional emphasis areas are available for students desiring a specialization.



## 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.



**Beth Bivins**  
**General Education Dept.**  
**Chair**

Each student who receives a Bachelor of Science degree at Williamson College must complete specific requirements in the area of General Education, listed by major on the next page. *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. *Skills for College Success* will further prepare students with strong writing skills expected for academic rigor. Screening and Assessment during *Skills* will determine whether the student needs ENG 100 and ENG 101 before the student takes *Composition and Reading I and II*. Critical Thinking will prepare students to gather and evaluate information to recognize and determine the difference between fact and fiction. Each student who receives a Bachelor of Science degree at Williamson College must complete credit hours in General Education.

## GENERAL EDUCATION REQUIREMENTS

<b>SCHOOL OF MINISTRY</b>	<b>SCHOOL OF BUSINESS</b>
<b>Personal Development (10)</b>	<b>Personal Development (10)</b>
ORI 101 Orientation (1)	ORI 101 Orientation (1)
PD 101 Goals, Priorities and Attitudes (3)	PD 101 Goals, Priorities and Attitudes (3)
LD 200 Introduction to Critical Thinking (3)	LD 200 Introduction to Critical Thinking (3)
PD 100 Skills for College Success (3)	PD 100 Skills for College Success (3)
<b>Humanities (12)</b>	
ENG 102 English Composition & Reading I (3)	ENG 102 English Composition & Reading I (3)
ENG 103 English Composition & Reading II (3)	ENG 103 English Composition & Reading II (3)
ENG Literature (3)	ENG Literature (3)
SPT 243 Public Speaking (3)	SPT 243 Public Speaking (3)
<b>Social Sciences (15)</b>	<b>Social Sciences (12)</b>
PSY 103 General Psychology (3) Choose options up to (12) HIS 101 Survey of World Civilization I (3) HIS 102 Survey of World Civilization II (3) HIS 110 American Experience to Reconstruction (3) HIS 111 American Experience Since Reconstruction (3) HIS 311 Social History of 20 <sup>th</sup> Century U.S. (3) SOC 201 Introduction to Sociology (3)	PSY 103 General Psychology (3) History: student's choice (6) AND Social Science: ECON 101 Essentials of World Economics (3)
<b>Science, Math, and Technology (7)</b>	
PHI 213 The Making of a Modern Mind (3)	Business Math or Statistics (3)
PSI 115 Earth Science with Lab (4)	PSI 115 Earth Science with Lab (4)
<b>Total 44</b>	<b>Total 41</b>

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

### 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 ahead.

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. 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 semester credit hours that will culminate in the Master of Arts in Organizational Leadership. The program must be earned within sixty-months from the cohort start date. The program must be repeated if coursework is not completed within the (60) sixty-month timeframe. Under extenuating circumstances, an appeal may be presented to the Executive Faculty for extension of the (60) months.

Graduate students must also maintain a cumulative grade point average (GPA) of 3.0 for MAOL courses being earned toward the degree.

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

OL 500—Critical Thinking (3)

OL 501—Biblical Principles for Global Leadership (3)

OL 510—Ethical Leadership in Public Life (3)

\*OL 520— Leading in State & Local Context

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 (3)

OL 560—Organizational Communication & Conflict Management (3)

OL 565—Business Risk Management (3)

OL 570—Strategic Planning & Financial Analysis (3)

OL 590—Dynamics of Leading in an International Context (International Travel Course) (3)

OL 599—Capstone Project (3)

\*OL 520 Leading in State & Local Context series are required non-credit seminars presented at no cost to the graduate student. These seminars will be scheduled throughout the program, with presenters from nonprofit leaders, local and state legislators, educators, and business leaders.

## MAOL Emphasis Areas

Additionally, MAOL graduate students have the option to add a 9 credit hour emphasis area to their degree. The following 9 credit hour emphasis areas will be available (3 additional courses):

**Bible/Theology** – There is a powerful benefit to studying Bible/Theology from two diverse perspectives. The Biblical Studies courses will give students a horizontal theological view that follows a chronological and historic timeline. The Old Testament course begins with Creation and Fall; then proceeds to explore the early days of the History of Redemption, including God’s Covenants with Noah, Abraham, Moses and David. The New Testament course will build on this Old Testament foundation with the New Covenant; based on the earthly life, ministry and work of Jesus Christ. From this emerges the birth, establishment and expansion of the New Testament Church; culminating with the New Heavens and Earth in Revelation. The Christian Doctrine course will give students a vertical theological view that is structured around the ten primary categories of Systematic Theology. Topics for study include the Trinitarian God (Father, Son, Holy Spirit), His Word and His Work (Salvation, Church, Future) related to Man, Sin, and the Spirit World (Angels, Satan and Demons).

BL 501 Advanced Old Testament Studies (3)  
BL 512 Advanced New Testament Studies (3)  
CT 525 Advanced Christian Doctrine (3)

**Business Consulting-** Students will learn the importance and purpose of the consulting engagement process and the concepts and theories common to the consulting industry. Additionally, this emphasis will equip students with the skills to evaluate capital structures, complete basic company valuations, describe the steps in a merger or acquisition, and develop exit strategies for business owners. Understanding the dynamic relationships with leaders, managers, and technicians is a critical skill to the effective consultant. Consultants unpack the complexities associated with the most common leadership and management styles, learn to effectively address conflict within the organization, and assess the impact these disciplines have on company culture. Students will be able to diagnose operational performance and recommend plans for improvement and methods for implementation.

BC 501 Consulting Concepts and Corporate Finance (3)  
BC 510 A Consultants Approach to Leadership, Management, and Culture (3)  
BC 520 Diagnosing Operational Performance (3)

**Coaching-** Within the optional Coaching emphasis opportunity of the MAOL, students will develop critical coaching skills, including: effective and appropriate client interaction, active listening, goal setting, accountability, question development, personality styles and their impact on communication, and conflict resolution. Additionally, every coach, whether internal or external, should adhere to a code of ethics, understand the coaching engagement and agreement process, and help their clients achieve a sustainable balance between their business and personal life.

COA 501 Coaching Practice Development: Ethics, Concepts, and Applications (3)  
COA 510 Coaching Assessments, Surveys, and Questionnaires (3)  
COA 520 Leadership Development and Team Building (3)

**Cyber Security-** Major data breaches are front page news and organizations of all sizes in the public and private sector are targets of today's more sophisticated attacks. A business leader today must be able to move the organization forward while protecting critical infrastructure, computer systems, and data from cyber crime, cyber fraud, and cyber espionage. Williamson College students who complete a cybersecurity emphasis as part of their MAOL will gain an understanding of how to effectively measure cyber risk to an organization, and what controls to deploy to manage that risk.

IT 501 Technical Foundations for Cyber Security (3)

IT 510 Governance and Compliance Issues in Cyber Security (3)

IT 520 Case Studies in Cyber Security (3)

**Missiology** - In the 21st century churches and faith-based institutions are faced with increasing global challenge in delivering their mission to diverse and, sometimes, adversarial cultures. The equipping of leaders and managers in intercultural communication is vitally critical in effectively organizing for the accomplishment of mission. This ability is no longer reserved for individuals and organizations traveling abroad. In a global community, the world has been brought to our doorstep. The possession of multi-cultural understanding is indispensable.



**Masters of Arts in Organizational Leadership Biblical Study Trip to Israel – Spring 2018**

## **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

**Overview:** Williamson College is serious about the integration of biblical thinking with professional pursuits. The School of Business offers the B.S. in Business Administration. This degree is 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 21<sup>st</sup> century. An optional Nonprofit Management Track is available for students desiring emphasis for the nonprofit organization. Additionally, we offer an optional minor in Accounting, Business Consulting and Business Coaching.

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.

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 identify 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 **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 Studies I (3)
BL 202	Old Testament Studies II (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)
ACCT 301	Principles of Accounting I (3)
ACCT 302	Principles of Accounting II (3)
MGT 381	Organizational Behavior (3)
MGT 311	Entrepreneurship and Small Business (3)
MIS 300	Introduction to World Missions (3)
CT 403	Biblical Ethics (3)
LD 471	Leadership: Theory & Practice (3)
MGT 371	Current Issues in Management (3)
CT 330	Christian Doctrine II (3)
MKT 361	Marketing (3)
MGT 361	Introduction to Sales (3)
ACCT 310	Introduction to Finance (3)
MGT 441	Principles and Issues in Business Risk (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	41 semester credit hours
Major	60 semester credit hours
Electives	21 semester credit hours
Total Required for Graduation	122 Total semester credit hours

Optional Nonprofit Managerial Leadership Minor- 21 semester credit hours (will count toward elective hours)

ACCT 313	Financial Management for the Nonprofit Organization (3)
BUS 421	Fundamentals of Funds Development I (3)
BUS 422	Fundamentals of Funds Development II (3)
BUS 431	Strategic Communication for the Nonprofit Organization (3)
LD 472	Case Studies in Nonprofit Leadership (3)
MGT 311	Entrepreneurship and Small Business (3)
BUS 489	Nonprofit Managerial Leadership Capstone (3)

Optional Accounting Minor- 21 semester credit hours (will count toward elective hours)

ACCT 321	Intermediate Accounting I (3)
ACCT 322	Intermediate Accounting II (3)
ACCT 323	Cost Accounting (3)
ACCT 341	Taxation (3)
ACCT 401	Auditing (3)
ACCT 403	Government and Nonprofit Accounting (3)
ACCT 423	Forensic Accounting (3)



### **Certificate in Accounting- Paraprofessional**

The Paraprofessional Accounting Certificate program is a 27 credit-hour program that prepares students to become accounting paraprofessionals in bookkeeping and accounting firms. The program also enables entrepreneurs and not-for-profit leaders to understand and manage the financial requirements of their businesses.

ACCT 301	Principles of Accounting I (3)
ACCT 302	Principles of Accounting II (3)
ACCT 303	Principles of Accounting III (3)
ACCT 343	Managerial Accounting (3)
ACCT 331	Accounting with QuickBooks Online (3)
ACCT 332	Payroll Accounting (3)
ACCT 333	State Tax Issues (3)
ACCT 341	Individual Tax (3)
ACCT 342	Business Tax (3)

### **Certificate or Minor in Coaching**

This optional minor will prepare the student with appropriate skills, ethics, and purpose for the Coaching specialization.

COA 201	Foundations of Coaching (3)
COA 202	Communication & the Coaching Relationship (3)
COA 203	Leadership Development for Coaches (3)
COA 204	Methods, Metrics, Management for Coaches (3)
COA 205	Team Building for Coaches (3)
COA 206	Coaching Through Conflict (3)
COA 207	The Holistic Coach (3)

### **Certificate or Minor in Business Consulting**

This optional minor will prepare the student to specialize in Business Consulting.

BC 201	Foundations of Consulting (3)
BC 202	Conflict, Culture, & Communication (3)
BC 203	Leadership Development for Consultants (3)
BC 204	Corporate Finance (3)
BC 205	Management Fundamentals: Concepts, Applications & Skill Development (3)
BC 206	Operational Diagnostics (3)
BC 207	Strategic Planning (3)

## **ASSOCIATE DEGREE IN LEADERSHIP**

### **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)
- PD 100      Skills for College Success (3)
- PD 101      Goals, Priorities and Attitudes (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)
- Public Speaking (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)

CT 301 Biblical Worldview (3)

MGT 301 Essentials of Management (3)

BL 301 Hermeneutics (3)

LD 471 Leadership: Theory & Practice (3)

MGT 381 Organizational Behavior (3)  
(*can be substituted with* BL 341Acts: The Early Church)

BL 201 Old Testament Studies I (3)

BL 202 Old Testament Studies II (3)

BL 212 New Testament Survey (3)

Elective One 3-hour Leadership course (3)

LD 289 Associate Degree in Leadership Capstone (1)

## MISSION POINT SCHOOL OF MINISTRY

### BACHELOR OF SCIENCE IN MINISTRY LEADERSHIP DEGREE



**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 (non-credit, non-tuition required course), 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

**Biblical Knowledge:** The ability to articulate the basic tenets of the Christian faith.

**Biblical Understanding:** A working knowledge of biblical truths that can be used in both personal and professional situations.

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

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

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

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



**David Dillon**  
**Ministry Leadership**  
**Dept. Chair**

#### Major Courses

BL 201	Old Testament Studies I: Genesis – United Monarchy (3)
BL 202	Old Testament Studies II: Divided Monarchy to Post-Babylonian Captivity (3)
BL 212	New Testament Survey (3)
BL 301	Hermeneutics: Bible Study Methods (3)
BL 331	Life of Christ (3)
BL 341	Acts: The Early Church (3)
BL 342	Pauline Epistles (3)
BL 343	General Epistles and Revelation (3)
CM 303	Discipleship and Small Groups (3)
CT 201	Church History (3)
CT 301	Biblical Worldview (3)
CT 321	Intro to Apologetics (3)

CT 325	Christian Doctrine I: Bibliology, Theology Proper, Angels, Man, Sin (3)
CT 330	Christian Doctrine II: Jesus Christ, Salvation, Holy Spirit, The Church, Future Events (3)
CT 403	Biblical Ethics (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)

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

**Bible/Theology Minor 21 semester credit hours**

WOR 221	Theology of Worship (3)
CT 410	Bibliology: Doctrine of the Bible (3)
CT 420	Trinitarianism (3)
CT 430	Soteriology: Doctrine of Salvation (3)
CT 440	Ecclesiology: Doctrine of the Church (3)
BL 388	Israel Biblical Study Program (3)
BL 389	Israel Biblical Study Trip (3)

**Missions/Intercultural Studies Minor -21 semester credit hours**

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)

**Worship Studies Minor -21 semester credit hours**

WOR 221	Theology of Worship (3)
WOR 231	Theology of Imagination and the Arts (3)
WOR 313	Worship in the Old Testament (3)
WOR 314	Worship in the New Testament (3)
WOR 315	Worshipping Personally: Seven Practices That Liberate the Soul (3)
WOR 331	Worship Leadership in the Church (3)
WOR 450	Worship in Evangelism & Missions (3)

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

General Education Requirements	44 semester credit hours
Major	57 semester credit hours
Selected optional Minor or electives	21 semester credit hours
Total Required for Graduation	122 Total semester credit hours

## COURSE DESCRIPTIONS

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.

All 500 level courses are representative of Master's Degree level.

### **Accounting**

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

*[Prerequisite: MAT 210]*

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)**

*[Prerequisite: MAT 210]*

This is the first course in accounting and will introduce the student to the financial language of business. The student will follow the basic business transaction through the complete accounting cycle. The student will learn the processes for sales and receivables, purchases and payables, and cash and banking procedures.

#### **ACCT 302 Principles of Accounting II (3)**

*[Prerequisite: MAT 210 and ACCT 301]*

This is the second Principles of Accounting course. The student continues learning processes related to payroll, accruals and deferrals, closing procedures and preparation of the basic financial statements. The student will learn accounting theory and standards relating to receivables, payables, inventory, and property, plant and equipment.

#### **ACCT 303 Principles of Accounting III (3)**

*(Prerequisite MAT 210 and Acct 301, 302)*

This is the third Principles of Accounting course. The student will focus on accounting for partnerships and corporations, equity and bonds. The student will learn how to analyze the financial statements and prepare the statement of cash flows.

#### **ACCT 310 Introduction to Finance (3)**

*[Prerequisite: MAT 210, ACCT 301]*

This course focuses on the fundamental principles of finances. The basic knowledge, concepts, and terms of the discipline are appropriate for all students. Biblical concepts of sound financial decision making will be covered as it relates to the current economy both from a personal and business point of view.

#### **ACCT 321 / 322 Intermediate Accounting I & II (6)**

*[Prerequisite: ACCT 301 and ACCT 302]*

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 331 Accounting with QuickBooks Online**

(Prerequisite Acct 302)

The student will learn the QuickBooks Online software platform.

**ACCT 332 Payroll Accounting**

(Prerequisite Acct 302)

The student will learn the payroll processes: how to compute the payroll, payroll taxes and accounting systems used in the payroll function.

**ACCT 333 State Tax Issues**

This course prepares accounting students and entrepreneurs for doing business in Tennessee. Topics covered include opening a business in Tennessee, state tax compliance in Tennessee and non-for-profit compliance in Tennessee.

**ACCT 341 Individual Tax**

(Prerequisite Acct 303)

This is an introductory course to federal taxation as it primarily relates to the individual. Topics include tax strategies for individuals and sole proprietors.

**ACCT 342 Business Tax**

(Prerequisite Acct 341)

This is the second course to federal taxation as it primarily relates to partnerships and corporations. Topics include tax requirements for formations, dispositions and distributions in business entities.

**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. 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.

**Business Consulting****BC 201 Foundations of Consulting (3)**

This course sets the foundation for the consulting program. In this course students will learn the importance and purpose of the consulting engagement process and the concepts and theories common to the consulting industry. Students will also learn the importance of ethical conduct and how to get their skills used.

**BC 202 Conflict, Culture, & Communication (3)**

Designed not only to equip the student to optimize the effectiveness of their client interactions, but this course will also equip the student to understand the impact that conflict, culture, and communication have on overall company performance.

**BC 203 Leadership Development for Consultants (3)**

To be an effective consultant, one must be an effective leader. As such, students in this course will not only learn to develop leadership qualities in their future clients, but they will also develop their own leadership skills.

**BC 204 Corporate Finance (3)**

In the Corporate Finance course, students will learn the language of corporate finance. They will also develop the skills to evaluate capital structures, complete basic company valuations, describe the steps in a merger or acquisition, and develop exit strategies for business owners.

**BC 205 Management Fundamentals: Concepts, Applications, & Skill Development (3)**

This course will equip the students to interact with all managers, from line management to executive management. Students will learn to identify different management styles, processes, and effectiveness. With so many methods printed in contemporary management literature today, students will also learn to evaluate, recommend, and implement the appropriate method for each situation.

**BC 206 Operational Diagnostics (3)**

Students will learn to evaluate performance in Production, Sales and Marketing, Corporate Finance, Logistics (inbound and outbound), and Support and Administration. Additionally, they will learn to recommend plans for improvement and methods for implementation.

**BC 207 Strategic Planning (3)**

Students will learn the history, concepts, theories, and applications of strategic planning that will equip them to develop strategic plans for their clients.

**BC 501 Consulting Concepts and Corporate Finance (3)**

This course is divided into two sections. In the first section, students will learn the importance and purpose of the consulting engagement process and the concepts and theories common to the consulting industry. The second section will equip students with the skills to evaluate capital structures, complete basic company valuations, describe the steps in a merger or acquisition, and develop exit strategies for business owners.

**BC 510 A Consultants Approach to Leadership, Management, and Culture (3)**

Understanding the dynamic relationships with leaders, managers, and technicians is a critical skill to the effective consultant. This course will help the student unpack the complexities associated with the most common leadership and management styles, learn to effectively address conflict within the organization, and assess the impact these disciplines have on company culture, overall company performance, and the consulting relationship.

**BC 520 Diagnosing Operational Performance (3)**

Students will learn to evaluate performance in Production, Sales and Marketing, Corporate Finance, Logistics (inbound and outbound), and Support and Administration. Additionally, they will learn to recommend plans for improvement and methods for implementation.

**Biblical Studies****BL 201 Old Testament Studies I: Genesis – United Monarchy (3)**

This course is a study of the early history of God's people in the Old Testament as recorded from Genesis through Solomon. We will begin with an exploration of the Pentateuch, the five books of Moses, Genesis through Deuteronomy. Then, the History books Joshua through Ruth will be reviewed. Samuel will transition us to the United Kingdom of Saul, David and Solomon. Most of the Poetic Books, known as the Wisdom Literature of the Old Testament, were written at this time; so they will also be included in the content for this course.

**BL 202 Old Testament Studies II: Divided Monarchy to Post-Babylonian Captivity (3)**

This course is a study of the history of God's people in the Old Testament from the Divided Monarchy through the Post-Babylonian Captivity. The foundation for the course will be the chronological sequence of the Kings through Esther Historical books. Isaiah through Malachi, known as Old Testament Prophets, also prophesied during this time; so these books will be integrated into the content for this course. The final layer of study for the course will include an exposure to contemporary World Civilizations, including Assyria, Babylon and Persia.

**BL 208 Hebrew Wisdom Literature (3)**

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. (Offered online only through KEEN Lumerit Education Learning Solutions.)

**BL 212 New Testament Survey (3)**

This Survey course will include core components for building a foundational understanding of the New Testament that will enrich more in-depth courses of study later. The first component will explore NT backgrounds from the Intertestamental Period beginning with the Greek Empire. A second component will focus on the introducing the Gospels and the life of Christ in particular. A third component will discover the early church launch and development, with key focus on the ministries and writings of Peter and Paul. The final component will review the final books of the New Testament, emphasizing the ministry and writings of the Apostle John.

**BL 301 Hermeneutics: Bible Study Methods (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 331 The Life of Christ (3)**

This study of the Gospels will include core components for building a good understanding of the first four books of the New Testament, as well as, the Life and Ministry of Jesus Christ. The first component will explore NT backgrounds from the Intertestamental Period to provide proper understanding of key content in the Gospels. A second component will focus on the introducing the Gospels writings as literature, including authorship, audience, purpose, style, and content. The final component will emphasize the person, life, ministry (teachings, miracles, disciple-making), death, and resurrection of Jesus Christ as presented in the four Gospels.

**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 Pauline Epistles (3)**

An overview of Paul's writings to the first-century churches. This study highlights major issues and considers application to individual believers and churches of today. Appropriate hermeneutical principles and procedures are also demonstrated.

**BL 343 General Epistles and Revelation (3)**

This course is a study the concluding books of the New Testament, including the General Epistles from Hebrews - Jude and John's Revelation. A General Epistles overview will include a review of the authorship, historical and cultural context, literary genre and theological themes for each letter. The review of John's Revelation will include all of these components and an analysis of several topics that have diverse viewpoints for interpreting future events.

**BL 388 Israel Biblical Study Program (3)**

*[Prerequisites: BL 201, BL 202, BL 212]*

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.

**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, Intertestamental, 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 501 Advanced Old Testament Studies (3)**

A rigorous examination of the wisdom literature and history literature of the Old Testament to discern how they inform the metanarrative of the Bible.

**BL 512 Advanced New Testament Studies (3)**

An extensive examination of the person and work of Jesus through the Gospels, the early development of the church through the work of the apostles, and the apocalyptic literature of Revelation.

**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 (0)**

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. Pass/Fail

**CHN 101 Chinese/American Business (0)**

An introduction to learning basic Mandarin, including business terms; that will assist in communicating ideas and concepts. Pronunciation will be part of the foundation of this class. Some aspects of Chinese culture and how it differs from Western Culture will also be included. (not for credit)

**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 303 Discipleship and Small Groups (3)**

This course is a study of New Testament discipleship principles and their application, with a special emphasis upon building discipling relationships and small group ministry. Groups are the building blocks of organizations and Christian ministries. Nearly everyone participates in both formal and informal groups. Leaders must understand group process because it directly affects creativity, problem solving, decision making and productivity. This course focuses primarily on the function of small groups in a church setting, with an understanding that many of the principles also apply to business and other areas of life that are comprised of groups of people.

**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 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. Students will answer questions that integrate and synthesize key principles of biblical understanding, biblical worldview, spiritual transformation, communication of truth, and leadership and ministry principles. Pass/Fail

**Coaching****COA 201 Foundations of Coaching (3)**

This course sets the foundation for the coaching program. Students will learn the purpose of coaching, the ethics of coaching, develop basic coaching skills, and learn the differences in coaching specialties.

**COA 202 Communication and the Coaching Relationship (3)**

Designed to equip the student to optimize the effectiveness of their client interactions, this course pursues the study of personality styles, active listening, probing style questioning, and guided discoveries.

**COA 203 Leadership Development for Coaches (3)**

This course is a cornerstone for the coaching program. To be an effective coach, one must be an effective leader. As such, students in this course will not only learn to develop leadership qualities in their future clients, but they will also develop their own leadership skills.

**COA 204 Methods, Metrics, and Management for Coaches**

This course will prepare students to use specific tools and assessments to bring awareness to blind spots, misalignment, and opportunities for change within the client engagement. They will also learn to identify metrics to monitor progress and integrate accountability measures to sustain progress.

**COA 205 Team Building for Coaches (3)**

Using proven scientific models, the Team Building for Coaches course will equip the student to assess performance and develop action plans to increase efficiency and effectiveness with client teams.

**COA 206 Coaching Through Conflict (3)**

Almost every coaching engagement will address some degree of conflict. Occasionally, a conflict will even arise between client and coach. In addition to teaching students' specific skills to help clients handle conflict with others, this course will also prepare them to manage the challenges associated with a client conflict.

**COA 207 The Holistic Coach (3)**

Most coaching clients are dealing with the challenges of multiple roles they must fulfill in their professional careers, will trying to manage a separate set of roles in their home life. This course will prepare the student to help clients find balance in their entire life, not one or the other.

**COA 501 Coaching Practice Development: Ethics, Concepts, and Applications (3)**

In this course, students will develop critical coaching skills, including: effective client interaction, active listening, goal setting, accountability, question development, personality styles and their impact on communication, and conflict resolution. Additionally, every coach, whether internal or external, should adhere to a code of ethics, understand the coaching engagement and agreement process, and learn how to get their skills used. The focus of this course is the business side of coaching and managing a coaching practice.

**COA 510 Coaching Assessments, Surveys, and Questionnaires (3)**

At one point or another, most people will find themselves vacillating between roles of leadership, management, and technician. In the course, the student will learn to identify appropriate coaching tools and develop techniques to help clients reach their goals within each of these roles as well as the transition between them. The course will also equip the student to help their clients achieve a sustainable balance between their business and personal life.

**COA 520 Leadership Development and Team Building (3)**

Students will learn to assess different leadership styles and implement a compelling process to help leaders get better outcomes. When working with teams, the student will be equipped to assess and build essential behaviors to increase efficiencies and effectiveness.

**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 325 Christian Doctrine

**CT 301 Biblical Worldview (3)**

*[Prerequisite: LD 200 Critical Thinking]*

A study of the Biblical worldview as presented in the Old and New Testaments in contrast to alternate worldviews. Use of texts and Scripture will be employed to explore the roles of General Revelation (creation and morality) and Special Revelation (the Scriptures and Jesus Christ) to apprehend the truths of God as well as equip the learner to integrate faith and learning and to experience God at work in today's world.

**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 I (3)**

*[Prerequisite: BL 301 Hermeneutics: Bible Study Methods]*

An introduction to theology from a systematic approach. This course will especially focus on the doctrines of the Bible; Theology Proper (God the Father, Trinity); Angels, Satan, Demons; Man; and Sin.

**CT 330 Christian Doctrine II (3)**

*[Prerequisite: BL 301 Hermeneutics: Bible Study Methods]*

An introduction to theology from a systematic approach. This course will especially focus on the doctrines of Jesus Christ, Salvation, Holy Spirit, Church and Future Events.

**CT 403 Biblical Ethics (3)**

This is a study of complexities of our modern world and how we live in it as Christians. This course will demonstrate that Christian ethics is ultimately rooted in the nature and actions of God and in the worldview derived from the biblical story. A biblical worldview acts as the basis for decision-making when facing ethical issues of life. *(Prerequisite: CT301 Biblical Worldview)*

**CT 410 Bibliology: Doctrine of the Scriptures (3)**

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

**CT 420 Trinitarianism (3)**

*[Prerequisite: CT 325, Christian Doctrine]*

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.

**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: Doctrine of Salvation (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: Doctrine of the Church (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.

**CT 525 Advanced Christian Doctrine (3)**

An intensive, systematic approach to the study of Theology. This course will cover the doctrines of the Bible; Theology Proper (God the Father, Trinity); Angels, Satan, Demons; Man; and Sin, Christ, Salvation, Holy Spirit, Church and Future Events.

### **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 100 Crafting Effective Sentences (3)**

This course will develop competency in the use of standard written English, and the recognition of appropriate levels of usage, with emphasis on writing clear, correct, concise, and compelling prose. Areas of study will include basic English syntax patterns, types of sentences according to structure and purpose, the grammar of phrases and clauses, principles of coordination and subordination, and standard usage and mechanics.

#### **ENG 101 Crafting Effective Paragraphs (3)**

Building upon the elements of English 100, this course will examine the paragraph as the standard unit of thought and composition and will focus on the creation of well-developed, effective paragraphs for a wide variety of purposes and occasions. Areas of study will include topic sentence and thesis statement development, patterns of organization, development of ideas, and specific strategies for various types of paragraphs (introduction, body, conclusion) across the rhetorical modes.



**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/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.

**Information Technology****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.

## UNDER CONSTRUCTION:

IT 501 Technical Foundations for Cyber Security (3)

IT 510 Governance and Compliance Issues in Cyber Security (3)

IT 520 Case Studies in Cyber Security (3)

## **Leadership**

### **LD 200 Introduction to Critical Thinking (3)**

This course is designed to provide a framework for gathering and evaluating the challenges leaders face globally. The need for distinguishing between fact and fiction; sound principles and external biases while developing solid strategies for addressing local, national and global issues has never been greater. Students will be challenged to assess their basis for analyzing information that comes to them and understand the biases of various sources of information in their analysis. They will develop an organized, systematic approach for critically filtering the bombardment of data coming to them as they lead their respective organizations.

### **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 301 Biblical Concepts of Leadership (3)**

Although the Bible is not specifically intended to be a leadership training manual, embedded on almost every page of the text are significant leadership concepts and examples. The focus of this course is to expose and examine many of these important principles. The intention of the course is for us to not only gain intellectual understanding, but also enable application of these ideas in current personal development and future leadership opportunities.

### **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 471 Leadership: Theories & Practice (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)]*

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 361 Introduction to Sales (3)**

This course focuses on building relationships which is the key to a successful sales career. The eight step sales cycle is studied and learned. Attitude, one of the building blocks for achieving success in selling, verbal and nonverbal communication and social style make up the some of the other concepts covered in this course. Tying these concepts into a Biblical perspective is critical for the professional sales person who wants to conduct themselves in an honest and ethical manner.

**MGT 371 Current 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 431 Ethical Decisions in the Workplace (3)**

*[Prerequisite: Biblical Ethics (CT 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. This course also includes reading, discussion and development of papers pertaining to relevant case studies and readings involving ethical issues applied to actual situations.

**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 441 Principles and Issues in Business Risk (3)**

This course is designed to explore the various risks that businesses face on a daily basis. Dealing with BR from a Biblical basis can be challenging for those who don't have a solid foundation; hence the biblical basis for evaluating BR will be emphasized. Among the topics explored and studied are insurance (Warranties and indemnifications), corporate finance and integrating risk management, managing the tension between risk and innovation, and investing in the business.

**MGT 489 Business Administration Capstone (0)**

*[Prerequisite: All other courses in Business Administration major]*

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge, and business administration by synthesizing the relationships between significant concepts and student experience. Students will prepare a paper, answering questions that integrate and synthesize key business principles of biblical worldview, spiritual transformation, communication of truth, leadership and ministry principles. This course is taught individually with each student focusing on their interests, experiences, and goals. Pass/Fail

**Marketing****MKT 361 Marketing (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.

### **MAT 210 Business Math (3)**

The Business Mathematics course is designed to prepare today's students with practical, contemporary math skills they will need to build their future career success in the world of business and economics. With today's global, fast progress and breakthroughs in business technology, success in personal matters and business employment presents the basic need to understand the fundamental principles of business math. The goal of the course is to provide realistic skill-building business mathematics through step-by-step development of concepts, numerous practice exercises, and business application of mathematical techniques. 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.

## **Missions**

### **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 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.

**MIS 500 Introduction to Missiology (3)**

This course conducts an in-depth investigation of biblical theology, history of missions, intercultural scenarios, and global trends as each relates to missions and world evangelization.

**MIS 510 Cultural Anthropology (3)**

A review of historic and contemporary approaches to cross-cultural engagement equipping the student for organizational effectiveness in the presentation of the gospel. This course focuses on sociological concepts of human culture, language, religion, and other community institutions.

**MIS 520 Independent Study (3)**

A specially designed course to fit the professional interests of the student in regards to world missions. A professor and mentor to be assigned that bring unique equipping and networking value.

**Music****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 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 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.

**Organizational Leadership****OL 500—Critical Thinking (3)**

This course is designed to provide a framework for gathering and evaluating the challenges leaders face globally. The need for distinguishing between fact and fiction; sound principles and external biases while developing solid strategies for addressing local, national and global issues has never been greater. Students will be challenged to assess their basis for analyzing information that comes to them and understand the biases of various sources of information in their analysis. They will develop an organized, systematic approach for critically filtering the bombardment of data coming to them as they lead their respective organizations.

**OL 501—Biblical Principles for Global Leadership (3)**

This course is 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)**

This course is 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) (0)**

Several non-credit seminars conducted throughout the year; MAOL students are required to attend three seminars during their program, at no additional cost.

Special seminars 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. Topical areas include education, NPOs, business and economics, political leadership.

**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)**

This course is 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 (3)**

This course is 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 565—Business Risk Management (3)**

This course is designed to explore the various risks that businesses face on a daily basis. Dealing with BR from a biblical basis can be challenging for those who don't have a solid foundation; hence the biblical basis for evaluating BR will be emphasized. Among the topics explored and studied are insurance (warranties and indemnifications), corporate finance and integrating risk management, managing the tension between risk and innovation, and investing in the business.



**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 590—Dynamics of Leading In An International Context (3)**

This course is 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. International location TBD.

**OL 599—Capstone Project (3)**

This is a leadership project, selected by the student, which 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.

**PD 100 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.

**PD 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.

**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 Holy Spirit's power, gifts, and fruit as these things relate to Christian counseling.

## **Science**

### **PSI 115 Introduction to Earth Science with Lab (4)**

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.

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.

## **Sociology**

### **SOC 201 Introduction to Sociology (3)**

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

## **Speech**

### **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.

## **Worship**

### **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)**

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 334 Worship Leadership in the Church (3)**

This course is 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 describes seven fundamental aspects that interface and relate to developing and administering a congregation's worship ministry. This course will also study five (5) biblical stewardships any person involved in congregational worship leadership ought practice. The entire course focuses on the heart and strategic vision of Worship Leaders themselves and how they imagine their task to be.

**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.

## EXECUTIVE FACULTY GROUP

*Year indicates first year on the WC Faculty.*

BIVINS, BETH, Chair-General Education; *General Education (2014)*

B.A., Milligan College

M.A.T., East Tennessee State University

DILLON, DAVE, Chair-Ministry Leadership; *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.

HUDSON, KAREN, Director-Institutional Effectiveness and Registrar; *Leadership and General Education (2009)*

B.A., Chapman University

M.A., Williamson College

Additional graduate psychology hours at Chapman University

SMITH, ED, President; *Business Administration (2010)*

B.A., Georgetown College

M.B.A., University of Kentucky

Ph.D., Regent University

WOLLAS, ROBYN, Director-Student Services; *General Education (2009)*

B.B.A., University of Texas

M.S., University of Tennessee

\*Executive Faculty appointed by the President and Academic Dean.

## ADJUNCT FACULTY

ANTYPUS HUMPAL, GWENDOLYN *Business Administration* (2016)

B.S., Loras College, Dubuque, Iowa

M.A.E., Trevecca Nazarene University

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

BROWN, PATRICIA AVERY, *Accounting* (2016)

B.S., Athens State University

C.P.A. American Institute of CPAs, Tennessee and Alabama Society of CPAs

CLUBB, DANIEL, *Ministry Leadership* (2018)

B.S., Bethany University

M.A., Fuller Theological Seminary

COATES, BRIAN, *Ministry Leadership* (2017)

B.A., Belmont University

M.DIV., Southeastern Baptist Theological Seminary

Ph.D., Southeastern Baptist Theological Seminary

CONNER, JOHN J. (JAY), *Communications, Management* (2002)

B.A., Georgetown College

M.A., Louisiana State University

Ph.D., Louisiana State University

COWHERD, KEVIN (2014) *Business Administration* (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

DENDY, NATALIE, *General Education* (2014)

B.A.,

M.A., Belmont University

DILLON, JILL, *General Education* (2016)

B.A. Harding University

M.Ed. Indiana Wesleyan University

- FARMER, DAVID, *Business Administration* (2015)  
 B.A., Tennessee Technical University  
 M.B.A., Boston University
- FRAZIER, ROB, *Ministry Leadership* (2010)  
 B.A., The King's College  
 M.A. Regent University
- GOEN, KYLE, *Ministry Leadership* (2018)  
 B.S., Texas A & M University  
 M.A., Southern Baptist Theological Seminary  
 D.Ed.Min., Southern Baptist Theological Seminary
- HARLAND, MICHAEL LEE *Worship Studies* (2018)  
 B.M., Southern Baptist Theological Seminary  
 M.M., Southern Baptist Theological Seminary  
 Ph.D., University of Texas at Austin
- HUDSON, BRANDI, *History* (2015)  
 B.A., Christian Brothers University  
 J.D., Regent University
- KETRING, BRENT, *Psychology/Counseling* (2012)  
 B.A., Baptist College of Florida  
 M.Div., Southern Baptist Theological Seminary
- LANDERS, SHARON, *Dean Emeritus* (2000)  
 B.A., Texas Christian University  
 M.A., Texas Christian University  
 Ph.D., Texas Christian University
- Li, Haifei (Max), *Cyber Security* (2018)  
 B.S., Xian Jiaotong University  
 M.S., University of Florida  
 Ph.D., University of Florida
- LICKEY, ADAM, *Ministry Leadership* (2014)  
 B.A., Union University  
 M.Div., Southern Baptist Theological Seminary  
 Ph.D. (in progress), Liberty University
- McCALL, DAVID, *Business Administration* (2017)  
 B.A., Williamson Christian College  
 M.A. Williamson College
- McCROSKEY, ROBERT LEE, *Business Administration* (2015)  
 B.A., University of Kansas  
 M.A., University of Kansas
- 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

MOSLEY, ROY EDWARD *Ministry Leadership* (2018)  
B.B.A., Middle TN State University  
M.Div., Southern Seminary  
D.Min., New Orleans Baptist Theological Seminary

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).

PEARSON, MATT, *Ministry Leadership* (2017)  
B.S., Auburn University  
M.DIV., New Orleans Theological Seminary  
Ph.D., Mid-America Baptist Theological Seminary

PETAK, HEIDI, *Speech Communication* (2011)  
B.S., John Brown University  
M.A., University of Arkansas  
Ph.D., Regent University

PIXLEY, CHRIS, *Ministry Leadership* (2015)  
B.A., Baylor University  
M.Div., The Masters Seminary

ROBERTS, CARL, *Business Administration* (2015)  
B.A., Southern Baptist University  
MSPH, University of Missouri  
Ph.D., University of Illinois

ROBINSON, LAUREN, *Psychology* (2011)  
B.A., Calvin College  
M.S., Memphis State University



ROWLAND, WALTER M. (Mick), *Business Administration* (2018)

B.S., Southern Illinois University

M.B.A., Liberty 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

VILLANUEVA, JOHN, *Organizational Leadership* (2015)

B.S., City University of New York (CUNY)

M.S., National Intelligence University,

M.A., Old Dominion University

WELLS, DICK, *Business Administration* (2014)

B.S., Georgia Institute of Technology

WILKINSON, JOHN PAUL, *General Education and Ministry Leadership* (2017)

B.S., University of South Carolina, Columbia, SC

M.A., Southern Baptist Theological Seminary, Louisville, KY

Ph.D., Southern Baptist Theological Seminary, Louisville, KY

# INDEX

Academic Advising Procedure	48
Academic Integrity	13, 53
<b>ACADEMIC POLICIES AND PROCEDURES</b>	51
Academic Probation Policy	64
<b>ACADEMIC PROGRAMS</b>	69
Academic Standing	64
Accounting Certificates	78
<b>ACCREDITATION for WC</b>	1
<b>ADMINISTRATION/STAFF</b>	3
<b>ADMISSIONS REQUIREMENTS</b>	17
Alcoholic Beverages Policy	14
Approved Writing Style Manual	52
Articulation Partners	54
Asset Test	22
Associate Degree in Leadership	80
<b>ATTENDANCE</b>	54
Audit Courses	20
Award Notifications & Disbursements	35
<b>BOARD OF TRUSTEES / ORGANIZATION</b>	2
Business Administration Major	76
Calendar of Events	7, 8
Capstone Project	54
Christian Character Policy	46
Christian Philosophy of Education	12
Christian Service Requirement	55
Code of Conduct	13
Computer Use and Filing Sharing Policy	55
Consumer Information	46
<b>COPYRIGHT INFRINGEMENT and PEER TO PEER FILE SHARING GUIDELINES</b>	56
Counseling and Advisement	48
Course Repeats	64
Course Substitution/Waiver Policy	62
<b>COURSES</b>	84
Credits and Grades Procedure	61
Credit by Nontraditional Means	60
Declaring a Major Procedure	61
Dismissal/Readmission Procedure	66
Double Major Policy	61
Drop/Withdrawal Procedure	63
Drugs Policy	14
Dual Enrollment	22

Educational Costs	27,28, 31
Educational Records	51
<b>EMAIL POLICY</b>	59
Emergency Procedures Policy	15
Enrollment /Registration Procedures	52
EPT Test	22
<b>FACULTY</b>	105
FAFSA	34
Fair and Just Practices Policy	15
Family Rights and Privacy Policy FERPA	16
Financial Aid	34
General Policy Statements	14
Global Student Email Policy	59
Grade Disputes	65
<b>GRADUATION REQUIREMENTS (Undergraduate)</b>	67
Grievance Procedure	66
Handicapped Students and Personnel	16
High School/ Dual Enrollment Students	17
History of WC	5
HIV/AIDS Policy	16
Home School Students	22
Honors Procedure	68
Housing	48
Incomplete Grade Procedure	63
International Students, International Student Admissions	18
Institutional Scholarships	37
Language Program	28
Leave of Absence	44, 64
Location and Facilities	6
Master of Arts in Organizational Leadership	69
Marriage, Gender, and Sexuality	13
Medical Services	48
Military Benefits	37
Minimum grade in major course	62
Minimum Hours for Degree Policy	62
Ministry Leadership Major	82
<b>MISSION STATEMENT</b>	10
MLA Writing Style – Official Adoption	
National Resource Directory	37
Natural Disaster Protocol	15
Non-Discrimination Policy	1
Nonprofit Managerial Leadership	77
Orientation	49
Pass/Fail	64

Payment Plan	29, 33
<b>PEER TO PEER FILE SHARING GUIDELINES</b>	56
Permanent Residents	22
Permanent Student Records	51
Philosophy of Student Development	48
Placement Services	49
Probation	64
Provisional Admission	22
Re-Admission	19
Refund Policy	29
Requirements for the Bachelor of Science (B.S.) Degree	
Respect for People and Property	14
Retention	49
Satisfactory Academic Progress Procedure	40, 64
Sexual Harassment Policy	16
Sports and Recreation	49
<b>STATEMENT OF FAITH</b>	12
<b>STATUS OF THE COLLEGE</b>	1
Student Government Association	49
Student Complaint Procedure	66
<b>STUDENT DEVELOPMENT AND STUDENT SERVICES</b>	48
Suspension Policy	64
TOEFL Test	22
Transcripts Procedure	68
Transfer Credit Procedure	23
Transfer Credit Escrow Procedure	23
Transferability of WC Credits	23
Transient Student Admissions	21, 22
Tuition and Fees	28, 30, 31
Use of Tobacco Products	16
Values of WC	11
Verification	35
Veteran's Benefits	37
Weapons Policy	16
Withdrawal	29, 43
Worship Studies Minor	83