WILLIAMSON COLLEGE

CATALOG 2024-2025

Mission of Williamson College

Williamson College is an institution of higher education that offers both graduate and undergraduate programs. The college equips, or prepares, students to be on mission in the world for Christ by teaching a curriculum that integrates faith with education.

Catalog

2024-25

Williamson College, Franklin, Smyrna, Online

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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 the rights and privileges, programs and activities generally accorded or made available to students at the College. Regarding current students, the College does not discriminate based on 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 holds national accreditation 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. Reaffirmation was granted in February 2022, which extends accreditation until the year 2032. 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
Phone: 407/207-0808 Website: 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, related materials, and current, unmarked course texts 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 of Science in Leadership, the Bachelor of Science degree in Ministry Leadership, and Business Administration, as well as the Master of Arts in Organizational Leadership, Theological Studies, Biblical Studies, Christian Ministry, and Intercultural 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 2023-24

ARRINGTON, MIKE, Smithville, TN
Term Expires 2025
BRUNER, STEVE, Dillard, GA
Term Expires 2026
BURNS, WILL, Chairman, Brentwood, TN
Term Expires 2024
CRAIN, LARRY, Brentwood, TN
Term Expires 2025
FOSTER, DR. ILA, Nashville, TN
Term Expires 2026
GAMBILL, RON, Franklin, TN
Term Expires 2024
MEADOWS, CHRIS, Nashville, TN
Term Expires 2025
RANKIN, AMY, Brentwood, TN
Term Expires 2026

ROSE, ED, Treasurer, Louisville, KY
Term Expires 2024
SMITH, MARY, Arrington, TN
Term Expires 2026
SMITH KNIGHT, DIMETA, Nashville, TN
Term Expires 2025
UPTON, BOB, Franklin, TN
Term Expires 2026
VERGARA, MARLENE, Secretary, Spring Hill, TN
Term Expires 2025
WEBSTER, DEREK, Delaware, OH
Term Expires 2026

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

BRYAN THOMAS, Ed.D., Chief Academic and Enrollment Officer

STAFF

LAURA FLOWERS, A.A., Admissions Manager

VICTORIA GOMEZ, B.A., Business Office Administrator

KAREN HUDSON, M.A., Registrar Emeritus

SHARON LANDERS, Ph.D., Dean Emeritus

JERRY OWENS, M.Div. Chaplin

COURTNEY STAFFORD, B.S., Marketing and Advancement

CHRISTI THOMAS, M.A., Director of Library Services

KRISTEN VARNER, B.S., Registrar

NICOLAI WILSON, B.A., Director - Financial Aid

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

ALYXIUS YOUNG, B.S., Executive Assistant and Academic Support Services

LOCATION AND FACILITIES

Williamson College offers learning experiences through the Internet and locally in Williamson and Rutherford Counties. Onsite undergraduate students attend classes at the Mallory Station Road site in Franklin, TN or the Life Point Church site in Smyrna, TN. The Mallory Station Road site houses the Administrative Offices of the College and the John W. Neth, Jr. Library.

OFFICE CLOSURES:

Thursday, July 4 and Friday, July 5, 2024, Independence Day
Friday, August 30 and Monday, September 2, 2024, Labor Day
Monday, November 11, 2024, Veteran's Day
Wednesday – Friday, November 27-29, 2024, Thanksgiving Break
Friday, December 20, 2024 – Sunday, January 5, 2025, Christmas Holiday Break
Monday, January 20, 2024, Martin Luther King Day observed
Friday, April 18, 2025, Good Friday
Friday, May 23 - Monday, May 26, 2025, Memorial Day
Friday, May 9, 2025, BACCALAUREATE AND COMMENCEMENT EXERCISES
Thursday, June 19, 2025- Juneteenth observed.

Susan Mays
Vice President- Operations

College Auditors: Blankenship CPA Group, Brentwood, TN, and David C. Moja, CPA, Reidsville, GA.
College Attorney: Chuck Cagle, Lewis, King, Krieg & Waldrop, Nashville, TN

Truth Matters!

Edward M. Smith, Ph.D.
President

In the spring of 2021, Williamson College activated a list of eight guiding principles for our college culture. One principle, that applies directly to the discovery of truth, is the ability to think biblically and analytically in considering competing viewpoints.

That principle reminds us that analysis of competing viewpoints is conventional in college. While Williamson College is traditionally conservative, as well as theologically and biblically orthodox, we will make intentional efforts to present students with ideas both right and left of center. We must allow our students the freedom to research, quote, interview, and befriend people and ideas without fear of being labeled as guilty by association. Was Jesus himself not constantly accused of fellowshipping with sinners? We must give one another the freedom of visiting in the home of Zacchaeus without fear of accusation (Luke 19:1-10). Recall, Jesus reserves some of His harshest words in scripture for the religious elites.

In an unpopular defense of British soldiers in the courtroom, future President John Adams, an astute legal mind in the founding of our experiment in democracy, remarked, "Facts are stubborn things; and whatever may be our wishes, our inclinations, or the dictums of our passions, they cannot alter the state of facts and evidence" (McCullough, 2001, p. 68).

The prophet, Jeremiah, spoke these words to the exiles in Babylon, *"Thus says the Lord of hosts, the God of Israel…build houses and live in them; plant gardens and eat their produce; take wives and have sons and daughters…But seek the welfare of the city where I have sent you into exile, and pray to the Lord on its behalf, for in its welfare you will find your welfare."*

As we seek the welfare of the city, we must be diligent to understand the culture and function of the city. That will require life-long learning, acquiring additional tools that will enable us to co-labor with community leaders, non-profit organizations, corporations, governmental institutions, and non-governmental organizations throughout the world. This is the essence of what 18th Century British parliamentarian, Edmund Burke, referred to as the little platoons of society. Or, as with the concept of subsidiarity, effective work taking place at the lowest, most decentralized part of society.

To hold true to our calling, Jesus' last words to His followers were, "You will be my witnesses in Jerusalem, Judea and Samaria, and to the end of the earth" (Acts 1:8). This must always be our guiding compass – witnesses to the life-changing gospel of Christ.

As we engage one another in an increasingly contempt-filled culture, we must always be oriented to the Spirit of the living Christ. Dr. Timothy George states it well, "While we are not obligated to agree with that person, we do owe him or her love." And that love flows directly from Jesus in that "while we were still sinners, Christ died for us" (Romans 5:8). As His followers, we can do no less.

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 of Science 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 has since been approved to offer graduate level programs: MA in Organizational Leadership (2014), MA in Theological Studies (2019), MA in Biblical Studies (2021), MA in Christian Ministry (2021) and MA in Intercultural Leadership (2023).

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 a second location was opened at The People's Church, now known as Church of the City-Franklin. The College assumed ownership of the Seaboard Lane campus in December 2006. The Seaboard Lane campus was sold in July 2012, at which time the main campus was relocated to the Mallory Station location in Franklin, TN. July 2019 marked the launch of a third location at LifePoint Church, in Smyrna, TN.

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 March 4, 2022, the College received reaffirmation of accreditation with ABHE until 2032. Being accredited enables the college to offer Federal financial aid programs.

WCC | Williamson Christian College
williamsoncc.edu

John W. Neth Jr., LIBRARY

Christi Thomas
Director of Library Services

The library at Williamson College 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 the college before his death in 2006. The library has over 3,000 physical volumes and tens of thousands of electronic resources. The collection primarily covers the fields of biblical studies, business and organizational leadership, ministry, Christian theology, history, religion and philosophy, social sciences, literature, and worship.

The library webpage can be accessed online by visiting https://williamsoncc.edu/academics/library/.

The webpage includes contact information for the Directory of Library Services and Library Staff, hours of operation, full-text and peer-reviewed scholarly articles, eBooks, and access to the Tennessee Electronic Library, which consists of more than 400,000 magazine, journal, and newspaper articles plus essays, videos, e-books, podcasts and EBSCO Library. This online research platform offers several databases consisting of a Religion and Philosophy Collection and a Business Collection with over 22,000 eBooks. This platform provides access to learning resources and enhances the quality of service the WC library can provide to its patrons.

The links below provide direct access to the EBSCO database. The links are also provided on the library webpage. Log in credentials and password to these links are given to students and faculty at Orientation.

Religion and Philosophy Collection:
https://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=ns102373&groupid=main&profile=ehost&defaultdb=rlh

Business eBook Collection:
https://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=ns102373&groupid=main&profile=ehost&defaultdb=e020mna

In addition to providing learning resources, the library also provides services such as answering general inquiries, information literacy training, accommodations and tutoring, and assistance with research.

*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. Library resourses are available on a first come first serve basis.

CALENDAR OF EVENTS 2024-25

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.

BACCALAUREATE AND COMMENCEMENT EXERCISES: Friday, May 9, 2025

Course Schedules

FALL 2024	COURSE	SECTION	COURSE NAME	NIGHT	MEETING DATES						
MODULE 1	**July 15-Sept 5**				M1 Week 1	M1 Week 2	M1 Week 3	M1 Week 4	M1 Week 5	M1Week 6	FINAL DUE
		PD 100	SKILLS FOR COLLEGE SUCCESS	M	7/15/24	7/22/24	7/29/24	8/5/24	8/12/24		8/18/24
		CT 325	CHRISTIAN DOCTRINE I	T	7/16/24	7/23/24	7/30/24	8/6/24	8/13/24		8/18/24
		LD 471	LEADERSHIP, THEORY & PRACTICE	T	7/16/24	7/23/24	7/30/24	8/6/24	8/13/24		8/18/24
		LD 201	BIBLICAL CONCEPTS OF LEADERSHIP	T	7/16/24	7/23/24	7/30/24	8/6/24	8/13/24		8/18/24
		MGT 381	ORG BEHAVIOR	R	7/18/24	7/25/24	8/1/24	8/8/24	8/15/24		8/18/24
		SOC 201	INTRO TO SOC	T	7/16/24	7/23/24	7/30/24	8/6/24	8/13/24		8/18/24
		BL 200	HERMENEUTICS	R	7/18/24	7/25/24	8/1/24	8/8/24	8/15/24		8/18/24
		BL 341	ACTS: THE EARLY CHURCH	R	7/18/24	7/25/24	8/1/24	8/8/24	8/15/24		8/18/24
	MABS	BL 561	BIBLICAL HEBREW FOR MINISTRY	R	7/18/24	7/25/24	8/1/24	8/8/24	8/15/24	8/22/24	9/5/24
	MABS	OL 531	ORGANIZATIONAL CULTURE AND CHANGE DS	R	7/18/24	7/25/24	8/1/24	8/8/24	8/15/24	8/22/24	9/5/24
	MABS	BL 599	MABS CAPSTONE		7/15/24						
	MAIL	ICL 600	LEADERSHIP AND MANAGEMENT FOR NON-PROFITS	M	7/15/24	7/22/24	7/29/24	8/5/24	8/12/24	8/19/24	9/2/24
	MAOL	OL 565	BUSINESS RISK MANAGEMENT	M	7/15/24	7/22/24	7/29/24	8/5/24	8/12/24	8/19/24	9/2/24
	MATS	CT 550	GREAT THEOLOGIANS WI	WI				8/8-8/10/2024			8/24/24

MODULE 2	**Aug 20- Sept 26**				M2 Week 1	M2 Week 2	M2 Week 3	M2 Week 4	M2 Week 5	M2 Week 6	FINAL DUE
		ORI 101	**ORIENTATION**	R	**9/5/24**	**9/12/24**					
		PD 101	GOALS, PRIORITES AND ATTITUDES	T	8/20/24	8/27/24	9/3/24	9/10/24	9/17/24		9/22/24
		MAT 210	BUSINESS MATH	T	8/20/24	8/27/24	9/3/24	9/10/24	9/17/24		9/22/24
		MGT 441	BUSINESS RISK	T	8/20/24	8/27/24	9/3/24	9/10/24	9/17/24		9/22/24
		BL 342	PAUL AND HIS NEW TESTAMENT LETTER	T	8/20/24	8/27/24	9/3/24	9/10/24	9/17/24		9/22/24
		HIS/PS 201	FOUNDING DOCUMENTS	R	8/22/24	8/29/24	9/5/24	9/12/24	9/19/24		9/22/24
		CT 330	CHRISTIAN DOCTRINE II	R	8/22/24	8/29/24	9/5/24	9/12/24	9/19/24		9/22/24
		MGT 311	ENTREPRENEURSHIP & SM.BUS	R	8/22/24	8/29/24	9/5/24	9/12/24	9/19/24		9/22/24
		LD 289	ASSOCIATE LEADERSHIP CAPSTONE	T	8/20/24	8/27/24	9/3/24	9/10/24	9/17/24		9/22/24
		SOC 201	INTO TO SOC DS	T	8/20/24	8/27/24	9/3/24	9/10/24	9/17/24		9/22/24
		MGT 489	CAPSTONE	R	8/22/24	8/29/24	9/5/24	9/12/24	9/19/24		9/22/24
	MUGW	LD 201	BIBLICAL CONCEPTS OF LEADERSHIP	R	8/22/24	8/29/24	9/5/24	9/12/24	9/19/24		9/22/24
	MABS	BL 562	HEBREW SYNTAX AND EXEGESIS	R				9/12/24	9/19/24	9/26/24	
	MAIL	ICL 610	COMMUNITY DEVELOPMENT AND ORGANIZATION	M				9/9/24	9/16/24	9/23/24	
	MAOL	OL 570	FINANCIAL STATEMENT ANALYSIS	M				9/9/24	9/16/24	9/23/24	
	MATS	CT 520	SYS THEO II	R				9/12/24	9/19/24	9/26/24	

MODULE 3	**Sept 30-Nov 3**				M3 Week 1	M3 Week 2	M3 Week 3	M3 Week 4	M3 Week 5	M3 Week 6	FINAL DUE
		BL 200	HERMENEUTICS	R	10/3/24	10/10/24	10/17/24	10/24/24	10/31/24		11/3/24
		BL 343	GENERAL EPISTLES AND REVELATION	M	9/30/24	10/7/24	10/14/24	10/21/24	10/28/24		11/3/24
		BL 331	LIFE OF CHRIST	R	10/3/24	10/10/24	10/17/24	10/24/24	10/31/24		11/3/24
		CT 403	BIBLICAL ETHICS	T	10/1/24	10/8/24	10/15/24	10/22/24	10/29/24		11/3/24
		ENG 102	ENGLISH COMP AND READING I	M	9/30/24	10/7/24	10/14/24	10/21/24	10/28/24		11/3/24
		ENG 311	C.S. LEWIS	T	10/1/24	10/8/24	10/15/24	10/22/24	10/29/24		11/3/24
		ECON 101	PRINCIPLES OF MICROECONOMICS	T	10/1/24	10/8/24	10/15/24	10/22/24	10/29/24		11/3/24
		PD 100	SKILLS FOR COLLEGE SUCCESS	T	10/1/24	10/8/24	10/15/24	10/22/24	10/29/24		11/3/24
	MUGW	CT 251	INTRO TO BIBLICAL WORLDVIEW	R	10/3/24	10/10/24	10/17/24	10/24/24	10/31/24		11/3/24
	MABS	BL 562	HEBREW SYNTAX AND EXEGESIS	R	10/3/24	10/10/24	10/17/24				10/24/24
	MAIL	ICL 610	COMMUNITY DEVELOPMENT AND ORGANIZATION	M	9/30/24	10/7/24	10/14/24				10/28/24
	MAOL	OL 570	FINANCIAL STATEMENT ANALYSIS	M	9/30/24	10/7/24	10/14/24				10/28/24
	MATS	CT 520	SYSTEMATIC THEO II	R	10/3/24	10/10/24	10/17/24				10/24/24
	MATS	CT 530	SYSTEMATIC THEO III	R					10/31/24		

MODULE 4	**Oct 31-Dec 26**				M4 Week 1	M4 Week 2	M4 Week 3	M4 Week 4	M4 Week 5	M4 Week 6	FINAL DUE
		BL 201	OLD TESTAMENT STUDIES I DS	M	11/4/24	11/11/24	11/18/24	12/2/24	12/9/24		12/15/24
		BL 341	ACTS: THE EARLY CHURCH	T	11/5/24	11/12/24	11/19/24	12/3/24	12/10/24		12/15/24
		BUS 450	BUSINESS LAW	T	11/5/24	11/12/24	11/19/24	12/3/24	12/10/24		12/15/24
		CT 321	APOLOGETICS	R	11/7/24	11/14/24	11/21/24	12/5/24	12/12/24		12/15/24
		ENG 103	ENGLISH COMP AND READING II	M	11/4/24	11/11/24	11/18/24	12/2/24	12/9/24		12/15/24
		MGT 371	MANAGING YOURSELF, MAN. OTHERS	T	11/5/24	11/12/24	11/19/24	12/3/24	12/10/24		12/15/24
		PSI 115/116	EARTH SCIENCE WITH LAB	T	11/5/24	11/12/24	11/19/24	12/3/24	12/10/24		12/15/24
		PSY313	MARRIAGE & FAMILY THERAPY	T	11/5/24	11/12/24	11/19/24	12/3/24	12/10/24		12/15/24
	MUGW	BL 211	OT SURVEY	R	11/7/24	11/14/24	11/21/24	12/5/24	12/12/24		12/15/24
	ALL GRAD	ORI 500	ORIENTATION	R					12/5/24		
	MABS	BL 502	OT BOOK STUDY	R	10/31/24	11/7/24	11/14/24	11/21/23	12/5/24		12/12/24
	MABS	BL 599	CAPSTONE								12/12/24
	MATS	CT 530	SYSTEMATIC THEO III	R	11/7/24	11/14/24	11/21/23	12/5/24	12/12/24		12/26/24
	MAIL	ICL 620	LEADING AND MINISTERING GLOBAL CITIES	M	11/4/24	11/11/24	11/18/24	12/2/24	12/9/24	12/16/24	12/26/24
	MAOL	OL 575	STRATEGIC PLANNING	M	11/4/24	11/11/24	11/18/24	12/2/24	12/9/24	12/16/24	12/26/24

THE PROVIDED COURSE SCHEDULE IS FOR PLANNING PURPOSES ONLY AND IS SUBJECT TO CHANGE ACCORDING TO INSTRUCTOR AVAILIBLITY.

SPRING 2025	COURSE	SECTION	COURSE NAME	NIGHT	MEETING DATES						
MODULE 5	**Jan 2- Feb 24**				M5 Week 1	M5 Week 2	M5 Week 3	M5 Week 4	M5 Week 5	M5 Week 6	**FINAL DUE**
		ORI 101	**ORIENTATION**	T			**1/21/25**	**1/28/25**			
		PSY 323	CRISIS COUNSELING	T	1/7/25	1/14/25	1/21/25	1/28/25	2/4/25		2/9/25
		ECON 301	MACRO	T	1/7/25	1/14/25	1/21/25	1/28/25	2/4/25		2/9/25
		LD 211	FOUNDATIONS FOR LIFE AND MONEY	R	1/9/25	1/16/25	1/23/25	1/30/25	2/6/25		2/9/25
		MIS300/BUS 301	GLOBAL MISSIONS	R	1/9/25	1/16/25	1/23/25	1/30/25	2/6/25		2/9/25
		CM 303	DISCIPLESHIP AND SMALL GROUPS	T	1/7/25	1/14/25	1/21/25	1/28/25	2/4/25		2/9/25
		BL 201	OLD TESTAMENT I	T	1/7/25	1/14/25	1/21/25	1/28/25	2/4/25		2/9/25
	MUGW	BL 212	NEW TESTAMENT SURVEY	R	1/9/25	1/16/25	1/23/25	1/30/25	2/6/25		2/9/25
	MABS	CT 570	PRACTICAL THEOLOGY	R	1/2/25	1/9/25	1/16/25	1/23/25	1/30/23	2/6/25	2/20/25
	MABS	BL 505	INTERTESTAMENTAL	R	1/2/25	1/9/25	1/16/25	1/23/25	1/30/23	2/6/25	2/20/25
	MAIL	ICL 630	INTERCULT LEADERSHIP IN GLOBAL ECON	M	1/6/25	1/13/25	1/20/25	1/27/25	2/3/25	2/10/25	2/24/25
	MATS	BL 550	APPLIED BIBLICAL LANGUAGES	R	1/2/25	1/9/25	1/16/25	1/23/25	1/30/23	2/6/25	2/20/25
	MAOL\MABS\MATS	CT\OL 590	DYNAMICS OF LEADING IN AN INTERNATIONAL CONTEXT	M	1/6/25	1/13/25	1/20/25	1/27/25	2/3/25	2/10/25	2/24/25
	MAOL	OL 530	ORG CULTURE	M	1/6/25	1/13/25	1/20/25	1/27/25	2/3/25	2/10/25	2/24/25

MODULE 6	**Feb 11-Mar 16**				M6 Week 1	M6 Week 2	M6 Week 3	M6 Week 4	M6 Week 5	M6 Week 6	**FINAL DUE**
		PD 100	SKILLS FOR COLLEGE SUCCESS	T	2/11/25	2/18/25	2/25/25	3/4/25	3/11/25		3/16/25
		PSY333	CONFLICT COUNSELING	R	2/13/25	2/20/25	2/27/25	3/6/25	3/13/25		3/16/25
		ENG 103	ENGLISH COMP AND READING II	R	2/13/25	2/20/25	2/27/25	3/6/25	3/13/25		3/16/25
		MGT 301	ESSENTIALS OF MANAGEMENT	T	2/11/25	2/18/25	2/25/25	3/4/25	3/11/25		3/16/25
		MGT 311	ENTREPRENEURSHIP & SM.BUS	R	2/13/25	2/20/25	2/27/25	3/6/25	3/13/25		3/16/25
		LD 471	LEADERSHIP, THEORY & PRACTICE	T	2/11/25	2/18/25	2/25/25	3/4/25	3/11/25		3/16/25
		BL 341	ACTS THE EARLY CHURCH	R	2/13/25	2/20/25	2/27/25	3/6/25	3/13/25		3/16/25
		BL 202	OLD TESTAMENT II	T	2/11/25	2/18/25	2/25/25	3/4/25	3/11/25		3/16/25
		CT 201	CHURCH HISTORY	T	2/11/25	2/18/25	2/25/25	3/4/25	3/11/25		3/16/25
	MUGW	CT 201	CHURCH HISTORY I	R	2/13/25	2/20/25	2/27/25	3/6/25	3/13/25		3/16/25
	MABS	BL 551	BIBLICAL GREEK FOR MINISTRY	R			2/27/23	3/6/25	3/13/25	3/20/25	
	MAIL	ICL 640	GLOBAL HEALTH AND POVERTY ISSUES					3/3/25	3/10/25	3/17/25	
	MATS	CT 515	PHILOSOPHICAL THEOLOGY	R			2/27/23	3/6/25	3/13/25	3/20/25	
	MAOL	OL 599	CAPSTONE								
	MAOL	OL 540	LEADING CHANGE IN CORP. CONTEXT	M			2/24/25	3/3/25	3/10/25	3/17/25	

SPRING BREAK- no undergraduate classes, campus open **March 16-22, 2025**

MODULE 7	**Mar 17-Apr 27**				M7 Week 1	M7 Week 2	M7 Week 3	M7 Week 4	M7 Week 5	M7 Week 6	**FINAL DUE**
		ORI 101	**ORIENTATION**	**M**			**3/31/25**	**4/7/25**			
		PSY 343	HOLY SPIRIT IN COUNSELING	T	3/25/25	4/1/25	4/8/25	4/15/25	4/22/25		4/27/25
		PD 101	GOALS, PRIORITES & ATTITUDES								
		BUS 450	BUSINESS LAW	T	3/25/25	4/1/25	4/8/25	4/15/25	4/22/25		4/27/25
		BL 212	NEW TESTAMENT I	T	3/25/25	4/1/25	4/8/25	4/15/25	4/22/25		4/27/25
		CT 251	INTRO TO BIBLICAL WORLDVIEW	R	3/27/25	4/3/25	4/10/25	4/17/25	4/24/25		4/27/25
		MGT 361	INTRO TO SALES	R	3/27/25	4/3/25	4/10/25	4/17/25	4/24/25		4/27/25
		BL 342	PAUL AND NEW TESTAMENT LETTERS	R	3/27/25	4/3/25	4/10/25	4/17/25	4/24/25		4/27/25
		CM 489	MINISTRY LEADERSHIP CAPSTONE	T	3/25/25	4/1/25	4/8/25	4/15/25	4/22/25		4/27/25
		MGT 489	BUSINESS ADMINISTRATION CAPSTONE	T	3/25/25	4/1/25	4/8/25	4/15/25	4/22/25		4/27/25
		SPT 243	PUBLIC SPEAKING	R	3/27/25	4/3/25	4/10/25	4/17/25	4/24/25		4/27/25
		CT 330	CHRISTIAN DOCTRINE II DS	R	3/27/25	4/3/25	4/10/25	4/17/25	4/24/25		4/27/25
	MUGW	CT 202	CHURCH HISTORY II	R	3/27/25	4/3/25	4/10/25	4/17/25	4/24/25		4/27/25
	MABS	BL 551	BIBLICAL GREEK FOR MINISTRY	R	3/27/25	4/3/24					4/17/24
	MABS	BL 552	GREEK SYNTAX & EXEGESIS					4/17/25	4/24/25		
	MAIL	ICL 640	GLOBAL HEALTH AND POVERTY ISSUES		3/24/25	3/31/25	4/1/25				4/15/25
	MATS	CT 515	PHILOSOPHICAL THEOLOGY	R	3/27/25	4/3/25					4/17/24
	MATS	CT 599c	CAPSTONE (draft due 2/28; final due 4/30/25)								
	MAOL	OL 540	LEADING CHANGE IN CORP. CONTEXT	M	3/24/25	3/31/25					4/14/24

MODULE 8	**Apr 22-May 25**				M8 Week 1	M8 Week 2	M8 Week 3	M8 Week 4	M8 Week 5	M8 Week 6	**FINAL DUE**
		ACCT 301	PRINCIPLES OF ACCOUNTING	T	4/22/25	4/29/25	5/6/25	5/13/25	5/20/25		5/25/25
		PD 100	SKILLS FOR COLLEGE SUCCESS	T	4/22/25	4/29/25	5/6/25	5/13/25	5/20/25		5/25/25
		MKT 361	MARKETING	T	4/22/25	4/29/25	5/6/25	5/13/25	5/20/25		5/25/25
		PSY 103	GENERAL PSYCHOLOGY	T	4/22/25	4/29/25	5/6/25	5/13/25	5/20/25		5/25/25
		CM 304	DISCIPLESHIP COUNSELING	R	4/24/25	5/1/25	5/8/25	5/15/25	5/22/25		5/25/25
		BL 343	GENERAL EPISTLES AND REVELATION	R	4/24/25	5/1/25	5/8/25	5/15/25	5/22/25		5/25/25
		LD 201	BIBLICAL CONCEPTS OF LEADERSHIP	R	4/24/25	5/1/25	5/8/25	5/15/25	5/22/25		5/25/25
	MUGW	CT 321	INTRO TO APOLOGETICS	R	4/24/25	5/1/25	5/8/25	5/15/25	5/22/25		5/25/25
	MABS	BL 552	GREEK SYNTAX & EXEGESIS	R			5/1/25	5/8/25	5/15/25	5/22/25	6/5/25
	MAIL	ICL 550	TEAM BUILDING IN AN INTER.CONTEXT	M	4/14/25	4/21/25	4/28/25	5/5/25	5/12/25		5/19/25
	MAOL	OL 560	ORG COMM. AND CONFLICT MANAGE.	M	4/14/25	4/21/25	4/28/25	5/5/25	5/12/25		5/19/25

MODULE 9	**May 27-Jun 29**				M9 Week 1	M9 Week 2	M9 Week 3	M9 Week 4	M9 Week 5	M9 Week 6	**FINAL DUE**
		ORI 101	**ORIENTATION**	R			**6/5/25**	**6/12/25**			
		LD 211	FOUNDATIONS OF LIFE AND MONEY	R	5/29/25	6/5/25	6/12/25	6/19/25	6/26/25		6/29/25
		PHI 213	MAKING OF A MODERN MIND	T	5/27/25	6/3/25	6/10/25	6/17/25	6/24/25		6/29/25
		CM 489	CAPSTONE	T	5/27/25	6/3/25	6/10/25	6/17/25	6/24/25		6/29/25
		BL 200	HERMENEUTICS	T	5/27/25	6/3/25	6/10/25	6/17/25	6/24/25		6/29/25
		CT 403	BIBLICAL ETHICS	T	5/27/25	6/3/25	6/10/25	6/17/25	6/24/25		6/29/25
		MGT 381	ORGANIZATIONAL BEHAVIOR	R	5/29/25	6/5/25	6/12/25	6/19/25	6/26/25		6/29/25
		ACCT 310	INTRO TO FINANCE	R	5/29/25	6/5/25	6/12/25	6/19/25	6/26/25		
	MUGW	CT 403	INTRO TO BIBLICAL ETHICS	R	5/29/25	6/5/25	6/12/25	6/19/25	6/26/25		
	ALL GRAD	ORI 500	ORIENTATION	M	6/23/25						

THE PROVIDED COURSE SCHEDULE IS FOR PLANNING PURPOSES ONLY AND IS SUBJECT TO CHANGE ACCORDING TO INSTRUCTOR AVAILIBLITY.

Graduate Schedule of Events

MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP (MAOL 9,10,11) MASTER OF ARTS IN THEOLOGICAL STUDIES (MATS 4, 5, 6), MASTER OF ARTS in BIBLICAL STUDIES (MABS 2, 3, 4), MASTER OF ARTS IN INTERNATIONAL LEADERSHIP (MAIL 1) and MASTER OF ART IN CHRISTIAN MINISTRY (MACM 2) cohorts continue in 2024. Class Schedules available upon request.

MAOL Cohort #9	January Start		MAOL Cohort #10	July Start		MAOL cohort #11	January Start	
Course #	Length of Course (weeks)	Full-time Credit Load	Course #	Length of Course (weeks)	Full-time Credit Load	Course #	Length of Course (weeks)	Full-time Credit Load
1	6	3	1	7	3	1	7	3
2	8	3	2	6	3	2	6	3
3	8	3	3	6	3	3	3	3
4	6	3	4	3	3	4	7	3
5	7	3	5	7	3	5	7	3
6	6	3	6	2.5	3	6	7	3
7	5	3	7	7	3	7	7	3
8	5	3	8	7	3	8	7	3
9	4	3	9	7	3	9	7	3
10	6	3	10	6	3	10	6	3
11	15	3	11	15	3	11	15	3

MATS Cohort #4	July Start		MATS Cohort #5	January Start		MATS Cohort #6	January Start	
Course #	Length of Course (weeks)	Full-time Credit Load	Course #	Length of Course (weeks)	Full-time Credit Load	Course #	Length of Course (weeks)	Full-time Credit Load
1	3	3	1	4	3	1	7	3
2	7	3	2	7	3	2	5	3
3	7	3	3	7	3	3	3	3
4	7	3	4	4	3	4	5	3
5	7	3	5	7	3	5		3
6	7	3	6	5	3	6		3
7	7	3	7	5	3	7		3
8	3	3	8	4	3	8		3
9	7	3	9	**5**	3	9		3
10	4	3	10	3	3	10		3
11	7	3	11	7	3	11		3
12	5	3	12	7	3	12		3
13	7	3	13	7	3	13		3
14	7	3	14	26	3	14		3

MABS Cohort #2	January Start		MABS Cohort #3	January Start		MABS Cohort #4	July Start	
Course#	Length of Course (weeks)	Full-time Credit Load	Course #	Length of Course (weeks)	Full-time Credit Load	Course #	Length of Course (weeks)	Full-time Credit Load
1	7	3	1	7	3	1	7	3
2	6	3	2	7	3	2	7	3
3	7	3	3	5	3	3	7	3
4	7	3	4	7	3	4	7	3
5	3	3	5	6	3	5	7	3
6	7	3	6	7	3	6	7	3
7	7	3	7	7	3	7		3
8	6	3	8	7	3	8		3
9	7	3	9	7	3	9		3
10	7	3	10	7	3	10		3
11	7	3	11	7	3	11		3
12	7	3	12	7	3	12		3
13	7	3	13	7	3	13		3
14	22	3	14	22	3	14		3

MACM Cohort #2	January start	
Course #	Length of Course (weeks)	Full-time Credit Load
1	7	3
2	7	3
3	7	3
4	7	3
5	7	3
6	5	3
7	7	3
8	7	3
9	7	3
10	7	3
11	7	3
12	7	3
13	7	3
14	22	3

MAIL Cohort #1	July Start	
Module #	Length of Course (weeks)	Full-time Credit Load
1	4	3
2	4	3
3	7	3
4	4	3
5	4	3
6	5	3
7	7	3
8	7	3
9	7	3
10		3
11		3
12		3
13		3
14		3

MISSION STATEMENT

Williamson College is an institution of higher education that offers both graduate and undergraduate programs. The college equips, or prepares, students to be on mission in the world for Christ by teaching a curriculum that integrates faith with education.

OUR GUIDING PRINCIPLES AND CULTURE

Our mission statement is simple and easily memorized yet requires steadfast and unrelenting resolve on the part of all members of the WC family, especially our students. What are the implications of our mission statement for the learning environment and, more specifically, for our classroom climate and culture? Following are some values of which we all should adhere:

1. **A humble attitude**. While humility may appear soft, it's anything but. It forms the bedrock of a genuine walk with Christ. Without it, we lack the submissive spirit that is necessary to take Christ's easy yoke upon us (Matthew 11:28-30). St. Paul reminds us of Christ's humility when He *"emptied Himself…and being found in human form He humbled Himself by becoming obedient to the point of death"* (Philippians 2:7-8). C. S. Lewis, in *Mere Christianity*, lectured that the great sin is pride, a form of spiritual cancer (1952). In the classroom, we display humility as our lives mimic that of Christ's. We should be increasingly "*conformed to His image"* (Roman 8:29) and always mindful that "*it's not about you*."

2. **Seek first to understand; then be understood.** While necessary, humility alone is insufficient; listening well is an act of love. Jesus's brother, James, strongly urged the early church to *"be quick to hear, slow to speak, slow to anger"* (James 1:19). We develop this spiritual discipline through intentional practice. The WC classroom is an arena where we can fully develop and eventually display the continual practice of listening, as salt and light in a contempt-filled world where God has planted us.

3. **Biblical and analytical thinking**. Both are symbiotic. Analytical thinking alone would leave us vulnerable to drift and excess – in essence, rudderless. With a foundational commitment to God's Word, undergirded by our WC Statement of Faith, we have the freedom to explore our world philosophically, scientifically, socially, economically, culturally, and more, having the assurance that nothing will *"separate us from the love of God in Christ Jesus our Lord"* (Romans 8:39).

   The words (and title) of Nobel laureate, Daniel Kahneman, *Thinking, Fast and Slow*, have become vital for individuals in making sense of complex situations. Most intractable problems in our world defy simple answers. In the classroom, we strive to embrace complexity. Therein lies the Rosetta Stone for solutions to complex problems.

4. **No coddling allowed**. The classroom is a place in which we engage in the relentless pursuit of truth. Great theologian, philosopher, and cultural scholar, Francis Schaeffer, remarked "All truth

is God's truth, wherever it is found." Emblematic of the cliché, *the whole becomes greater than the sum of its parts*, it is in the exchange of ideas that we often experience breakthrough discovery. President Ronald Reagan famously quipped, "Show me someone who disagrees with me 80% of the time, and I'll show you someone who agrees with me 20% of the time."

In a free society as ours, argument is a vital and necessary virtue. But we must conduct our arguments and debates, even while vociferous at times, in the spirit of Christ. The Apostle Peter taught the early church to *"be prepared to give an answer for the hope that is in you; yet do it with gentleness and respect"* (1 Peter 3:15). Our WC classrooms act as small societies where we practice the art of exchange fundamental to human flourishing.

5. **Judgment belongs to God only**. We encourage students toward vibrant point/counterpoint exchange in the classroom; however, we will always maintain the WC culture as a "safe zone" free from derision or demonization of others. Genuine argument allows for the likely possibility that minds will not change. In the end, we must remember the words of Jesus: *"Judge not that you be not judged, for how you judge you will also be judged"* (Matthew 7:1-2). Jesus did not intend to prevent us from analytically and biblically critiquing one another's presuppositions. However, we do not enjoy the privilege of judging another's heart or soul because, after all, God has not given us the ability or the authority to do so. Final judgement is God's and God's alone.

6. **Analysis of competing viewpoints is conventional in college.** While Williamson College is traditionally conservative, as well as theologically and biblically orthodox, we will make intentional efforts to confront students with ideas both right and left of center. We must allow our students the freedom to research, quote, interview, and befriend people and ideas without fear of being labeled as guilty by association. Was Jesus himself not constantly accused of fellowshipping with sinners? We must give one another the freedom of visiting in the home of Zacchaeus without fear of accusation (Luke 19:1-10). Recall, Jesus reserves His harshest words in scripture for the religious elites.

   Recognizing our strong tendency toward self-delusion, Arthur Brooks, in his highly-acclaimed and culturally relevant treatise, *Love Your Enemies*, states, "Psychologists have consistently shown that virtually everyone falls prey to 'confirmation bias,' a propensity to believe evidence in support of prior beliefs and to reject evidence that contradicts these beliefs" (Brooks, 2019, p. 131 Kindle Edition).

   In an unpopular defense of British soldiers in the courtroom, future President John Adams, an astute legal mind in the founding of our experiment in democracy remarked, "Facts are stubborn things; and whatever may be our wishes, our inclinations, or the dictums of our passions, they cannot alter the state of facts and evidence" (McCullough, 2001, p. 68)

7. **Truth matters.** The introduction of scholarly and theoretical research is basic to the learning experience. Theory also finds balance in practical experience. Or, as the renowned social scientist, Kurt Lewin, remarked, "there is nothing more practical than a good theory!" However, **contrived or manipulated data is not acceptable.** To do so is anathema to our God who is the essence of truth and opposed to falsehood.

   The Apostle Paul hints at examining all prophetic claims when he says, *"test everything"* (1 Thessalonians 5:21). Nancy Pearcey in *Finding Truth* contends, "The humane position, and the biblical position, is that individuals are under no obligation to affirm as true something they have not adequately examined. Moreover, if after careful examination, a claim is falsified by the evidence, it should be rejected" (Pearcey, 2015, p. 14).

A relativistic and post- postmodern society still asks a question posed to Jesus by Pilate, *"What is truth?"* (John 18:38). While Jesus came into the world to bear witness to the truth (v. 37), He represents ultimate and absolute truth that extends to the most microcosmic elements of universal truth. As His followers, Christ calls us to be ambassadors of truth and reject falsehood wherever we find it.

8. **Faith conquers fear.** Its founders intentionally structure Williamson College as a safe place to face our deepest fears. Among those fears are cherished and habitual presuppositions not grounded in truth. We all have blind spots. These are the reason King David prayed, *"Search me, O God, and know my heart! Try me and know my thoughts! And see if there be any grievous way in me, and lead me in the way everlasting"* (Psalm 139:23-24 ESV).

   In response to conspiracy theories, Isaiah proclaimed, *"… do not fear what they fear, nor be in dread. But the Lord of hosts, him shall you honor as holy"* (Isaiah 8:12-13 ESV). We must be steadfast in rooting out any hint of competing gods that prevent us from glorifying God in our pursuit of Truth.

   Biblical scholar, N.T. Wright notes "The most frequent command in the Bible is: 'Don't be afraid; fear not.' Let's make no mistake about it: until you learn to live without fear you won't find it easy to follow Jesus" (Wright, 1994, p. 68-69).

These values will find greatest impact when we embrace them from within. Students in WC's Master of Arts in Organizational Leadership are aware of the theory that forced observance of principles such as these, will, at best, produce compliant foot soldiers, lacking energy for breakthrough achievement. However, when these powerful practices penetrate the depths of our hearts, conditions for remarkable transformation occur. We should take seriously the words of Jesus, *"Everyone who hears these words of mine and does them will be like a wise man who built his house on the rock"* (Matthew 7:24). Can we prayerfully join as a college family in seeking the best in one another? Our college, our community and, yes, our world depend upon it.

References

Brooks, A. C. (2019). *Love Your Enemies: How Decent People Can Save America From the Culture of Contempt.* New York: HarperCollins Publishers.

Lewis, C. S. (1952). *Mere Christianity*. New York: HarperCollins.

McCullough, D. (2001). *John Adams.* New York: Simon & Schuster.

Pearcey, N. (2015). *Finding Truth: 5 Principles for Unmasking Atheism, Secularism, and Other God Substitutes*. Colorado Springs, CO: David C. Cook Publishers.

Wright, N. T. (1994). *Following Jesus: Biblical Reflections on Discipleship*. Grand Rapids, MI: William B. Eerdmans Publishing.

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.
   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:

1. 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.
2. Maintain honest and quality relationships with all segments of the college's community, including but not limited to students, employees, alumni stakeholders, and vendors.
3. Create an adequate, healthy, and safe environment for students and employees.
4. 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 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, 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).

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 of illegal drugs or alcohol on the college campus. The use of alcoholic beverages is prohibited on the college campus. Williamson College will allow the use and/or sale of alcoholic beverages in non-campus events, if and only if, beverages are provided by a sponsor of the event and in no way paid for by Williamson College.

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 Williamson 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 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

Catastrophic Events Policy

In the event of a catastrophe, Williamson College will adhere to all principles of Tennessee Higher Education Commission Rule 1540-01-02-.23, "Institution Closure". The college will ensure that impacted students will receive the services for which they have paid or reasonable financial compensation for those not received. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers. The institution agrees that it and/or its home state has adequate measures to protect student records in the event of closure.

Student records (physical documents), including official transcripts are protected in a fire safe for three years in the Registrar's Office. Regarding protection of digital student records, ImageQuest (the college's

IT support group) backs up the institutional shared drive and servers and runs routine system updates. ImageQuest also loads the digital student records to a cloud for additional protection and security measures. In the event of an institutional closure, the college will utilize a digital credential service to provide student access to official transcripts.

Civil Disorder/Criminal Activity

In the case of civil disorder or criminal activity, 911 should be called as soon as the responsible authority on the scene for the College deems the situation is either out of control or has a good possibility of becoming out of control. The responsible authority is defined as the faculty member for a class or the highest-ranking administrator in an office situation. Sheltering in place may be required if evacuation is not possible. Should gunfire or explosives be discharged, such as an active shooter scenario, take cover using all available concealment. Stay low and quiet, trying not to bring attention to yourself or those around you if possible. If able to exit the building, do so judiciously. If not possible to exit, try to secure yourself in a safe place by putting something heavy against a door or any other entry point, and remain discreet if able. Call 911 to report the incident once in a safe location. Following the incident, seek emergency medical attention if necessary.

Fire Emergency

Fire extinguishers and fire alarm boxes are located throughout the building. However, in the case of a fire or explosives emergency, the fire alarm should be engaged, and each person must evacuate the building as quickly as possible, seeking a safe location. If a fire or explosion occurs during class time, a responsible authority present should call 911, help evacuate the building and make sure all have exited. If the fire or explosion occurs during office hours, an employee should call 911 and engage the fire alarm to alert all other persons to move out of the building. Meeting in an area outside the building ensures all are counted for and safe. Orientation will serve to acquaint students with the location of fire alarms, fire extinguishers, alternate exits, and first aid kits.

Medical Emergency

The College recognizes the need to respond to medical emergencies as quickly as possible. If a sick or injured person requests medical treatment, then such treatment should be sought if those present conclude the affected person is mentally and physically able. If the affected person is unable to request medical treatment themselves, 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 of the building to direct the emergency crew to the affected person. If the incident occurs in the classroom, the faculty member present should assume the responsibility for first attempting to communicate with the person and then make the decision to call to 911, if necessary. Within the administrative offices, the person closest to the situation will attempt to communicate with the person, and then call 911 if necessary.

Extreme Weather or Natural Disaster Protocol

In the event of a natural disaster, the responsible authority present shall direct the response of those on campus. In the case of a tornado or severe weather conditions, all persons are to proceed to the interior hallway near the restrooms to a safe shelter where there are no windows or glass doors. In case of flooding, all persons should evacuate the building if deemed safe, or proceed to the highest place in the building while waiting for the arrival of rescue personnel. In cases of an earthquake while any of the campus community are in the building, all persons must evacuate the building quickly. A senior staff member must be notified of any situation on campus. With these scenarios, a warning will be issued if certain segments of the College community need to be alerted to stay away from the campus.

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 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 their Academic Advisor or a member of the Executive Team. Any restrictions that might be imposed will be determined considering 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 consider 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). Further information can be found in the Annual Security Report available online.

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

Laura Flowers
Admissions Manager

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 several 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.

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 regarding 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. If needed, a WC Chromebook may be check out on a temporary basis. Inquire at info@williamsoncc.edu for availability.

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:
- ✓ https://williamsoncc.edu/wp-content/uploads/2020/02/Dual-Enrollment-Student-Essay.pdf.

- ✓ Request official high school transcripts be forwarded 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. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network).
- ✓ 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 32 credit hours, with consideration of additional hours for exceptionally thriving Dual Enrollment students.
- ✓ 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: https://williamsoncc.edu/wp-content/uploads/2016/08/Undergraduate-Student-Admissions-Essay-2021-22.pdf.
- ✓ Request official high school transcripts be forwarded directly from the high school to the Office of Admissions. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). For applicants currently enrolled as seniors in high school, transcripts may be submitted containing information through the end of the junior year 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.
- ✓ 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 or with previous postsecondary college experience. 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. The SAT code for WC is 7388. SAT scores may be ordered online at http://sat.collegeboard.org/scores. ACT/SAT scores on an official high school transcript are acceptable.
- ✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale. For applicants who cannot demonstrate a minimum grade point average (GPA) of 2.0 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. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). 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: https://williamsoncc.edu/wp-content/uploads/2016/08/Undergraduate-Student-Admissions-Essay-2021-22.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 be forwarded directly to the Office of Admissions from each non-US college or university attended. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). 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 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. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). 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 student may take is the International English Language Testing System (IELTS). A minimum score of 5 is required. For international applicants from countries where English is the official language, please contact the Admissions Office to request a waiver of this requirement.*
- ✓ 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), to determine eligibility to study in the United States as follows:
  - Copy of current Visa
  - Copy of current Passport
  - Copy of current I-94 information
  - 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: https://williamsoncc.edu/wp-content/uploads/2016/08/Undergraduate-Student-Admissions-Essay-2021-22.pdf.
- ✓ Request official transcripts be forwarded directly to the Office of Admissions from each college or university attended since leaving Williamson College. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). 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: https://williamsoncc.edu/wp-content/uploads/2016/08/Undergraduate-Student-Admissions-Essay-2021-22.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 forwarded directly from the high school to the Office of Admissions. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network).
- ✓ 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 auditing student's permanent record. If an audit student wishes to take classes for credit after completion of audited classes, please contact the Office of Admissions to determine the additional admission requirements for the appropriate student path.

Certificate Program (FOR CREDIT) Student Path

- ✓ 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: https://williamsoncc.edu/wp-content/uploads/2016/08/Undergraduate-Student-Admissions-Essay-2021-22.pdf.
- ✓ Request 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. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.
- ✓ 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 or with previous postsecondary college experience. 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. The SAT code for WC is 7388. SAT scores may be ordered online at http://sat.collegeboard.org/scores. ACT/SAT scores on an official high school transcript are acceptable.

- ✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale. For applicants who cannot demonstrate a minimum grade point average (GPA) of 2.0 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 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: https://williamsoncc.edu/wp-content/uploads/2016/08/Undergraduate-Student-Admissions-Essay-2021-22.pdf.
- ✓ Submit a $50 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 each college or university attended. If applicant has not attended college previously, an official high school transcript confirming graduation will be required. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). 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: https://williamsoncc.edu/wp-content/uploads/2016/08/Undergraduate-Student-Admissions-Essay-2021-22.pdf.
- ✓ Request official transcripts be forwarded directly to the Office of Admissions from each college or university attended. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). 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 forwarded 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. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network).
- ✓ 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

CHECKING THE VALIDITY OF A STUDENT'S HIGH SCHOOL COMPLETION:

Policy: If Williamson College has reason to suspect an applicant's high school diploma, transcript or other information is fraudulent or not valid, Administration (Admissions Manager and Registrar) will investigate the matter. The College reserves the right to deny or rescind admission in cases where fraudulence is found.

Procedure: If Administration doubts validity of high school completion, student will be required to submit official high school diploma or transcript with completion date. If student does not produce proof, Administration will contact the state Department of Education in which the student completed high school for confirmation. If state Department of Education cannot produce proof, Administration will deny or rescind admission to the college.

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.

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, regarding 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 up to 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 OR HiSET. 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.

Undergraduate Students

- 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.

Graduate Students

- Williamson College requires graduate students to complete all courses required by their selected program. WC may allow for substitution up to 9 semester credit hours in the

program at the time of admission. Transfer credit must have been completed within the last five 5 years.

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.

GRADUATE ADMISSION REQUIREMENTS

All students MUST provide their own laptop computer. If needed, a WC Chromebook may be check out on a temporary basis. Inquire at info@williamsoncc.edu for availability.

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 regarding 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
- ✓ **Please Note:** *If the applicant is an international student, please see the separate section "International Graduate Student Path" for admission requirements.*
- ✓ 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.
- ✓ First-time applications require two recommendations using the Williamson College Graduate Student Reference Form. Re-applicants are required to submit one new recommendation. If you

have been working full-time for at least six months, one recommendation should be from your current supervisor and the other a spiritual life reference. If you cannot secure a recommendation from your direct supervisor, please submit a statement of explanation along with your application. The second recommendation should be from either a former immediate supervisor or from another professional associate, senior to you, who can share their insights on your leadership potential.

- ✓ Submit a current resume or detailed statement describing your professional work experience history.
- ✓ Submit a graduate admissions essay using specifications found at: https://williamsoncc.edu/wp-content/uploads/2016/08/Graduate-Student-Admissions-Essay-2021-22.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 that awarded the bachelor's degree). Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). Please note: any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.
- ✓ Applicants must have achieved a cumulative grade point average (GPA) of 2.5 or higher on all prior undergraduate and graduate-level coursework.
- ✓ Submit any additional evidence of eligibility required by the graduate program.
- ✓ Official documents submitted for admission consideration become the College's property and cannot be returned or copied for distribution.
- ✓ For readmission to the WC graduate program, if you have not been enrolled for the last 180 days, you will need to reapply and meet the criteria above. Please contact the Office of Admissions for additional information.

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 (usually three credit hours). Students provisionally admitted for failing to meet the minimum GPA requirements will need to earn a B- (GPA of 2.7) or higher 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 before the second course jeopardizes continued enrollment.

Williamson College undergraduates with a 3.0 GPA who plan to apply to the graduate 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.) WC undergraduate students will be permitted to take up to **nine (9)** specific semester credit hours with consideration of additional hours for exceptionally thriving students. Courses are cross-referenced and count toward overall completion of the Bachelor of Science degree and the graduate degree program.

International Graduate Student Path

- ✓ Complete the Graduate Application and forms at http://www.williamsoncc.edu/apply-online/.
- ✓ Submit a $150 nonrefundable application fee at http://www.williamsoncc.edu/payments/ or make checks or money orders payable to Williamson College.
- ✓ First-time applications require two recommendations using the Williamson College Graduate Student Reference Form. Re-applicants are required to submit one new recommendation. If you have been working full-time for at least six months, one recommendation should be from your current supervisor and the other a spiritual life reference. If you cannot secure a recommendation from your direct supervisor, please submit a statement of explanation along with your application.

The second recommendation should be from either a former immediate supervisor or from another professional associate, senior to you, who can share their insights on your leadership potential.

- ✓ Submit a current resume or detailed statement describing your professional work experience history.
- ✓ Submit a graduate admissions essay using specifications found at: https://williamsoncc.edu/wp-content/uploads/2016/08/Graduate-Student-Admissions-Essay-2021-22.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. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). 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 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. Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). Please note: any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.
- ✓ Applicants must have achieved a cumulative grade point average (GPA) of 2.5 or higher on all prior undergraduate and graduate-level 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 student may take is the International English Language Testing System (IELTS). A minimum score of 5 is required. For international applicants from countries where English is the official language, please contact the Admissions Office to request a waiver of this requirement.*
- ✓ 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), to determine eligibility to study in the United States as follows:
    - Copy of current Visa
    - Copy of current Passport
    - Copy of current I-94 information
    - 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 the College's property 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.

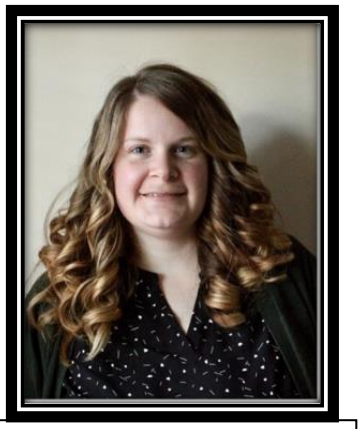
Audit Information: Students may audit courses for a minimal fee. Audited courses will not be used to determine full or part-time status. Credits are not earned for audited courses. Students are not obligated to complete assignments and instructors are not obligated to evaluate assignments; however, assignments may be completed and evaluated by mutual consent. A grade of AU will be recorded on the auditing student's permanent record. If an audit student wishes to take classes for credit after completion of audited classes, please contact the Office of Admissions 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/.
- ✓ First-time applications require two recommendations using the Williamson College Graduate Student Reference Form. Re-applicants are required to submit one new recommendation. If you have been working full-time for at least six months, one recommendation should be from your current supervisor and the other a spiritual life reference. If you cannot secure a recommendation from your direct supervisor, please submit a statement of explanation along with your application. The second recommendation should be from either a former immediate supervisor or from another professional associate, senior to you, who can share their insights on your leadership potential.
- ✓ Submit a current resume or detailed statement describing your professional work experience.
- ✓ Submit an admissions essay, specifics found at: https://williamsoncc.edu/wp-content/uploads/2016/08/Graduate-Student-Admissions-Essay-2021-22.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 that awarded the bachelor's degree). Official transcripts may be sent electronically directly from the institution to admissions@williamsoncc.edu or through the National Clearinghouse Network (the college is listed as "Williamson Christian College" in the network). Please note: any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson College.
- ✓ Applicants must have achieved a cumulative grade point average (GPA) of 2.5 or higher on all prior undergraduate and graduate-level coursework.

Applicants must be 18 years of age or older

WILLIAMSON COLLEGE BUSINESS OFFICE



Victoria Gomez
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. 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 receive their balance aand payment options in a 'New Term Balance Notice' at the end of the term registration process.

Students who have a past due balance will have a financial hold placed on the Populi account and will not be allowed to continue courses without payment.

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 online only using a credit card, debit card, or check. **No cash payments will be accepted when electing a monthly payment plan.** Students who establish a monthly payment plan will be automatically charged each month on the date of the initial payment setup. The first payment should be charged before the first class and payments will continue 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 date of the first class meeting of the module.
- 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 request their drop with the Registrar or their Academic Advisor**. The date of determination for the course drop is determined by 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.
- **Undergraduate and Graduate 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.**
- **Dual Enrollment and Audit Students will be charged a Drop Fee of $50 per course dropped and payment of these drop fees must be made at the time of the drop.**
- The date of determination will determine how tuition is refunded. If the student's date of determination for dropping a class is prior to the first class of the module, then 100% of tuition only will be refunded. If the date of determination is after the first class date but before the second class of the module, 75% tuition refund will be refunded. No tuition refund will be given after the second class date. This is applicable to drops for ALL students regardless of program.
- 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 with the Registrar or their Academic Advisor. The date of determination for the withdrawal is determined by 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.
- The date of determination will determine how tuition is refunded. If the date of determination of withdrawal is prior to the first day of the module, tuition will be refunded at 100%. If the date of determination is after the first class date of the module but before the second class date of the module, 75% tuition refund will be given. No tuition refund will be given after the second class of the module. All remaining modules left in the term will be refunded at 100%.
- 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.

- Students who have withdrawn from WC and reapply to continue their education after a year or longer must pay all application and enrollment fees as if a new or transfer student.

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.

Veterans Benefits and Transition Act of 2018

Section 103 of Public Law 115-407, the Veterans Benefits and Transition Act of 2018, prohibits denial of access and/or other penalties against student veterans using Post 9/11 (Chapter 33) or Vocational Rehabilitation (Chapter 31) benefits effective August 1, 2019.

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended. The State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

Williamson College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Williamson College ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Tuition Rate and Other Fees

1. To obtain the full-time tuition rate shown below, the undergraduate student must be enrolled in at least 12 semester credit hours; graduate students must be enrolled in a minimum of 9 semester credit hours.
2. If a full-time student changes to part-time status by dropping to less than the required semester credit hours, the part-time tuition rate applies to the remaining courses, and the student will be billed for the additional tuition charges.
3. Tuition rates are determined by the academic level of the course selected not the academic status of the student. Ex: If an undergraduate student enrolls in a graduate level course, they will be charged graduate tuition for that module.

UNDERGRADUATE EDUCATIONAL COSTS

Undergraduate Tuition & Fees - *Effective July 1, 2024, and continuing through June 30, 2025*	
Full-time Undergraduate Tuition Rate	$610 per semester credit hour for onsite courses.
Part-time Undergraduate Tuition Rate	$635 per semester credit hour
Application Fees: Undergraduate International	$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	$250 one time – (due by 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
International Processing Fee	$150 per packet shipped
Technology Fee: $220	• Populi Learning Management system • Student Services Management system • DocuSign Document Management
Administrative Fee: $180 Facilities Fee: $100	• Library Resources • Student Identification Card • Parking permit • Room use and rental fees
Dual Enrollment Tuition	$75 per semester credit hour on-site; $540 on-line plus applicable fees
Dual Enrollment Fees (includes technology, administrative, & facilities fees)	$25 per course
Dual Enrollment Drop Fee	$50 per course
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	$250 per course
Audit Drop Fee	$50 per course (due at time the drop is made)

GRADUATE EDUCATIONAL COSTS

Graduate Tuition & Fees - *Effective July 1, 2023, and continuing through June 30, 2024*	
Application Fee	$75 US citizen $150 international students
Tuition	$710 per credit hour $315 per credit hour (MA Theology Programs Only)
Travel	$5,500 international travel
Enrollment Fee (non-refundable)	$300 (applied to invoice) Paid at time of initial registration
Technology Fee	$220 (per term)
Administrative Fee Facilities Fee	$180 (per term) $100 (per term)
Payment Plan Fee	$15 per month
Class Change Fee	$150 per class change (due at time change is made)
Drop Fee	$150 per course (due at time drop is made)
MA Audit Fee	$250 per course
MA Audit Drop Fee	$50 per course (due at time drop is made)
Graduation Fee	$300 (one time - due March 31)
Recording Fee	$50 per credit hour/ audit to credit
International Processing Fee	$150 per packet shipped
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 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 sign a Financial Obligation form during Orientation. 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 who have a past due balance will have a financial hold placed on the Populi account and will not be allowed to continue courses without payment.

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.

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 the 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 1st or 15th 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.

MA Optional Emphasis Area Courses

Tuition Rate	$710 per semester credit hour
Application Fee	$50 (one time – due when application is submitted)
Technology Fee	$220 (per term)
Administrative Fee Facilities Fee	$180 (per term) $100 (per term)
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.

FINANCIAL AID OFFICE

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.

Nicolai Wilson
Financial Aid Coordinator

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) 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 https://studentaid.gov/h/apply-for-aid/fafsa *to complete the application.*

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 https://studentaid.gov/h/apply-for-aid/fafsa
- 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 FAFSA Submission Summary. 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 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 a case-by case basis, decide 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 Student Aid Index (SAI). Federal loans that may replace the SAI 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	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 adjust 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 Cancelation 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. To cancel any or all 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 equivalent. Students can track their remaining eligibility on https://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 SAI'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 https://studentaid.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 https://studentaid.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 http://studentaid.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 http://studentaid.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.benefits.va.gov. In addition, students must submit a copy of any DD-214 to the Department of Veterans Affairs. 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 school 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.

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. If funds are not secured, students will be notified.

Students can receive only one institutional scholarship per 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 more than tuition and fees. If a student is awarded a scholarship and elects to receive Federal Student Aid, including grants and loans more than tuition and fees, the scholarship award may be reduced or eliminated. Federal grants will be considered when awarding scholarships.

Institutional scholarships are based on full-time enrollment. If a course is dropped, the scholarship will be revoked within the payment period that the course was dropped, which could create a balance on the student's account. *Exceptions to this policy are as follows 1. It is for the student's final term of enrollment when they are graduating or 2. The student had a significant circumstance occur to request an appeal to keep the scholarship. Institutional scholarships will be prorated based on the number of credits for the student's final term.*

Ministry Graduate Programs (MATS, MABS, MACM, and MAIL) will not be eligible for institutional scholarships since their tuition is charged at a discounted rate.

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 resident 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:

Active-Duty Military Scholarship
Open to students who are active duty in the U.S. military. Scholarship amount is up to $270 per credit hour per payment period. Students must be approved for Department of Defense Tuition Assistance. Requires official admission to the college and full-time degree-seeking enrollment. Minimum resident WC 2.0 GPA, full-time enrollment, and Department of Defense Tuition Assistance approval for renewal each term.

Aspen Grove Christian Church Scholarship
Open to students who are current members of Aspen Grove Christian Church. The award is up to $1250 per payment period. Student must be a current member of Aspen Grove Christian Church. Church verification form must be approved and signed by executive/senior pastor. Minimum resident WC 3.0 GPA, full-time, degree-seeking enrollment.

Church Matching Scholarship
Open to undergraduate students. WC will match up to 50% of any scholarship awarded to the student by his/her church, up to $2000 per payment period. Requires a minimum 2.0 GPA, full-time, degree-seeking enrollment, and official admission. A minimum resident WC 3.0 GPA is required for renewal.

Church of the City Scholarship
Open to students who are current members of Church of the City. The award is up to $1250 per payment period. The student must be a current member of Church of the City. Church verification form must be approved and signed by executive/senior pastor. Requires a minimum 3.0 GPA, full-time, degree-seeking enrollment, and official admission. A minimum resident WC 3.0 GPA and full-time enrollment is required for renewal.

Discover Scholarship
Open to newly enrolled undergraduate students. The scholarship offers up to 40% off tuition only, after federal grants are applied to the student account. The recipient must be enrolled in a full-time, degree-seeking program for Fall (July) start and Spring (January) start. Renewal requires a minimum resident WC GPA of 3.0, continuous, full-time, degree-seeking enrollment.

Employee Scholarship
Open to current full-time and part-time WC employees, previous employees who retired at full time status, and immediate family. Scholarship amount is up to 100% tuition and is based on the number of hours an employee works per week. Recipients must have a minimum 3.0 GPA, be degree-seeking or dual enrollment, enrolled full-time, but limited to 13 credit hours per term. A minimum resident WC 3.0 GPA and full-time enrollment is required for renewal.

Faculty Scholarship
Open to immediate family members of current WC faculty and part-time employees. Scholarship amount is between 25%-100% off tuition depending on the number of classes the faculty member teaches per year. The recipient must be degree-seeking, enrolled full-time. A minimum resident WC 3.0 GPA and full-time enrollment is required for renewal.

Homeschool Scholarship
Open to first-time, incoming freshman students. The award is up to $1500 per payment period. Minimum 21 ACT, 3.0 GPA, full-time, degree-seeking enrollment. A minimum resident WC 3.0 GPA and full-time enrollment is required for renewal.

International Friendship Scholarship
Open to international students who hold an F1 student visa. The award is $750 per payment period. Recipients must be enrolled full-time and meet admissions requirement. International students who are not eligible for federal aid do not need to complete the FAFSA for the scholarship award. Renewal requires a minimum resident WC GPA of 3.0, full-time, degree-seeking enrollment.

LifePoint Church Scholarship
Open to undergraduate students. The award is up to $1250 per payment period. Church verification form must be approved and signed by executive/senior pastor. Open to I-20 students. Minimum 3.0 GPA, full-time, degree-seeking enrollment.

Motlow State Community College Transfer Scholarship
Open to newly enrolled Motlow State Community College transfer students. Must have an associate degree from MSCC and be enrolled at the WC Smyrna campus. The scholarship amount is up to 40% off tuition only, after undergraduate federal grants are applied to the student account. The recipient must be enrolled

in a full-time, continuous degree-seeking program. Must maintain a minimum resident WC 2.0 GPA, full-time, degree-seeking enrollment for renewal.

Paige Pitts Scholarship
Open to newly enrolled undergraduate students. A scholarship is a last-dollar scholarship worth up to 100% tuition for one recipient per academic year. The scholarship does not cover any fees. Eligibility requirements include a current FAFSA EFC of 0-1200, full-time enrollment, and a 2.0 GPA for renewal. Students must write a 1-page essay requesting scholarship to Paige Pitts.

S2L Recovery Scholarship
Open to newly enrolled S2L Recovery employees, alumni, transitional living students, or spouses of employees enrolled full-time at any WC campus for undergraduate programs. Scholarship amount is up to 50% tuition only after any federal grants are applied to account. Renewal requires a minimum resident WC GPA of 2.0, full-time, degree-seeking enrollment.

Trustee Scholarship
Open to undergraduate students. The award is up to $2500 per payment period. The recipient must have a 3.0 high school or college GPA, be degree-seeking and enrolled continuous, full-time. The scholarship is granted to students selected by the College administration and Board of Trustees. Renewal requires a minimum resident WC GPA of 3.0, full-time, degree-seeking enrollment.

WC Merit Scholarship
Open to first-time, incoming freshman students. Scholarship amount is up to $3000 per payment period. Requires a minimum 29 ACT, 3.75 GPA, full-time, degree-seeking enrollment. Requires a minimum resident WC 3.75 GPA, full-time, degree-seeking enrollment for renewal.

WC Promise Scholarship
Open to first-time, incoming freshman. Limited to ten recipients per campus only. The award is a last dollar scholarship towards tuition only, after federal aid is awarded, up to $4800 per term. The scholarship requires a Tennessee high school or homeschool diploma by age 19 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 minimum resident WC 2.0 GPA. The scholarship only applies towards two-year degree programs and onsite courses.

Full Pell Eligible Grant
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 Grant
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 $1000 per payment period.

Pell Ineligible Grant
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 $1250 per payment period.

Graduate Scholarships:

Active-Duty Military Scholarship
Open to students who are active duty in the U.S. military. Scholarship amount is up to $300 per credit hour per payment period. Students must be approved for Department of Defense Tuition Assistance. Requires official admission to the college and full-time degree-seeking enrollment. Minimum cumulative WC 3.0 GPA, full-time enrollment, and Department of Defense Tuition Assistance approval for renewal each term.

Discover Scholarship
Open to newly enrolled graduate students. Scholarship amount is up to 40% tuition only. Recipients must be degree-seeking and enrolled full-time for the Fall start (July) and Spring start (January). Must maintain continuous, full-time enrollment and a 3.0 GPA for renewal.

Employee Scholarship
Open to current full-time and part-time WC employees, previous employees who retired at full time status, and immediate family. Scholarship amount is up to 100% tuition and is based on the number of hours an employee works per week. Recipient must be degree-seeking, enrolled full-time. Must maintain a 3.0 GPA and continuous, full-time enrollment.

Faculty Scholarship
Open to immediate family members of current WC faculty and part-time employees. Scholarship amount is between 25%-100% off tuition depending on the number of classes the faculty member teaches per year. The recipient must be degree-seeking, enrolled full-time. Must maintain a 3.0 GPA and continuous, full-time enrollment.

S2L Recovery Scholarship
Open to newly enrolled S2L Recovery employees, alumni, transitional living students, or spouses of employees enrolled full-time at any WC campus for graduate programs. Scholarship amount is up to 50% tuition only after any federal grants are applied to account. Minimum resident WC GPA of 3.0 and continuous, full-time enrollment required for renewal.

Trustee Scholarship
Open to all graduate students. Scholarship amount is up to $2500 per payment period. The recipient must have a minimum resident WC GPA of 3.0, be degree-seeking and enrolled continuous, full-time. The scholarship is granted to students selected by the college administration. Minimum resident WC GPA of 3.0 and continuous, full-time enrollment required for renewal.

WC Alumni Graduate Scholarship
Open to newly enrolled WC alumni. The recipient must be degree-seeking, enrolled full-time in master's program which requires a 2.5 undergraduate GPA. Minimum resident WC GPA of 3.0 and continuous, full-time enrollment required for renewal. A current FAFSA is not required to be on file. Scholarship amount is worth up to $5000 ($1250 per payment period) over four terms.

Graduate Program FAFSA Based Grant
Open to all graduate students. See the Director of Financial Aid for details. Complete a FAFSA for the current award year. Scholarship is based on the calculated Expected Family Contribution number.

Endowed Scholarships

Every academic year, Williamson College offers endowed scholarships to the student body population. There is a separate application from the institutional scholarship application that is available. Both Undergraduate students and Graduate students are eligible to apply for this. Our Endowed committee will then review the applications and if we have a student that matches up with one of our available endowments, they will be awarded the aid. This scholarship is not renewable, since it is awarded based on the endowments we have for the academic year.

The Elaina Thomas Family Scholarship
The Elaina Thomas Family Scholarship is dedicated to supporting students who are cancer or critical illness survivors, as well as siblings of survivors. This scholarship is open to newly enrolled undergraduate and graduate students, who are enrolled full-time at any WC campus. It awards up to 50% tuition after federal grants are applied to the account. To be eligible for renewal, students must maintain a minimum cumulative GPA of 2.0 and be enrolled full-time in a degree-seeking program. Scholarship funds can be awarded to a different student group if there are not students who meet cancer/critical illness criteria. Bryan and Christi Thomas will review and determine eligibility for all Elaina Thomas Family Scholarship applications.

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 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 points, 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 degree programs

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

Cumulative GPA for Bachelor's degree programs

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 x 150% = 180) before being ineligible for federal aid.

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

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 to 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 they are receiving federal aid and must be taken into consideration when a student begins to receive federal aid.
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 x 150% = 180) before being ineligible for federal aid.

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

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 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 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 of 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. Students 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 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 holidays and term breaks on the academic calendar do 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 basis (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 the 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. Exceptions to this policy are as follows: 1. It is the student's final term of enrollment, and they are graduating or 2. The student had a significant circumstance occur to request an appeal to keep the scholarship. Institutional scholarships will be prorated based on the number of credits for the student's term for the exception.**

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.

Enrollment Status
Students are required to be enrolled in 6 credits per term to be eligible for Title IV funding. Undergraduate students are typically scheduled for full time status per registration term, 4 consecutive modules per registration. If a student is not scheduled for 4 consecutive modules, a student will have a scheduled gap in their registration. A Scheduled gap is a temporary interruption in a student's program of study and refers to the specific period during the registration when a student is not in attendance. The financial aid office will work closely with the academic offices to ensure the student has completed Change in status paperwork when their enrollment status may change from full time status to ¾ time status or half time status due to schedule gaps. A student is permitted to have up to 2 scheduled gaps per registration term. If a student has to take any time off that equal more than 2 consecutive terms, the student will need to be placed on a Leave of Absence.

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 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.

***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 180 days in a 12-month period.
- 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 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 leaves and will continue to earn the Title IV aid previously awarded for the period.

Effect of a 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), includes 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 must 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 against 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 given by the registrar's office, 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 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 because 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 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

Robyn Wollas M.A.
Director of 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.

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 Hope Ministries or biblicalcounseling.org. Students are responsible for 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 inquiry 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 or TriStar StoneCrest Medical Center in Smyrna. 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, ministry formation 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 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 Orientation 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. Students should complete Orientation 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 fulfill community or Christian Service while enrolled. This is a requirement for graduation.

Sports and Recreation
The College does not offer sports or recreation activities. Students who reside in Williamson or Rutherford counties, 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 help 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: https://sos.tn.gov/products/elections/online-voter-registration

ACADEMIC POLICIES AND PROCEDURES

Access to Educational Records

Kristen Varner
Registrar

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 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 forty-five (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 Include:

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

All Permanent Student (physical) records are held for a total of three years; all records are permanently stored to the cloud and protected by a third-party IT servicer.

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 Financial Aid, and has 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; 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 the Financial Aid Office and Business Office.
- Obtain a Student Body Identification Card (Addressed during Orientation).
- Show proof of laptop ownership or availability. ***All students MUST provide their own laptop computer*****. There are a limited number of Chromebook computers available to students for check out from the office for temporary use if needed.**

- Purchase: Dockery, David S. and Trevin K. Wax, CSB Worldview Study Bible, **Hardcover:** 2208 pages, Holman Bible Publishers (May 15, 2018) ISBN-10: 1433604337ISBN-13: 978-1433604331 OR ISBN-10: 1433604345 ISBN-13: 978-1433604348
- Purchase: American Psychological Association Publication Manual, seventh edition, 2020, ISBN-10: 143383216X, ISBN-13: 9781433832161

Approved Writing Style Manual: Undergraduate and Graduate students will prepare all written work according to the guidelines set forth in APA 7 style.

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 Academics Dept. 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 evaluate 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 APA 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 Chief Academic and Enrollment Officer to verify if the student has committed 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 Chief Academic and Enrollment Officer 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 undergraduate 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.

The graduate level Capstone project will consist of a leadership project or thesis, selected by the student in consultation with a faculty member.

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), Motlow State Community College, 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; students will be required to repeat the course.

Expectations

Students are expected to attend *all* classes *in person*. Video recordings or the use of 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 there are extenuating circumstances preventing a student from 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. With permission, it is preferable for the student to attend the class live via Zoom, with a secondary option of requesting a Zoom recording of the class for the student to view later. If the student fails to contact either the professor and/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) Students review the video recording of the class session and post learning points discovered from the recorded class session.
b) Students interact with additional materials.
c) Meet with instructor in a one-on-one session.
d) Student prepares 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 students 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, students must fulfill Christian service hours. Undergraduate students fulfill a minimum of sixty hours of service while enrolled and graduate students complete thirty hours while enrolled. A Christian/Community Service Activity form is submitted to the Director of Student Services or a student's academic advisor upon completion of the required hours. Academic advising also serves to monitor progress toward completion of the requirement. The service obligation is explained in Orientation and detailed in the College Catalog and Student Handbook. A student may receive a copy of the form at any time from his or her academic advisor or the Director of Student Services. These representatives, as well as the Director of Ministry Formation, 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 computers 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 workstations 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 Annual 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" during 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 for obtaining 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 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 to **firstname.lastname@williamsoncc.edu**, 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 during orientation. 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

Williamson College provides secure sign-on and secure transfer of email. 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" notice to send automatic messages when you are not available.
2. Delete email 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. firstname.lastname@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 to their WC email address, 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 61 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 several 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.

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 A.S. degree.

Students electing to complete a double major or second degree should consult with the Registrar or Chief Academic and Enrollment Officer 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.

Awarding of Credit

Guidelines for Policy Development
The following guidelines were developed to establish clear policies, standardized criteria, faculty and staff involvement, regular review, transparency, oversight, and alignment with accreditation surrounding awarding of college credit. For each guideline, the general description is listed, and *WC's expected actions follow in italics*.

> **Clear policies/procedures/dissemination:** Establish well-defined policies for credit transfer, exam credit, and prior learning/demonstrated competency assessment. These policies must be published and clearly communicated to students, faculty, and staff. *Awarding of Credit policies are to be published in the Catalog (online/hard copy), Faculty Handbook, and Student Handbook. Students also learn about these policies at Student Orientations.*
>
> **Standardized Criteria:** Defining specific criteria for evaluating transfer courses, exam scores, amount of credit, and level of credit. This could include minimum grade/GPA requirements, equivalency assessments, and alignment with curriculum. *See criteria under* ***Transfer Credit Procedure****.*
>
> **Faculty and Staff Involvement (Evaluation and Implementation):** Involve faculty and staff in the credit evaluation process. They can provide expertise in assessing course content and ensuring alignment with institutional standards. *The Awarding of Credit policy was implemented by faculty and staff through existing course redesign and new course proposal. Staff who review and award credit receive proper training from the Registrar and Academic units.*
>
> **Regular Review:** Periodically review and update credit transfer policies to stay current with educational trends and changes in curriculum. This helps maintain relevance and consistency. *The*

policies and procedures pertaining to Awarding of Credit are routinely reviewed by the Executive Faculty and Registrar's Office at a minimum on an annual basis.

Transparent Process: Ensure transparency by documenting the credit evaluation process and making it accessible to students. They should understand how their prior coursework and exams align with the institution's offerings. *Awarding of Credit policies are to be published in the Catalog (online/hard copy), Faculty Handbook, and Student Handbook. This process is explained at new student registration meetings and during new student orientations.*

Centralized Coordination/Oversight: Have a centralized office responsible for evaluating transfer credits and managing the credit awarding process. This helps in applying consistent standards across various departments. The Registrar and Academic Office are both responsible for reviewing and awarding credit. *The Registrar's Office officially processes credits into the student management system (Populi) for degree auditing, graduation requirement purposes, etc. The Academic Office ensures that the awarding of credit policies and procedures are reviewed, enforced, and practiced.*

Alignment with Accreditation: Ensure that credit transfer policies align with the institution's accreditation standards and guidelines.

Assigned Amount and Level of Credit
All programs are based on credit hours. Distance students join class with their classmates in real time through a Zoom link provided to them in the learning management system Populi for their weekly classes. The lectures, discussions, work required outside of class are the same for in-person and distance students. The same Awarding of Credit policies and procedures are used for both in-person and distance education students.

Amount of Credit: Definition of a Credit Hour
Williamson College uses the definition of credit hour that is established by the Association for Biblical Higher Education (ABHE) as acceptable for adult degree completion programs.

WC is accredited to offer adult degree completion programs. The amount of classroom contact in the degree completion program should equal approximately 50% of a traditional program. Thus, our undergraduate college-level classes each meet for a total of five-weeks, one day per week for four hours per day, and students are expected to complete two hours of coursework for every hour of class time. Accordingly, students complete 12 hours per week across a five-week period, for a total of 60 hours every five weeks. Our graduate college-level classes each meet for a total of six-weeks, one day per week for four hours per day, and students are expected to complete two hours of course work for every hour of class time. Accordingly, students complete 12 hours per week across a six-week period, for a total of 72 hours every six weeks." (WC Catalog 2022-23 p 66).

Amount of Credit: UG Credit Hours
3 credit hours = 20 hours class time + 40 hours coursework
1 credit hour = 6.67 hours class time + 13.33 hours coursework

Amount of Credit: GRAD Credit Hours
3 credit hours = 24 hours class time + 48 hours coursework
1 credit hour = 8 hours class time + 16 hours coursework

Level of Credit

Courses at Williamson College are identified by a system of alpha prefix and three-digit number code. The alpha section for the course identifier indicates either the discipline or the program. For example, Business Math is identified as MAT as a class in the math discipline, personal development courses start with PD and the courses in the Master of Arts in Organizational Leadership begin with OL. The first number in the three-digit code indicates the academic level of the course. Intro courses are designated by 100 or 200, more advanced as well as specific major courses are 300 and 400, master's courses are 500 and above. Courses are assigned levels of credit based on the classification system below.

100-200 Level College Courses

WC courses that are considered introductory or foundational in nature. These courses are usually designed to provide students with a basic understanding of a subject before moving on to more advanced coursework.

Characteristics of 100-200 level college courses at Williamson College:

1. **Level of Difficulty:** These courses are generally less complex and demanding compared to higher-level courses. They are intended to build a solid foundation for more advanced studies.

2. **Prerequisites:** 100-200 level courses often have minimal or no prerequisites, allowing students from various academic backgrounds to enroll.

3. **Broad Overview:** These courses provide a broad overview of the subject matter. They introduce key concepts, theories, and terminology associated with the field of study.

4. **Basic Skills Development:** These courses focus on developing fundamental skills, such as critical thinking, problem-solving, and communication, which are essential for success in higher education.

5. **General Education Requirements:** Many 100-200 level courses fulfill general education requirements, providing students with a well-rounded education by exposing them to various disciplines.

6. **Lecture and Discussion:** These courses may involve a combination of lectures, discussions, and assignments to help students engage with the material and apply what they've learned.

7. **Class Size:** Depending on the institution, class sizes for these courses can vary. They might be larger than more specialized upper-level courses.

8. **Exploration of Interests:** These courses offer students the opportunity to explore different subjects and disciplines, helping them decide on potential majors or areas of interest.

9. **Foundational Knowledge:** The content covered in 100-200 level courses often lays the groundwork for more advanced coursework. This knowledge is built upon in subsequent courses.

10. **Entry Point:** These courses serve as an entry point for students new to a subject, allowing them to gradually progress to more in-depth studies.

Overall, 100-200 level college courses play a crucial role in helping students transition from high school to higher education and prepare them for more specialized and advanced studies in their chosen field.

300-400 Level College Courses

WC courses that are considered advanced or upper-level courses. These courses are more specialized and in-depth compared to 100-200 level courses.

Characteristics of 300-400 level college courses at Williamson College:

1. **Prerequisites:** 300-400 level courses often have prerequisites, which means students are required to have completed certain lower-level courses or have a foundational understanding of the subject matter before enrolling.

2. **Specialization:** These courses focus on specific topics within a field of study. They delve deeper into complex concepts, theories, and applications, providing students with a more specialized knowledge.

3. **Complexity:** The content covered in these courses is more complex and challenging. Students are expected to have a solid foundation from lower-level courses to engage with the material effectively.

4. **Critical Thinking and Analysis:** These courses emphasize critical thinking, analysis, and problem-solving skills. Students are encouraged to apply their knowledge to real-world scenarios and advanced projects.

5. **Small Class Size:** Class sizes for 300-400 level courses tend to be smaller than introductory courses. This allows for more personalized interaction between students and instructors.

6. **Research and Projects:** Students in advanced courses may engage in research projects, case studies, and practical applications of theories learned. These projects help deepen understanding and provide hands-on experience.

7. **Discussion and Debate:** Advanced courses often involve more in-depth discussions and debates among students and instructors, fostering a higher level of engagement and intellectual exchange.

8. **Preparation for Specialization:** Many 300-400 level courses are designed to prepare students for more specialized careers or further academic pursuits in a particular field.

9. **Integration of Prior Learning:** These courses may require students to integrate knowledge gained from lower-level courses and apply it to advanced concepts.

10. **Culmination of Learning:** In some cases, senior capstone courses or projects at the 400 level serve as a culmination of a student's academic experience, allowing them to demonstrate their mastery of the subject matter.

Overall, 300-400 level college courses are designed to challenge students, deepen their understanding of specific subjects, and prepare them for more advanced academic and professional endeavors within their chosen field of study.

500-600 Level College Courses

WC graduate-level courses. These courses are advanced and specialized, intended for students who have already completed their undergraduate degrees and are pursuing further education at the graduate level.

Characteristics of 500-600 level college courses at Williamson College:

1. **Graduate-Level Study:** These courses are part of graduate programs and are designed to provide students with advanced knowledge and skills in a specific field or discipline.

2. **Prerequisites:** Graduate-level courses often have prerequisites that may include specific undergraduate coursework, a bachelor's degree, or relevant professional experience.

3. **Specialization and Depth:** Courses at this level delve deeply into specific topics within a field of study. They explore advanced theories, research methods, and applications.

4. **Research Focus:** Graduate courses emphasize research, critical analysis, and independent thinking. Students may engage in research projects, literature reviews, and original scholarly work.

5. **Smaller Class Size:** Class sizes for graduate-level courses are usually smaller than undergraduate courses, allowing for more personalized attention and interaction with professors and peers.

6. **Seminar Format:** Many courses at this level are conducted in a seminar format, encouraging in-depth discussions, debates, and collaborative learning among students.

7. **Professional Development:** Graduate courses often include components that prepare students for careers in academia, research, industry, or other specialized fields.

8. **Thesis and Dissertation Preparation:** At the 600 level, students may be required to develop a thesis or dissertation proposal, laying the groundwork for their research project.

9. **Advanced Skills and Knowledge:** These courses focus on developing advanced skills, critical thinking abilities, and specialized knowledge that prepare students for leadership roles in their chosen field.

10. **Networking Opportunities:** Graduate-level courses provide opportunities for students to connect with professionals and experts in their field, enhancing their professional network.

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 based on 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

A Excellent work, all learning outcomes met fully
B Very good academic work

Grade Points

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

A 4.0 points (94-100)

C	Average academic work	A-	3.7 points (93)
D	Minimum quality for credit to be awarded	B+	3.3 points (92)
F	Failure, no credit awarded	B	3.0 points (86-91)
I	Incomplete (see Incomplete Grades)	B-	2.7 points (85)
W	Withdraw, no credit	C+	2.3 points (84)
P	Pass, requirement met but no quality assessment	C	2.0 points (78-83)
AU	Audit, no credit awarded	C-	1.7 points (77)
		D+	1.3 points (76)
		D	1.0 point (70-75)
		D-	1.0 point (69)
		F	0 points (68 and below)
		W	0 points
		P	0 points
		AU	0 points

"W", "P" and "AU" grades are not assigned quality points and are not factored into the GPA. A grade of "F" is not assigned quality points but is factored into the GPA. **In order to graduate, undergraduate 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

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.
Procedure: To apply for an incomplete grade the student must: (1) have already completed 66% (2/3rds) of class assignments to be eligible for an extension (2) submit an Application for Incomplete Course Grade form signed by the course professor who will submit it to the Registrar's Office (3) complete the stated requirements within the agreed upon time period of 14 days beginning the day after the final due date of class. The form can be found on the resources tab of the WC website or requested from instructors. If the "I" grade is not cleared within the 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 for notifying 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-rated 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 29.

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 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 Director of Financial Aid and Business Office before the LOA begins. 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 in a 12-month period. (See Leave of Absence Policy in Financial Aid section for guidelines for receiving LOA approval.)

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.

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 for undergraduate students and 3.0 for graduate students 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 will be placed on academic probation. A second semester of failing to meet satisfactory academic progress will result in the student receiving academic test. Please see Academic Probation/Suspension Policy for additional details.

Any student attempting 12 semester credit hours as an undergraduate student or 9 or more hours as a graduate student in an enrollment period will be considered full-time. Students enrolled in less than 12 semester credit hours as an undergraduate student and less than 9 hours as a graduate student in any enrollment period will be considered part-time.

Academic Probation and Suspension 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 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 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.

Grievance Procedure/Student Complaint Procedure

Any student, faculty member, staff member, or administrator may file a grievance against any other employee of the College, against a student at 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 from administration on campus. The person filing the grievance may add other materials that seem pertinent to the issue if 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 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 Board of Trustees Chairman. The President, at his or her discretion, may convene a panel of not more than five persons who will meet to consider the merits of the situation. The findings and recommendations of the panel are advisory to the President and to the Board of Trustees Chairman. 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 deciding 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) Phone: 407/207-0808 www.abhe.org
5850 TG Lee Blvd. Suite 130
Orlando, Florida 32822

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) 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 at:

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

For those unwilling to file a formal grievance, the Registrar may document an informal (or confidential) complaint or issue with a specific student or faculty member that may arise. The file for informal student and faculty complaints or concerns is housed within the Registrar's office in a locked cabinet. Informal student complaints and/or faculty issues will be resolved by the Registrar. If an additional executive team member needs to become involved, such a person will be named. Resolution measures and outcomes of

the filing will be noted if applicable. The documentation is held for three years. Please note, the Vice President of Operations may also document an informal (or confidential) complaint or issue with a staff or board member that may arise. The file for informal staff and board complaints or concerns is housed within the Vice President of Operation's office in a locked cabinet. Informal staff complaints and/or board issues will be addressed by the Vice President of Operations. If an additional executive team member needs to become involved, such a person will be named. Resolution measures and outcomes of the filing will be noted if applicable. The documentation is held for three years.

Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in State Authorization Reciprocity Agreement States**, commonly known as SARA.**
Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution. Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html). For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (https://nc-sara.org/resources/guides) have been violated by the institution operating under the terms of SARA. For a list of SARA member States, please visit the NC-SARA website (https://nc-sara.org/directory). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

Graduation Requirements

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 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 of Science in Leadership degree, and 33 credit hours for the Master of Arts in Organizational Leadership degree, 42 credit hours for the Master of Arts in Theological Studies, Biblical Studies, and Christian Ministry degrees.
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 3.0 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, 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 the transcript request form and payment of the transcript fee. Transcripts will not be released if the student has an outstanding financial balance in tuition and/or fees with the institution or any outstanding materials due from the library. Beginning July 1, 2024, transcript requests from students receiving Federal Financial Aid will be honored regardless of financial status. The request form can be accessed through the college's website: https://williamsoncc.edu/academics/transcript-request/

ACADEMIC PROGRAMS

Bryan K Thomas, Ed.D.,
Chief Academic and Enrollment Officer

Williamson College offers the following undergraduate degree programs and graduate programs. Degrees awarded include the Associate Degree in Leadership, the Bachelor of Science, and the Master of Arts.

ASSOCIATE of SCIENCE DEGREE

The total program requirement for graduation in the Associate of Science Degree 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. (p. 83)

BACHELOR OF SCIENCE DEGREES

The minimum total required hours for the Bachelor of Science Degree is 122 credits. Majors are designed to lead 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 will complement the core courses in the major, developing the major to achieve a specified outcome and requires a minimum of 21 credit hours.

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: 44 semester credit hours in general education; 63 semester credit hours in the Business major; and 15 semester credit hours of electives. The major includes 18 semester credit hours in Bible/Theology. (see p.75 for details)

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, Counseling, Missions/Intercultural Studies, Worship Studies or general elective courses. (see p. 84 for details)

MASTER'S OF ARTS DEGREES

Master of Arts 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. Additional emphasis areas are available for students desiring a specialization. (*see p. 72 for details)*

Master of Arts in Biblical Studies: Learn and experience the tools, methods, and skills crucial for personally engaging and publicly teaching the Bible in-depth and in-context. Core biblical theology, adeptness at the biblical language exposition. *(see p. 80 for details)*

Master of Arts in Christian Ministries: A practical, hands-on program infused with interactive learning labs for those seeking to become leaders in their local churches and communities: counseling, leadership, administration, and church planting. *(see p. 81 for details)*

Master of Arts in Intercultural Leadership

Globalization is a growing phenomenon as migration continues around the world. Williamson College (WC) is finding significant interest among church staff members, volunteer church leaders, missions' organizations, and persons interested in intercultural and cross-cultural ministry and mission in equipping opportunities for intercultural leadership positions. *(see p. 82 for details)*

Master of Arts in Theological Studies
For anyone desiring to develop the skills, techniques, and concepts for studying, practicing, and leading theological discourse. This degree program will equip students to build a firm Biblical foundation and connect theological truths with their impact on daily living. There are no prerequisites for students with an undergraduate degree. *(see p. 83 for details)*

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 WC 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 and 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 can communicate Christian values, new knowledge, new perspectives, and new skills.

Program Objectives

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.

Each student who receives a Bachelor of Science degree at Williamson College must complete specific requirements in 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

Recommended Catalog Courses as of May 2024:

SCHOOL OF MINISTRY	**SCHOOL OF BUSINESS**
Personal Development (10 semester credit hours)	**Personal Development (10 semester credit hours)**
ORI 101 Orientation (1)	ORI 101 Orientation (1)
PD 101 Goals, Priorities and Attitudes (3)	PD 101 Goals, Priorities and Attitudes (3)
LD 211 Foundations for Life and Money (3)	LD 211 Foundations for Life and Money (3)
PD 100 Skills for College Success (3)	PD 100 Skills for College Success (3)
Humanities (12)	**Humanities (12)**
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) 211, 213, 301, 311	ENG Literature (3)
SPT 243 Public Speaking (3)	SPT 243 Public Speaking (3)
Social Sciences (15)	**Social Sciences (12)**
PSY 103 General Psychology (3) SOC 201 Introduction to Sociology (3) PHI 213 The Making of a Modern Mind (3) HIS/PS 201 The Founding Documents (3) Choose one from options: 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 20th Century U.S. (3)	PSY 103 General Psychology (3) History: HIS/PS 201 The Founding Documents (3) **and** student's choice (3) (see left) Social Science: ECON 101 Principles of Microeconomics (3)
Science, Math, and Technology (7)	**Science, Math, and Technology (10)**
ACCT 311 Accounting for Managers (3) **or** ACCT 313 Financial Management for the Nonprofit Organization (3)	MAT 210 Business Math (3) MAT 220 Statistics (3)
PSI 115/116 Earth Science with Lab (4)	PSI 115/116 Earth Science with Lab (4)
Total 44 semester credit hours	**Total 44 semester credit hours**

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

SCHOOL OF BUSINESS

MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

Ed Smith Ph.D.
Interim School of Business
Dept. Chair

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. Context seminars will expose students to leadership challenges and insights at the local/state, national, and international levels, respectively. In each seminar, distinguished guest lecturers 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. All MA students will be required to complete an Williamson College led international travel course as part of their academic program.

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 Objectives

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 holistically.
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:

6. The ability to articulate the biblical and ethical foundations for the various aspects of leadership.
7. 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 completed within sixty-months from the cohort start date. The program must be repeated if coursework is not completed within the (60) sixty-month time frame. 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 530—Organizational Culture (3)
OL 540—Leading through Change in a Corporate Context (3)
OL 560—Organizational Communication & Conflict Management (3)
OL 565—Business Risk Management (3)
OL 570—Financial Statement Analysis (3)
OL 575—Strategic Planning (3)
OL 590—Dynamics of Leading in an International Context (International Travel Course) (3)
OL 599—Capstone Project (3)
Program Total: 33 semester credit hours

OPTIONAL EMPHASIS AREAS

Additionally, 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):

Addiction Recovery Leadership—Williamson College's graduate-level concentration in Addiction Recovery Leadership will serve the school's mission by uniquely merging three pivotal elements: advocacy, biblical perspectives on addiction, and faith-based organizational networking. Students delve into advocacy strategies, exploring policies and practices to support individuals struggling with addiction while gaining insight into biblical concepts of addiction, healing, and restoration. Additionally, the program emphasizes the cultivation of networks within faith-based organizations, empowering students to leverage these connections for community engagement, resource development, and holistic support frameworks. By intertwining these facets, the concentration nurtures leaders equipped to advocate for evidence-based solutions, integrate faith-based approaches, and foster resilient recovery communities grounded in compassion and understanding.

ARL 500—Exploring Biblical Concepts of Addiction (3)
ARL 510—Advanced Advocacy in Addiction Recovery (3)
ARL 520—Faith-Based Organizational Networking for Recovery (3)

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)

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)

Public Administration—Williamson College's graduate-level concentration in Public Administration will serve the school's mission by equipping public service leaders who serve in diverse contexts. This newly designed, rigorous degree is built on a multi-disciplinary curriculum that draws on scholarship in principles of organizational leadership, dynamics of public service and political power, financial management, and political philosophy, providing a robust education that prepares both seasoned and newer public service professionals to be impactful leaders in their careers. The concentration in Public Administration places an emphasis on intentional practices to foster academic, vocational, spiritual, leadership, and cultural formation in students. Williamson College's Public Administration concentration is ideal for those wanting advanced training for careers in public service, political science, financial/budgetary analysis, formulation and implementation of public policy, or organizational leadership in the public sector.

PA 500—Principles of Financial Management for the Contemporary Public Sector (3)
PA 510—Contemporary Political Philosophy (3)
PA 520—Political Power Versus Public Service (3)

FastTrack 4 + 1 Program

Williamson College undergraduates with a 3.0 GPA who plan to apply to the graduate 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). WC undergraduate students will be permitted to take up to **nine (9)** specific semester credit hours with consideration of additional hours for exceptionally thriving students. Courses are cross-referenced and count toward overall completion of the Bachelor of Science degree and the graduate degree program. Undergraduate

students will be responsible for tuition associated with these courses; see Graduate Educational Costs in the Catalog for more information.

Undergrad Courses	FastTrack Cross-listed Replacement Course
LD 201 Biblical Concepts of Leadership	OL 501 Biblical Principles of Global Leadership
LD 200 Critical Thinking	OL 500 Critical Thinking
CT 403 Biblical Ethics	OL 510 Ethical Leadership in Public Life
MGT 441 Principles & Issues of Business Risk	OL 565 Business Risk Mgmt.
MGT 381 Organizational Behavior	OL 530 Organizational Culture

MAOL Cohort Jericho - Israel

2023-24 Student Government Officers

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, for the greater good of the community and world as well as profitability.. Students at WC are challenged to think biblically and analytically to develop solutions for some of the most intractable problems facing mankind in the 21st century. An optional Nonprofit Management Track is available for students desiring emphasis for the nonprofit organization. Additionally, we offer an optional minor in Accounting.

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." WC 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 Objectives

Graduating students will:

1. Demonstrate an ability to think biblically, analytically, and managerially in addressing business and organizational problems within their community and world.
2. Be able to identity and graph organizational culture and explain the implications for the accomplishment of organizational mission.
3. Be able to explain and develop a shared and compelling organizational vision including the subcomponents of 1) Mission, 2) Values, and 3) Goals, and 4) Strategies.
4. Be able to express, both orally and written, a means of world transformation accomplished through Christ-like servant leadership and management principles.
5. Be able to express knowledge of entrepreneurial principles and the ability to launch new organizational ventures.

<u>Bible Component</u>

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:

First Year Courses	LD 201	Biblical Concepts of Leadership (3)
	BL 201	Old Testament Studies I (3)
	CT 251	Introduction to Biblical Worldview (3)
	BL 202	Old Testament Studies II (3)
Second Year Courses	BL 212	New Testament Survey (3)
	ACCT 301	Principles of Accounting I (3)
	ECON 301	Principles of Macroeconomics (3)
	MGT 311	Entrepreneurship and Small Business (3)
Third Year Courses	MGT 301	Essentials of Management (3)
	CT 330	Christian Doctrine II
	MGT 361	Introduction to Sales (3)
	MGT 381	Organizational Behavior (3)
	ACCT 310	Introduction to Finance (3)
	MKT 361	Marketing (3)
Fourth Year Courses	MGT 371	Managing Yourself, Managing Others (3)
	BUS/PS 450	Business Law
	BUS 301	Business as Mission
	CT 403	Biblical Ethics (3)
	LD 471	Leadership: Theory & Practice (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	44 semester credit hours
Major	63 semester credit hours
Electives or Minor	15 semester credit hours
Total Required for Graduation	122 Total semester credit hours

Business Administration students have the option to choose one of the following **MINORS***:

Nonprofit Managerial Leadership Minor-(21 credit hours)		Accounting Minor- (21 credit hours)	
ACCT 313	Financial Management for the Nonprofit Organization	ACCT 321	Intermediate Accounting I (3)
BUS 421	Fundamentals of Funds Development I	ACCT 322	Intermediate Accounting II (3)
BUS 422	Fundamentals of Funds Development II	ACCT 323	Cost Accounting (3)
BUS 431	Strategic Communication for the Nonprofit Organization	ACCT 341	Taxation (3)
LD 472	Case Studies in Nonprofit Leadership	ACCT 401	Auditing (3)
MGT 311	Entrepreneurship and Small Business	ACCT 403	Government and Nonprofit Accounting (3)
BUS 489	Nonprofit Managerial Leadership Capstone	ACCT 423	Forensic Accounting (3)

*Availability of minor courses based on adequate enrollment.

ASSOCIATE OF SCIENCE DEGREE IN LEADERSHIP

Overview
The Associate of Science Degree in Leadership is designed for students to earn only the A.S. degree or to earn this degree enroute 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 Objectives:

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

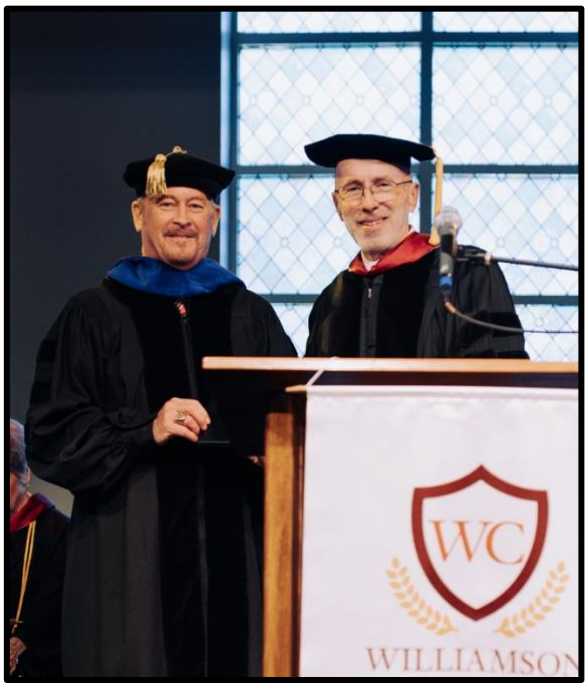
The Degree
The total program requirement for graduation is 62 semester credit hours: this includes 31 semester credit hours in General Education and a major of 31 semester credit hours in Leadership, Bible, and Theology.
Highlights: Orientation is a one-credit hour course which introduces College policies 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 is designed to develop strong writing skills utilizing the APA format. Foundations for Life and Money 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. Students will complete an Academic Capstone Project as their final course.

ASSOCIATE IN LEADERSHIP COURSES

First Year Courses	ORI 101	Orientation	(1)
	PD 101	Goals, Priorities, & Attitudes	(3)
	PD 100	Skills for College Success	(3)
	LD 201	Biblical Concepts of Leadership	(3)
	BL 200	Hermeneutics	(3)
	Science, Math, and Technology	Choose Gen Ed course: MAT 104, 210, 220, PSI 115/116, IT 141	(3)
	BL 201	Old Testament Studies I	(3)
	ENG 102	English Composition & Reading I	(3)
	CT 251	Introduction to Biblical Worldview	(3)
	BL 202	Old Testament Studies II	(3)
Second Year Courses	LD 211	Foundations for Life & Money	(3)
	MGT 301	Essentials of Management	(3)

	ENG 311	Literature of C.S. Lewis	(3)
	BL 212	New Testament Survey	(3)
	PSY 103	General Psychology	(3)
	Humanities	Humanities/Fine Arts	(3)
	SPT 243	Public Speaking	(3)
	MGT 381 or BL 341	Organizational Behavior or Acts: The Early Church	(3)
	LD 471	Leadership: Theory & Practice	(3)
	History	Choose from HIS 101, 102, 110, 111, 311	(3)
	Social Science	Choose from SOC 201, 311	(3)
	LD 289	Associate of Science Capstone	(1)
Total 62 Semester Credit Hours			**62**

Commencement 2024



CERTIFICATE IN ENTREPRENEURIAL CHARACTER, ENTREPRENEURSHIP, AND INNOVATION

Program Overview

Steve Griffin
ECEI Program Lead

The mission of Williamson College is to "equip, or prepare, students to be on mission in the world for Christ by teaching a curriculum that integrates faith with education." Williamson College's certificate program in Character, Entrepreneurship, and Innovation will serve the school's mission by equipping business and ministry leaders to impactfully serve in diverse contexts. This newly designed, rigorous program is built on a multi-disciplinary curriculum grounded in principles of character development, leadership, and dynamics of entrepreneurship and innovation, providing a robust education that prepares both seasoned and newer professionals to be agents of change in their careers. This certificate program places an emphasis on intentional practices to foster academic, vocational, spiritual, leadership, and most importantly, character development, in students. This program is ideal for those desiring dynamic character development for careers in entrepreneurship, innovation, or leadership/management in various business and ministry work environments.

Program Objectives

Upon successful completion of this program, the student will:

- Become equipped as servants of Character to model Christ-like humility (Philippians 2: 1-7)
- Acquire the entrepreneurial and innovative knowledge and skills necessary to resolve conflict, extensively analyze, and develop strategies related to the key issues surrounding the principles of Character for business and ministry settings.
- Demonstrate the ability to explain, analyze, debate, and apply various topics and concepts of Character formation.
- Explore the similarities, differences, and connections between Character-based and traditional entrepreneurship and innovation.
-

CHAR 101	Application of a Character-Based Mindset to Vocation
CHAR 210	Introduction to Entrepreneurship
CHAR 120	Entrepreneurship is a Team Sport: Understanding that Human Capital and the Culture
CHAR 130	Character-Based Leadership
CHAR 110	Story Telling and persuasion: Skills Every Entrepreneur must Master
CHAR 220	Introduction to Innovation
CHAR 230	Personal Finance and Capital Formation
CHAR 240	Business Law and Corporate formation
	Total Hours 24

MIKE AND PAULA ARRINGTON SCHOOL OF MINISTRY LEADERSHIP

MASTER OF ARTS IN BIBLICAL STUDIES (MABS)

Paul Wilkinson, Ph.D.
Program Lead MABS, MATS, MACM

Program Overview

The Master of Arts in Biblical Studies is a program designed for individuals who want to learn and experience the tools, methods, and skills crucial for personally engaging and publicly teaching the Bible in-depth and in-context. Core biblical theology, adeptness at the biblical languages, and the key skills for biblical exposition are features of this program. Whether you want your devotional life to become more meaningful or want to teach classes in your local church, this program will give you the confidence and competencies to accomplish your goals. Rightly handling God's word and rightly sharing that word with God's people are tremendous tasks and core components of this major. All MA students will be required to complete a Williamson College led international travel course as part of their academic program.

Program Objectives

- Demonstrate the core competencies of biblical exegesis and biblical exposition.
- Demonstrate a basic understanding of the biblical languages and basic competency in using a Bible software tool.
- Articulate a sound biblical theology grounded in the biblical worldview.
- Demonstrate the ability to analyze and critique various methods and interpretations within the realm of Biblical studies.
- Learn how to translate the Bible into the daily lives of God's people helping them to live more faithfully and to share more boldly.
- Acquire deep understanding of the relationship between biblical theology and systematic theology.

The Degree: The program must be completed within sixty months from the cohort start date. The program must be repeated if coursework is not completed within the (60) sixty-month time frame. 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 Biblical Studies is composed of the following courses:

First Year Courses	CT 570	Practical Theology (3)
	CT 501	Biblical Theology (3)
	BL 500	Hermeneutics (3)
	BL 501	Old Testament Seminar (3)
	BL 561	Biblical Hebrew for Ministry (3)
	CT 590	International Trip (or BL 502 OT Book Study if travel module is not available) (3)
Second Year Courses	BL 562	Hebrew Syntax and Exegesis (3)
	BL 505	Intertestamental Period (3)
	BL 512	New Testament Seminar (3)
	BL 551	Biblical Greek for Ministry (3)

	BL 513	NT Book Study (3) (or CT 590 if not completed in first year of study)
	BL 552	Greek Syntax and Exegesis (3)
	OL 531	Organizational Culture & Leading Change (3)
	BL 599	Capstone Project/Comprehensive Demonstration (3)
Program Total: 42 semester credit hours		

MASTER OF ARTS IN CHRISTIAN MINISTRIES (MACM)

PROGRAM LEAD: Paul Wilkinson Ph.D.

Program Overview

The Master of Arts in Christian Ministry is a practical, hands-on program infused with at least one interactive learning lab for those seeking to become leaders in their local churches and communities. This program consists of essential competencies to shepherd people from a biblical perspective. Skills such as counseling, leadership, administration, and church planting are but a few of the abilities you could develop depending on the track you choose. Classical skills like Bible exposition and theology also are taught. Leading God's people well is a wonderful endeavor and a core component of this major.

Program Objectives

- Learn how to shepherd those in your congregation considering biblical truth and essential leadership competencies.
- Demonstrate essential knowledge of the various aspects of church leadership that are crucial for your choice of program track, e.g., essentials of church planting for church planting track.
- Experience personal discipleship and learn how to personally disciple others.
- Come to further clarity about your calling in leadership in God's kingdom.
- Develop the personal practices and key competencies to lead yourself and to lead others in Christian ministry.

The Degree: The program must be completed within sixty months from the cohort start date. The program must be repeated if coursework is not completed within the (60) sixty-month time frame. 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 Christian Ministry is composed of the following courses:

First Year Courses	CT 570	Practical Theology
	OL 510	Ethical Leadership in Public Life (3)
	CM 510	Personal Discipleship & Disciple Making (3)
	BL 501	Old Testament Seminar (3)
	CM 520	Bible Exposition I: Hermeneutics and Preparation (3)
	CT 590	International Trip (3)
Second Year Courses	CM 530	Bible Exposition II: Communication and Delivery (3)
	BL 550	Applied Biblical Languages (3)
	BL 512	New Testament Seminar (3)
	CM 610	Ministry Concentration: Mentored Internship (3)
	BL 592	Ministry Concentration Practicum (3)
	CT 525	Advanced Christian Doctrine (3)
	OL 531	Organizational Culture & Leading Change (3)
	CM 599	Capstone Project/Comprehensive Demonstration (3)
Program Total: 42 semester credit hours		

MASTER OF ART IN THEOLOGICAL STUDIES (MATS)

Program Lead, Paul Wilkinson Ph.D.

Program Overview

The Master of Arts in Theological Studies is open to anyone desiring to develop the skills, techniques, and concepts for studying, doing, and leading theological discourse. From our understanding of history to our relationship with religious institutions, to our ethical decision-making; theology impacts everything! And the simple fact is that everyone is a theologian because everyone has some thought or opinion about God. Unfortunately, these thoughts and opinions are not always well thought out or integrated with one's broader philosophy of life. This degree program will equip you to have a well thought out theology and to see how these truths impact your daily living. We hope you consider seriously the great endeavor of thinking hard about God with us.

Program Objectives

- Articulate the fundamental aspects of Christian Theology.
- Use the historic growth of the church to identify future trends in order to keep the faith accurate for the future and meaningful for the culture, utilizing scripture as the constant.
- Demonstrate an ability to think, research, synthesize, integrate, and apply key theological principles and concepts to ethics and leadership in your contemporary culture.
- Articulate the major differences and major commonalities between the historical Christian theological system and other major theological systems, e.g. Hinduism.
- Develop a robust and coherent theological apologetic for your personal faith.

The Degree: The program must be completed within sixty-months from the cohort start date. The program must be repeated if coursework is not completed within the (60) sixty-month time frame. 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. All MA students will be required to complete a Williamson College led international travel course as part of their academic program. The Master of Arts in Theological Studies is composed of the following courses:

First Year Courses	CT 570	Practical Theology (3)
	CT 501	Biblical Theology (3)
	CT 535	Historical Theology (3)
	CT 510	Systematic Theology I (3)
	CT 550	Great Theologians (3)
	CT 590	Theological Studies in An International Context (3)
Second Year Courses	CT 520	Systematic Theology II (3)
	BL 550	Applied Biblical Languages (3)
	CT 530	Systematic Theology III (3)
	CT 540	Moral Theology (3) or OL 510 Ethical Leadership in Public Life (3)
	CT 515	Philosophical Theology (3)
	CT 560	Comparative Theology (3)
	OL 531	Organizational Culture & Leading Change (3)
	CT 599	Capstone Project/Comprehensive Demonstration (3)
Program Total: 42 semester credit hours		

MASTER OF ARTS IN INTERCULTURAL LEADERSHIP (MAIL)

Program Overview

The mission of Williamson College is to "equip, or prepare, students to be on mission in the world for Christ by teaching a curriculum that integrates faith with education." Williamson College's Master of Arts in Intercultural Leadership (MAIL) will serve the school's mission by equipping global-minded missional leaders who serve in diverse contexts. This rigorous degree is built on a multi-disciplinary curriculum that draws on scholarship in missiology, theology, sociology, and anthropology, providing a robust education that prepares both seasoned and newer intercultural professionals to be impactful leaders in their careers. The MAIL places an emphasis on intentional practices to foster academic, vocational, spiritual, emotional, and cultural formation in students. Williamson's MAIL is ideal for those wanting advanced training for careers in international service (NGO, diplomatic service, etc.) or mission organizational leadership, church planting, urban ministry, working with the poor, children at risk, or distinctly marginalized populations in any society.

David Crim, Ph.D.
Program Lead - MAIL

Program Objectives

- Recognize their own identity, culture and values, and distinguish their own leadership and conflict management style.
- Explore their level of intercultural competency by taking and debriefing the Intercultural Development Inventory (IDI).
- Create a personal vision statement and understand how to live in alignment with that vision.
- Discover the biblical foundation for mission and intercultural leadership.
- Explore global theology, world religions and their relationship to Christianity and their impact on intercultural partnerships.
- Enrich their perspectives and experiences as team builders, especially intercultural teams, and enrich their intercultural communication skills.
- Discover issues of global economy and health in relationship to intercultural leadership and partnerships.
- Discover and appropriate best practices in organizational leadership.

First Year Courses	ICL 500	Spiritual formation for Missional Leaders (3)
	ICL 510	Theology of Missions (3)
	ICL 520	Biblical Principles for Global Leadership (3)
	ICL 530	Ministering Cross-Culturally (3)
	ICL 540	Intercultural Communication (3)
	ICL 550	Team-Building In an Intercultural Context (3)
	ICL 560	Leadership and Culture (3)
Second Year Courses	ICL 600	Leadership and Management for Non-Profits (3)
	ICL 610	Community Development and Organization (3)
	ICL 620	Leading and Ministering in Global Cities (3)
	ICL 630	Intercultural Leadership in the Context of Global Economies (3)
	ICL 640	Global Health and Poverty Issues (3)
	ICL 650	Practicum in International Leadership *International Internship* (3)
	ICL 660	Capstone Research (3)
Program Total: 42 semester credit hours		

BACHELOR OF SCIENCE IN MINISTRY LEADERSHIP

Dave Dillon M.Div.
School of Ministry Leadership Chair

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, 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 Objectives:
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.

First Year Courses	LD 201	Biblical Concepts of Leadership	(3)
	BL 200	Hermeneutics: Bible Study Methods	(3)
	BL 201	Old Testament Studies I	(3)
	CT 251	Introduction to Biblical Worldview	(3)
	BL 202	Old Testament Studies II	(3)
Second Year Courses	CT 325	Christian Doctrine I	(3)
	BL 212	New Testament Survey	(3)
	BL 331	Life of Christ	(3)
	BL 341	Acts: The Early Church	(3)
Third Year Courses	CT 330	Christian Doctrine II	(3)
	BL 342	Paul and His New Testament Letters	(3)
	MGT 381	Organizational Behavior (can be substituted with MGT 301 Essentials of Management)	(3))
	BL 343	General Epistles and Revelation	(3)
	CT 321	Intro to Apologetics	(3)
Fourth Year Courses	CT 201	Church History	(3)
	MIS 300	Introduction to World Missions	(3)
	CT 403	Biblical Ethics	(3)
	CM 303	Discipleship and Small Groups	(3)
	CM 489	Christian Ministry Capstone	(3)
Program Total: 122 semester credit hours			

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

FastTrack Program

Williamson College undergraduates with a 3.0 GPA who plan to apply to the graduate 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). WC undergraduate students will be permitted to take up to **nine (9)** specific semester credit hours with consideration of additional hours for exceptionally thriving students. Courses are cross-referenced and count toward overall completion of the Bachelor of Science degree and the graduate degree program. Undergraduate students will be responsible for tuition associated with these courses; see Graduate Educational Costs in the Catalog for more information.

Undergraduate students with interest in working toward the **MATS** will replace the following undergraduate major courses as suggested below:

Undergrad Ministry Leadership Course	**FastTrack Cross-listed Replacement Course**	**Or secondary replacement**
CT 321 Introduction to Apologetics	CT 515 Philosophical Theology	CT 510 Systematic Theology I
CT 330 Christian Doctrine II	CT 520 Systematic Theology II: Salvation & Man's Atonement	CT 530 Systematic Theology III
CT 403 Biblical Ethics	CT 540 Moral Theology	

Undergraduate students with interest in working toward the **MABS** will replace the following undergraduate major courses as suggested below:

Undergrad Ministry Leadership Course	**FastTrack Cross-listed Replacement Course**
BL 200 Hermeneutics	BL 500 Hermeneutics
BL 212 New Testament Survey	BL 512 New Testament Seminar
MGT 381 OR 301 Org Behavior	OL 531 Org. Culture & Leading Change

Undergraduate students with interest in working toward the **MACM** will replace the following undergraduate major courses as suggested below:

Undergrad Ministry Leadership Course	**FastTrack Cross-listed Replacement Course**
CT 403 Biblical Ethics	OL 510 Ethical Leadership in Public Life
BL 212 New Testament Survey	BL 501 New Testament Seminar
CT 325 Christian Doctrine I or CT 330 Christian Doctrine II	CT 525 Advanced Christian Doctrine

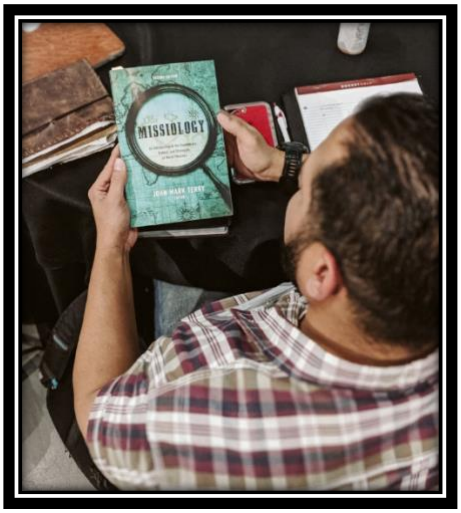
Ministry Leadership students have the option to choose one of the following **MINORS***:

Bible/Theology Minor 24 semester credit hours

WOR 221	Theology of Worship (3)
CT 301	Advanced Biblical Worldview (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)

Counseling Minor -21 semester credit hours

PSY 213	Introduction to Counseling (3)
PSY 303	Biblical Foundations of Counseling (3)
PSY 313	Marriage and Family Therapy (3)
PSY 323	Crisis Counseling (3)
PSY 333	Conflict Counseling (3)
PSY 343	Holy Spirit in Counseling (3)
CM 304	Discipleship Counseling (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)

*Availability of minor courses based on adequate enrollment.

Theology Foundations:
A Certificate Program in Biblical Studies

Program Overview

To prepare for the next level of biblical excellence that builds a worldview anchored in Scripture, complete in historical understanding, and relentless perseverance of correct interpretation, today's believers must cultivate and practice the fundamentals of historical theology, biblical studies, and a biblical worldview. Development in these areas is crucial for students to mature in a manner that honors God in their service to Him and others. There is a notable gap in biblical literacy and knowledge from Christians in the church. The significance of biblically authentic Christian examples has been on a downhill slide over the past few decades. This certificate will guide and direct students to have a well-rounded knowledge of the history of the Bible, understand why the Bible is trustworthy, and learn how we can disciple others with this acquired knowledge.

At Williamson College, we believe every student needs to learn to integrate biblical principles into all aspects of their lives. From this foundation of identifying as followers of Christ, we aim to nurture a discerning mindset that enables the student to view the world through the lens of the Bible, which will transform our Christian values and improve our homes, church, and community. At WC, we define those who pursue biblical excellence as individuals who learn the principles of a biblically-centered worldview to live out their faith as genuine exemplars of Christ. The goal is to engage in a lifelong mission for Christ and discipleship amidst a world rife with continuous challenges and adversities.

This initiative, in partnership with Williamson College and Man Up God's Way, seeks to bridge the gap in biblical literacy and knowledge, fostering a community of believers who are well-versed in Scripture and equipped to disciple others. Together, we strive to cultivate a biblically authentic Christian presence that can withstand the trials of contemporary society, ensuring that our faith remains vibrant and influential.

Program Objectives

Biblical Studies that develop Christian leaders:

1. **Develop a Comprehensive Understanding of Biblical Texts**: Students will demonstrate the knowledge and skills necessary to interpret and understand the Bible's historical, cultural, and theological contexts. This objective aims to foster an in-depth comprehension of both the Old and New Testaments, enabling students to apply biblical principles in various aspects of life and ministry.

2. **Cultivate a Biblically Centered Worldview**: Students will learn to integrate biblical principles into their daily lives, promoting a worldview that is anchored in Scripture. This objective focuses on developing the ability to discern and apply biblical truths in personal, professional, and communal contexts, thereby enhancing the impact of Christian values in the broader society.

3. **Prepare for Effective Discipleship and Leadership**: Students will grow to become effective leaders and disciples within their communities by providing practical tools and strategies for teaching and mentoring others in their faith. It emphasizes the importance of biblical literacy and the role of knowledgeable Christian examples in guiding and nurturing the spiritual growth of others.

Williamson College, in partnership with Man Up God's Way, is dedicated to leading the development of biblical excellence in every facet of a student's education and future careers or vocations. For too long, there has been a misconception that being a Christian automatically equates to possessing biblical knowledge, character, and integrity. Sadly, this is not always the case. Character and integrity must be understood, practiced, and applied to one's understanding of what God says and why He says it. These virtues should act as a life filter, guiding all decisions and actions.

Theology Foundations: A Certificate Program in Biblical Studies

ORI 101	Orientation	(0)
LD 201	Biblical Concepts of Leadership	(3)
CT 251	Introduction to Biblical Worldview	(3)
BL 211	Old Testament Survey	(3)
BL 212	New Testament Survey	(3)
CT 201	Church History I	(3)
CT 202	Church History II	(3)
CT 403	Biblical Ethics	(3)
CT 321	Introduction to Apologetics	(3)
Program Total: 24 semester credit hours		

Christian Leadership & Biblical Worldview Certificate

Program Overview **LEARN. LIVE. LAUNCH.**

To prepare for the next level of leadership with a biblical worldview, unwavering integrity, and relentless perseverance, today's Christian leaders must develop and practice the fundamentals of discipleship, leadership, character, and the community. Development in these areas is at the core of what is necessary for Christian leaders to mature in order to honor God in their service to Him and others. Discussion about the importance of dynamic Christian leadership in personal conduct and interactions with society is lacking. Starting in early education through High School, an understanding of the importance of authentic Christian leadership has been intentionally omitted from curriculums.

At Williamson College we believe every graduate needs to learn how to imbue Christian leadership into all aspects of their lives. From this foundation of having their identity as a follower of Christ, we can teach and develop a discerning mindset that allows them to see the world through the lens of impactful ideologies, making our world a better place. At WC, we define Christian leaders as those who **learn** the principles of biblical leadership and worldview; **live** out their faith as authentic leaders; and **launch** on mission for Christ into a world full of continuous trials, struggles, and suffering.

Program Objectives

Dynamic and Authentic Christian leaders:

1. **Learn** the principles of biblical leadership and worldview.

2. **Live** out their faith in their daily lives with integrity and perseverance.

3. **Launch** on mission for Christ into a world that desperately needs mature Christian leadership.

WC wants to be at the forefront of developing Christian leadership into all aspects of a student's education and future careers/vocations. For too long, people incorrectly assumed that if a person is a Christian, they are people of character and integrity. Sadly, that is not true. Character and integrity must be understood, then practiced and applied to a person's thoughts and actions. It must be a life filter through which all decisions are channeled.

Certificate in Christian Leadership & Biblical Worldview

PD 101	PD 101 Goals, Priorities and Attitudes	(3)
LD 201	Biblical Concepts of Leadership	(3)
CT 251	Introduction to Biblical Worldview	(3)
BL 212	New Testament Survey	(3)
CT 101	Living Free in Christ	(3)
CT 321	Intro to Apologetics	(3)
CT 403	Biblical Ethics	(3)
MIS 300	Introduction to World Missions	(3)
Program Total: 24 semester credit hours		

COURSE DESCRIPTIONS

Directed Study and 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 500-600 level courses are representative of Master of Arts 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. This class will deal with various areas related to worship service and 'holy space' contexts into which visual arts are always integrated.

Biblical Studies

BL 200 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 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 as this time; 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; 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 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 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: New Testament Survey (BL 212) or The Life of Christ (BL 331)] 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 Paul and His New Testament Letters (3)
This course will focus on the life of Paul the Apostle and his New Testament writings to churches and individuals. To gain full understanding, these epistles will be studied in chronological sequence and in the historical settings of their writing. Each letter will be correlated with Paul's missionary journeys, activities, and personnel; to ensure complete awareness of contextual matters. This approach should enable correct interpretation of these first-century documents and enhance proper application for churches and believers today.

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 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) [Prerequisites: BL 201, BL 202, BL 212, BL 388]
Taken with BL 388, this course is a multi-day 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.

BL 500 Hermeneutics (3)
Hermeneutics is the science of interpretation. In this course, students will learn key interpretative techniques for engaging the Bible, from critical method to genre analysis. A component of this course will look at schools of interpretation as it relates to various movements within the historical Christian tradition and contemporary trajectories. Students will leave with a toolbox for interpreting Scripture exegetically that leads to faithful, robust biblical exposition. Students will be able to place the practical outcomes of various interpretations within contemporary Christian movements.

BL 501 Old Testament Seminar (3)
A seminar surveying major biblical themes, genres, history, and other key features of the Hebrew Bible. This course includes a section on the development/formation of the Hebrew Bible and how the use of this text differs within the Christian tradition from other traditions, e.g., book order, book groupings, etc. Students will be able to wrestle academically and practically with the question: *What is the Old Testament?*

BL 502 Old Testament Book Study (3)
This course will engage deeply with a particular book of the Old Testament. The book will not necessarily be the same each term. The purpose is to learn how to analyze a single text, how to engage with current interpretations of said text, and offer one's own interpretation applied to a local congregation. Students will learn how to place that interpretation within the larger contexts of the Bible and various Christian movements.

BL 505 - Intertestamental Seminar (3)
A key component of a full comprehension of the New Testament considering the Old Testament is the history comprising the time between the two testaments, or the intertestamental period. This course will cover major intertestamental texts, major intertestamental events, e.g. Maccabean Revolt, and broader world historical events such as the Hellenization of the world as a preparation for Messiah. Part of this course should examine how the Bible understood as canon differs from the works produced in the intertestamental period.

BL 512 - New Testament Seminar (3)
A seminar surveying major biblical themes, genres, history, and other key features of the Christian New Testament. This course includes a section on the development/formation of the Christian New Testament with emphasis on dating, methodology, and canonization. Students will be able to wrestle academically and practically with the question: *What is the New Testament?* 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.

BL 513 New Testament Book Study (3)
This course will engage deeply with a particular book of the New Testament. The book will not necessarily be the same each term. The purpose is to learn how to analyze a single text, how to engage with current interpretations of said text, offer one's own interpretation of the text for a local congregation. Students will learn how to place that interpretation within the larger contexts of the Bible and various Christian movements.

BL 515 Archeology and the Bible (3)
This seminar focuses on how archeology has both vindicated and elucidated interpretation and canonization of the Bible, both Old and New Testaments. This course covers the methodology of inductive argumentation, how the Bible is to be understood as a "book of history," and key methodological features of both historical and archeological research. This course studies both major historical finds and contemporary work in the field of biblical archeology.

BL 550 Applied Biblical Languages (3)
This course is for learning the practical use of biblical software for teaching and preaching. Basic Bible study skills will be surveyed and implemented. Students will learn elementary vocabulary and grammar. Students will learn to use a Bible software, a lexicon for accurate word studies, and how to develop a teaching/preaching outline.

BL 551 - Biblical Greek for Ministry (3)
A language class focused on learning the basics of Greek vocabulary and grammar as utilized in the day-to-day ministry of a local congregation. An emphasis for this course will be learning to utilize biblical software to aid in applying the languages to ministry. This course includes the history of textual traditions and textual families.

BL 552 Greek Syntax and Exegesis
(3)
This seminar goes beyond the basics of Greek in order to learn how interpret and translate the Bible from the original languages. The emphasis for this course will be learning advanced tools of Greek for the purposes of teaching and preaching. As a part of this course, either an entire New Testament book (e.g., 1 John, 2 Peter, etc.) or at least a substantial portion of a New Testament book (e.g., Sermon on the Mount, Romans 1-5) will be translated.

BL 561 Biblical Hebrew for Ministry (3)
A language class focused on learning the basics of Hebrew vocabulary and grammar as utilized in the day-to-day ministry of a local congregation. The emphasis for this course will be learning to utilize biblical software to aid in applying the languages to ministry: preaching, teaching, and discipling.

BL 562 Hebrew Syntax and Exegesis (3)
This seminar goes beyond the basics of Hebrew to learn how interpret and translate the Bible from the original languages. The emphasis for this course will be learning advanced tools of Hebrew for the purposes of teaching and preaching. As a part of this course, either an entire Old Testament book (e.g., Jonah, Ruth, etc.) or at least a substantial portion of an Old Testament book (e.g. Genesis 1-3, some Psalms) will be translated. Students will be exposed to the fundamentals of textual criticism.

BL 590 International Trip (Israel) (3)

International Trip (Israel) An international trip to Israel that will explore the sites of the biblical events in geographical context. Emphasis in this course will be on understanding deeply the 1st century Jewish worldview and how it should influence our interpretation of the Bible and how to live our theology. The course will consist of daily debriefs, a brief biography, and a paper about one aspect of something learned from the trip and how it relates to theology.

BL 591 International Trip (Turkey, Greece, Rome) (3)
This course will engage deeply with a particular book of the New Testament. The book will not necessarily be the same each term. The purpose is to learn how to analyze a single text, how to engage with current interpretations of said text, offer one's own interpretation of the text for a local congregation. Students will learn how to place that interpretation within the larger contexts of the Bible and various Christian movements. [Can sub NT Book Study]

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) *[Prerequisite: BUS 421]*
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.

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/PS 450 Business Law (3)
This course will introduce several areas of legal responsibility, risk, and exposure to small and medium-sized businesses. Students will learn how to select and work with an attorney and form and work with a board of directors. Exposure to operational liability, insurance, and bankruptcy protection will equip students to recognize and mitigate business risk. Students will also study the processes of buying and selling a business entity. Several guest lecturers will address essential topics surrounding contract law, employment law, and business formations.

BUS 489 Nonprofit Managerial Leadership Capstone (3)
A comprehensive review of a student's entire WC 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

BUS/CM 490 - International Internship (Brussels, Belgium) (3)
During this internship experience, you will have the opportunity to work alongside local church leadership to extend their influence and ministries in making disciples. You will also have an opportunity to provide care through encouragement, advocacy, equipping, and giving rest to LifePoint Brussels long-term workers. Academically, this internship experience is designed to teach leadership, utilizing a biblical lens, through examples of cultural, political, and business dynamics in Brussels, Belgium. Topics will include cross-cultural communication, theology, and the effect of contemporary leadership decisions based on biblical precedence. Lessons in leadership and theology will be taught through instruction, discussion, interviews, visits to contemporary and historic sites, and biblical study.

Character Certificate

CHAR 101 - Application of a Character-Based Mindset to Vocation (3)
Tomorrow's entrepreneurial leaders must be grounded in their identity as a Christian. From this identity, Character can be applied to fulfill the desire to create idea-driven organizations that change the Character of the world. This class lays the foundation for a successful entrepreneur by understanding the importance of Character and using a set of Life Filters for issues facing the entrepreneur. These life filters will allow individuals to become the entrepreneur God created them to be.

CHAR 210 - Introduction to Entrepreneurship (3)
This class will give you a basic overview of the different types of entrepreneurs, how they think, and the characteristics that help make them successful.

CHAR 120 - Entrepreneurship is a Team Sport: Understanding that Human Capital and the Culture created is the most valuable asset for an entrepreneur (3)
This class gives an overview of how to create a positive culture of Character for your organization. This class will provide two different human capital tools to help accelerate the success of an idea: a culture of innovation and momentum. An entrepreneur's greatest asset is human capital. Hiring the right person for the proper role is essential for achieving teamwork.

CHAR 130 - Character-Based Leadership (3)
With identity-based in Christ, you will learn how to apply character-based life filters into a leadership style. It is a style of leading from the bottom up, where the interests of everyone in the organization are placed self. This leadership style is also of great value in engaging others outside your organization and your relationships. Character-based leadership is not something a person can turn off and on based on different situations. Rather, it is an evaluation of how to apply the character-based life filters to lead an entrepreneurial, idea-driven organization.

CHAR 110 - Story Telling and Persuasion: Skills every Entrepreneur must Master (3)
This class will examine the power of storytelling and the art of Persuasion in moving an idea from inception to a successful conversion.

CHAR 220 - Introduction to Innovation (3)
This course will give you an understanding of the steps and processes required to move an idea into a product or service. It involves understanding the innovation process and how it impacts an idea towards success or provides a reason to abandon the idea without losing time or money. The class will give you two different tools to assist in the ideation process.

CHAR 230 - Personal Finance and Capital Formation (3)
This course will provide an overview of how to fund an idea and will prepare you to have intelligent conservations with investors, bankers, and anyone working with you regarding financial operations. Cash flow is the second biggest problem facing entrepreneurs. Understanding and applying finance and accounting principles is an essential foundation for success as an entrepreneur.

CHAR 240 - Business Law and Corporate formation (3)
This course will prepare the entrepreneur for the fundamental legal issues in any idea formation. Many key issues affecting the long-term success and viability of the idea happen early in the process. There are three key focuses of this course: 1) How to protect your idea, 2) What type of company should the entrepreneur form? 3) How does Human Resources law affect business strategy?

Christian Ministry

CM 201-3 Intercultural Ministry Project (3) [CM 201 = 1st credit **CM 202** = 2nd credits **CM 203** = 3rd 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 understanding, and Christian ministry. Students will answer questions that integrate and synthesize key principles of Bible knowledge, biblical understanding, biblical worldview, spiritual transformation, communication of truth, and leadership and ministry principles. *Pass/Fail*

CM 510 Personal Discipleship and Disciple Making Practicum (3)
A survey of basic principles of discipleship, methods of discipleship, and the relationship between disciple-making and the local church. Special attention will be given to how one develops personal spiritual habits that prepare one to multiply disciples.

CM 520 EQC – Bible Exposition I: Hermeneutics and Preparation Practicum (3)
This course prepares students to rightly understand the Bible in order to faithfully and compellingly teach/preach the Bible. Brief attention will be given to major historical trends in biblical exegesis, but the emphasis will be contemporary models, templates, and tools that aid the teacher/preacher in interpreting the text in order to teach/preach the text.

CM 530 EQC - Bible Exposition II: Communication and Delivery Practicum (3)
This course prepares students exposit the text. It will teach the historical principles of rhetoric and communication. Special attention will be given to models, templates, and tools that aid the expositor in communicating the text. Brief attention will be given to major historical trends in homiletics and preaching.

CM 592 Ministry Concentrations Practicums (2 Course Electives) (6)

Administration & Education (choose 2 of 3)
EQC – Administration and Education in the Local Church Brian Coates, PhD
Students will be equipped with an introductory understanding and approach to administration and education in the local church. Emphasis will be given to how these disciplines affect the various aspects, ministries, and purposes of a local church.
EQC -Christian Leadership Brian Coates, PhD
This study of leadership will cover biblical principles and examples of leadership and leadership models. Both servant and shepherd leadership will be emphasized, all anchored in a robust Christian worldview. Leadership both inside and outside of the local church congregation will be considered.
EQC – Pastoral Ministry and Leadership Roger Severino, D.Min
This course explores the relationship between the pastoral aspects of ministry and leadership. Biblical principles and models of pastoral requirements and pastoral roles will be considered in how they translate to leadership.

Church Planting (choose 2 of 3)
EQC – Developing a Church Planting Methodology
This course provides the student with the theories and models used in church planting, including the mitigating factors affecting church plants. Emphasis will be given to case studies of church plants and the effects therefrom.
EQC – North American Church Planting

Students will be introduced to the history and concepts of church planting in North America. Emphasis will be given to contemporary issues in church planting in urban, suburban, and rural areas throughout various regions of the continent. Emphasis will be given to case studies of church plants and the effects therefrom.
EQC – International Church Planting
Students will be introduced to the history and concepts of international church plants. Emphasis will be given to contemporary trajectories and trends in church planting among both unreached people groups and historically churched regions. Emphasis will be given to case studies of church plants and the effects therefrom.

Counseling
EQC – Biblical Counseling
This course prepares the student with the basics of biblical counseling: biblical principles and biblical approaches. Contemporary models of the self, counseling issues, and counseling models will be compared and contrasted with a consistent biblical approach.
EQC – Mentored Counseling Internship
The mentored counseling internship will be a guided study and field engagement in the discipline of counseling.

Evangelism & Missions
EQC – Evangelism: Nature and Practice
This course focuses on the biblical principles, biblical methods, and contemporary approaches to evangelism. Topics to be considered are the relationship between evangelism and the local church, between evangelism and discipleship, and between evangelism and missions.
EQC – Christian Mission: Principles and Practice
This course has been constructed to give a biblical foundation for missions and give appropriate models and methods for missions. Missions in both a local and international context will be considered, but emphasis will be given to international missions.

International Studies
BL 590 International Trip (Israel)
BL 591 International Trip (Turkey, Greece, Rome)

Pastoral Ministry (choose 2 of 3)
EQC – Pastoral Ministry and Leadership Roger Severino, DMin
This course explores the relationship between the pastoral aspects of ministry and leadership. Biblical principles and models of pastoral requirements and pastoral roles will be considered in how they translate to leadership.
EQC – Administration and Education in the Local Church Brian Coates, PhD
Students will be equipped with an introductory understanding and approach to administration and education in the local church. Emphasis will be given to how these disciplines affect the various aspects, ministries, and purposes of a local church.
EQC - Christian Leadership Brian Coates, PhD
This study of leadership will cover biblical principles and examples of leadership and leadership models. Both servant and shepherd leadership will be emphasized, all anchored in a robust Christian worldview. Leadership both inside and outside of the local church congregation will be considered.

CM 610 EQC – Mentored Internship (related to Ministry Concentration Practicums) (3)
This course is designed to afford the student real-life experience in a local ministry endeavor. An approved supervisor will guide the student in their field experience.

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.

CT 251 Introduction to Biblical Worldview (3)
This course has been designed to establish a solid foundation for future courses with advanced systematic, historical, and philosophical theological emphases. Christian Doctrine I/II (systematic) will build on your biblical understanding of the Christian Faith; and Church History (historical) will depict the development of the Christian Faith through the last two millennia. Both philosophical theology courses will also expand your knowledge of what you will learn in this course. Biblical Ethics will enable you to make good decisions for life; and Introduction to Apologetics will prepare you to defend the Christian Faith from criticism.

CT 301 Advanced Biblical Worldview (3)
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) *[Prerequisite: CT 251 Introduction to Biblical Worldview]*
A study of how to defend the Christian faith considering 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)
Using a systematic theology approach, this course will focus on the first five of the ten major doctrines of the Bible. Bibliology, the doctrine of Scripture, will be the first theme addressed; followed by Theology Proper, including the Trinity and the nature and work of God. Angelology will be the next doctrine studied, including all the spirit world beings, Angels, Satan and Demons. Finally, Anthropology will consider Man, the crowning beings in God's Creation; along with Hamartiology, with Man's rebellion and resulting fall into Sin.

CT 330 Christian Doctrine II (3)
Using a systematic theology approach, this course will focus on the second five of the ten major doctrines of the Bible. Christology, the doctrine of Christ, will be the first theme addressed; followed by Soteriology, including provision and application of Salvation. Pneumatology will consider the person and work of the Holy Spirit, in conjunction with Ecclesiology, the doctrine of the New Testament Church. Eschatology will be the final doctrine studied, including all key Future Events.

CT 403 Biblical Ethics (3) *[Prerequisite: CT 251:Introduction to Biblical Worldview]*
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.

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

CT 420 Trinitarianism (3) [Prerequisite: CT 325, Christian Doctrine I]
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 to develop effective evangelistic strategies**.**

CT 430 Soteriology: Doctrine of Salvation (3) [Prerequisite: CT 330, Christian Doctrine II]
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

CT 440 Ecclesiology: Doctrine of the Church (3) [Prerequisite: CT 330, Christian Doctrine II]
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.

CT 501 Biblical Theology (3)
A seminar focused on understanding the metanarrative of the Bible through various theological themes and how those themes also appear within localized stories in the Bible. Various frameworks and thinkers emphasizing both the Old Testament and the New Testament will be studied. This course will focus less on analyzing attributes of God and more on exegeting and applying interpretive theological lenses to the text.

CT 510 Systematic Theology I: Resurrection, Revelation, and the Reality of God (3)
This Systematic Theology course covers the first things of theology, the nature and product of revelation, questions about whether knowing God or about God is possible, arguments for God's existence, and the major attributes of God, including but not limited to omnipotence, omniscience, omnipresence, omnibenevolence. Within the discussions of revelation and God's attributes, the Doctrine of Creation will be surveyed. Historical development about these attributes, philosophical helps for understanding these attributes, and key biblical themes influenced by these attributes will be considered. Key thinkers from any era who offered major contributions to the discussion will be considered.

CT 515 Philosophical Theology (3)
A seminar designed to learn the philosophical discussions around major theological issues, e.g., freedom and determinism, personhood, attributes of God, natural theology, special revelation, miracles, evil and suffering, etc. The course will introduce frameworks such as perfect being theology for thinking about God and integrating all of God's attributes.

CT 520 Systematic Theology II: Salvation & Man's Atonement (3)
Systematic Theology: Christ, Salvation and Man's Atonement covers theological/biblical anthropology, hamartiology, Christology, and soteriology. Considerations of the historical resurrection will be present in his course. Historical development of these doctrines, philosophical insights into these doctrines, and

biblical themes impacted by the doctrines will be considered. Key thinkers from any era who offered major contributions to the discussion will be considered with major emphasis on various theories of the atonement and their implications for the Christian life and worldview.

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.

CT 530 Systematic Theology III: Holy Spirit, The Church, Future Events (3)
Systematic Theology: Holy Spirit, the Church, and Future Events examines pneumatology, ecclesiology, and eschatology. In addition, angelology will be discussed in the context of spiritual warfare and the church, though aspects of creation will also be considered. This course will be less philosophical and focus more on the biblical insights and historical moves concerning these doctrines. Key thinkers from any era who offered major contributions to the discussion will be considered with major emphasis on an integration of the work of the Holy Spirit and the church.

CT 535 Historical Theology (3)
The Historical Theology seminar will trace the doctrines learned in Systematic Theology from their original development through the contemporary theological setting. This course will not only cover those key thinkers who contributed to major doctrines of the faith, but it will give special consideration to the historical/cultural context in which these thinkers worked. This context will afford a more vibrant understanding and appreciation of the major doctrines of Christian Theology.

CT 540 Moral Theology (3)
While generally a primary Roman Catholic mode of thinking, developing a strong ethical sense and framework informed and constructed by key theological attributes of God is crucial for anyone wanting to engage a culture of social justice, political justice, and the variegated, complex technological and likewise issues of the day. This course goes beyond a basic Introduction to Christian ethics by focusing upon the theological anchors, emphases, and implications of theology on ethical decisions and topics.

CT 550 Great Theologians (3)
The Great Theologians seminar will focus on a key theological thinker who significantly impacted the church, the culture, and theological thinking after their contemporary era. Examples of theologians to be featured in the seminar are Augustine, Aquinas, Barth, Schleiermacher, Edwards, Hodge, Warfield, Tillich, Calvin, Berkhof, etc. Whichever theologian is featured, their entire theological system including brief sketches of their biography will be analyzed, critiqued, and studied.

CT 560 Comparative Theology (3)
A seminar comparing, contrasting, and interacting with the key theological thinkers of other religious systems than Christianity. The student will be able to read primary sources from prominent scholars and practitioners in other religious systems and other faith traditions.

CT 570 Practical Theology: Pastoral Care, Spiritual Formation, and Theological Education (3)
A seminar focused on becoming aware of key issues and techniques of practitioners in theology. Topics such as biblical shepherding, training in the spiritual disciplines, a survey of spiritual disciplines, and a brief history of and pedagogy in theological education will be examined.

CT/OL 590 Theological Studies in An International Context (3)
This course is a special seminar that will focus on studying biblical and theologically related topics in their original context. For example, a study trip to Israel, Turkey, Greece, Italy, or Egypt will greatly

enhance students' awareness of cultural and historical backgrounds to biblical theology. In conjunction with a course on Great Theologians, a study trip to various locations (especially in Europe) where many of these theologians lived, wrote, and ministered will be highly enriching for the students.

BL/CM/CT 599 Capstone Project/Comprehensive Demonstration (3)
Topic to be selected by 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 and demonstrate the program goals taught throughout the master's level programs. The development of this project will be conducted throughout the programs and will be guided by a professor in the programs.

Economics

ECON 101 Principles of Microeconomics (3)
In this course, free-market thought will be evaluated from the Christian perspective. The supply and demand model analyzes microeconomic issues, including market structures, government regulations, labor market, financial market, and trade. Also, this course teaches the student about the structure of the economy and the interactions among its different sectors so that they can make sound economic decisions, whether for self or public benefit.

ECON 301 Principles of Macroeconomics (3) *[Prerequisite: ECON 101:Principles of Microeconomics]*
This course will equip students to explore the levers that move the economy at the macro and micro levels and make business decisions to impact their companies positively. Rather than a deep dive into economic theory and the supporting mathematical formulas, students will learn essential economic vocabulary and the application of the economic methodologies in a global, national, and local context. Students will also explore the influences at the individual consumer, firm, and industry levels.

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/PS 201 The Founding Documents (3)
A close examination of America's founding documents including their classical roots as well as the intersection of Enlightenment and Judeo-Christian thought in 18th century America. The documents will include, but not limited to, the following: The Declaration of Independence, The U.S. Constitution, The Bill of Rights, *The Federalist Papers,* the *Magna Carta*, the *Emancipation Proclamation*, and *Letter from a Birmingham Jail.*

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.

Intercultural Leadership

ICL 500 - Spiritual Formation for Missional Leaders (3)
A study of biblical principles and methods for personal awareness, spiritual growth, character formation, discipleship, and equipping Christian believers for leadership in global business and non-profit organizations. The goal of this course is to equip students in spiritual formation practices in the context of intercultural leadership.

ICL 510 - Theology of Missions (3)
This course is a study of the theology of evangelism, missions, and the eternal destiny of humankind. In addition, contemporary and global issues in the theology of missions and outreach will be considered. The theological foundation established through this study will form a basis for developing a theologically-motivated philosophy of ministry that has a clear goal of impacting the unreached peoples of the world.

ICL 520 - Biblical Principles for Global Leadership (3)
This course is a study of the theology of leadership, vocation, and work as they relate to providing leadership in diverse ministry contexts. Students will be prepared to reflect biblically and theologically on leadership, vocation, and work in order to make wise personal decisions and to help others understand the relationship between work, ministry, and service in the Kingdom of God.

ICL 530 - Ministering Cross-Culturally (3)
This course will prepare students to analyze the social and cultural factors influencing people's behavior and development in an era of globalization. Students will be equipped to analyze global contexts for the purpose of connecting with local people and meeting their needs.

ICL 540 - Intercultural Communication (3)
This course is designed for students who plan to communicate across cultural barriers, both within North America as well as those who plan a career in a global setting. Verbal and nonverbal factors facilitate or impede effective communication in every encounter between persons of different cultures. The goal of this course is to prepare students to discern these factors and to develop skills that mitigate cultural barriers in communication, as well as excellent communication skills in an intercultural or global context.

ICL 550- Team-Building In an Intercultural Context (3)
Students will understand various components of multicultural teams such as how to build trust and resolve cross-cultural conflict. Emphasis is placed on building collective unity around a common vision

and the leader's development of qualities and skills necessary to navigate a multicultural team.

ICL - 560 Leadership and Culture (3)
This course is designed to equip the leader to understand, assess, and lead in a wide variety of cultural contexts including a wide variety of rural, suburban, and urban worlds, as well as complex cross-generational and ethnic settings.

ICL 600 - Leadership and Management for Non-Profits (3)
This course examines management principles and practice for nonprofit organizations. Primary focus is given to Christ-focused leadership in a nonprofit environment, the motivation of staff and volunteers, the role of the founder and the board, and types and structures of nonprofit organizations. Additional focus is placed on interpersonal skills such as managing stress, problem solving, coaching and motivation of others, organizational culture as well as conflict resolution utilizing foundational Christian principles.

ICL 610 - Community Development and Organization (3)
This course examines the process of building community relationships and helping communities analyze their context, identify priorities, and develop a plan of action for addressing key issues. The use of participatory community surveys, focus group discussions, project proposal writing, monitoring, budgeting, and sustainability will be discussed. Learning how to apply principles of servant leadership and demonstrate a Christian witness throughout the process is emphasized in this course.

ICL 620 - Leading and Ministering in Global Cities (3)
This course examines systemic issues such as poverty, racism, and justice as they apply to Gospel Ministry in urban centers around the globe. Students will learn about relational discipleship and community engagement with the goal of transformative interaction with residents, multi-ethnic ministry and urban apologetics.

ICL 630 - Intercultural Leadership in the Context of Global Economies (3)
Discussed in this course will be the current macro and micro theories required to understand the world economy. Special emphasis is placed on the economic, cultural, legal, and political factors which influence the welfare of nations and the strategies of international businesses. Students will also explore the rules of international law that regulate transactions between parties and nations.

ICL 640 - Global Health and Poverty Issues (3)
This course introduces the student to global health through a sociopolitical lens. Students will study social determinants of health, such as poverty, the global burden of disease, health equity, health governance, critical institutions, and international collaboration to improve health globally. This course will also explore the theological implications of poverty and global disease and the role of global health as a mission.

ICL 650- Practicum in International Leadership (International Internship)
This course is designed as a minimum four-week immersion venture in a foreign country which allows the student to gain first-hand knowledge and experience of that country's civilization and culture alongside exposure to foreign language acquisition, global business strategies, governmental practices, international ministry programs, or non-government organizations. This course allows students to gain

valuable hands-on experience from an international organization through an internship supervised by a mentor in a leadership position.

ICL 660 - Capstone Research (Various Faculty)
This capstone course is an integration of previous course work and personal research.

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 201 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 211 Foundations for Life and Money (3)
This course explores the foundations of a Biblical worldview to help the student understand critical thinking or discernment about other's motives, as well as our own, and to apply sound principles of biblical financial management. The bible has much to say about our attitude toward money and wealth management that will help believers navigate through difficult times, understand true contentment and to be "wise as serpents and harmless as doves". Matthew 10:16

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 302 Organizational Change and Conflict ***[****Prerequisite: LD 201]*
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.

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 421 Leadership Summit (1-3)
This is an annual conference with different speakers and topics each year. Cutting edge principles as communicated by Christian Leaders to Christians who have leadership gifts, skills, and responsibilities. The course is communicated by live satellite and includes reading books by the speakers, breakout sessions and a summary session. This course can be taken annually for up to three years and will be so noted on Student Transcripts.

LD 471 Leadership: Theories & Practice (3) *[Prerequisite: LD 201 Biblical Concepts of Leadership]*
Case studies will be selected for in-depth study of the application of leadership concepts with 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: LD 201 Biblical Concepts of Leadership*]
Case studies will be selected for in-depth study of the application of leadership concepts with 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: MGT 301 Essentials of Management]*
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 salesperson who wants to conduct themselves in an honest and ethical manner.

MGT 371 Managing Yourself, Managing Others (3) *[Prerequisite: MGT 301 Essentials of Management]*
Managers are only effective when they understand themselves well. Once they have insights into their own mental constructs, then they can influence others effectively. This course explores 1) the manager as a person, 2) influencing and managing different types of people, 3) how to manage others regardless

of organizational position, and 4) leading teams effectively. We begin with understanding yourself as a potential manager, then we move on to management theories regarding motivation, personal growth, and effective communication. We also explore conflict, generational issues in the workplace, and gender issues. MGT 371 gives the student a solid working knowledge of all these topics, while providing useful, practical strategies and tips to be an effective manager and leader.

MGT 381 Organizational Behavior (3)
Organizational Behavior holds some of the most fascinating dimensions in the discipline of Organizational Studies. The fact that all organizations are comprised of human beings allows them to be dynamic organisms. Healthy organizations are growing and thriving enterprises, whereas unhealthy ones can become static, rigid and even toxic. The differences in these cultures come from the composition and function of numerous components within the organization. This course will consider several, primary components including studying the overall organizational structure and culture; analyzing personnel, including leaders and individual staff members; considering team design and function; and finally, reviewing the factors that foster or inhibit change.

MGT 411 Teams and the Work Process (3) *[Prerequisite: MGT 301 Essentials of Management]*
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: CT 403 Biblical Ethics]*
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 daily. 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 (3) *[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 and is Pass/Fail.

Marketing

MKT 361 Marketing (3) *[Prerequisite: MGT 301 Essentials of Management]*
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.

MAT 220 Statistics for Business (3) *[Prerequisite: MAT 104 Math for General Education or MAT 210 Business Math]* Many employers, in today's data-rich economy, expect their new college graduate employees to have the skills to understand and interpret data. Students attending this course will learn statistical concepts and methods to analyze company and market data that lead to effective decision-making. Throughout the course, students will learn both the quantitative and qualitative ways businesses use statistics from pricing and marketing to manufacturing and quality and organizational efficiency and effectiveness.

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 major concerns. The historical survey highlights the modern mission era and draws attention to trends which will shape missionary activity in the 21st century.

MIS 301/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.

MIS 305 Theology of Missions (3) ***[****Prerequisite: MIS 300: Introduction to World Missions]*
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.

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) *[Prerequisite: MIS 300 Introduction to World Missions]*
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.

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) *Prerequisite: [MIS 300: Introduction to World Missions]*
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.

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) (3)
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

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 531 Organizational Culture & Leading Change (3)
Special combinations of OL 530 and OL 540 for MABS, MACM, & MATS majors.

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 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 Financial Statement Analysis (3)
"Finance is the language of business, the lifeblood of the economy, and an increasingly dominant force in capitalism." Mihir A. Desai, Mizuho Financial Group Professor, Harvard Business School.
Good decision making, especially in complex matters, require business leaders to review, analyze, and understand both qualitative and quantitative impacts on an organization. This course will equip the student with tools to understand, analyze, and interpret company financial data and the related implications for the organization. Key topics for the course include financial statement analysis, operational analysis, budgeting, forecasting, capital structures, and investment analysis.

OL 575 Strategic Planning (3)
"Strategy is about setting yourself apart from the competition. It's not a matter of being better at what you do – it's a matter of being different at what you do." Michael Porter, Bishop William Lawrence

University Professor at Harvard Business School. This course will equip the student with the core concepts, analytical tools, and language, essential to crafting, implementing, and executing business strategies in today's competitive business environment. The curriculum provides a blend of well-settled management principles in business strategy with recent research findings and contributions to the scholarly literature on the topic. Class discussions will revolve around the case studies of real-world companies led by active practitioners in the field.

OL 590 Dynamics of Leading in An International Context (3)
This course is a special seminar that will consider the 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.

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: PSY 103:General Psychology]*
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 introduces 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: PSY 103: General Psychology and PSY 213:Introduction to Counseling]* 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: PSY 103:General Psychology andPSY 213: Introduction to Counseling]* 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: PSY 103:General Psychology and PSY 213:Introduction to Counseling]* 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: PSY 103:General Psychology and PSY 213:Introduction to Counseling]* 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: PSY 103:General Psychology and PSY 213:Introduction to Counseling]* 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 in Christian counseling.

Science

PSI 115/116 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) *[sub for 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 "imaginal intelligence" and its role in the worship of GOD, 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, faith community, as well as the elite Arts World. 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 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.

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, Registrar Emeritus; *Leadership and General Education (2009)*
B.A., Chapman University
M.A., Williamson College
Additional graduate psychology hours at Chapman University

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

SMITH, ED, President; *Business Administration (2010)*
B.A., Georgetown College
M.B.A., University of Kentucky
Ph.D., Regent University

THOMAS, BRYAN, *General Education* (2019)
B.S., Maryville College
M.A., Middle Tennessee State University
Ed.D., Capella University

THOMAS, CHRISTI, Librarian; *General Education (2020)*
B.S., Middle Tennessee State University
M.ED, L.S. Middle Tennessee State 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

BEARD, SCOTT, *General Education* (2021)
B.A., Wichita State University
M.A., Wichita State University

BIVINS, BETH, *General Education (*2014)
B.A., Milligan College
M.A.T., East Tennessee 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

BRASHER, JOSEPH, *General Education & Ministry Leadership* (2021)
B.S., University of Tennessee, Martin
M.Div., Liberty University
Ph.D., Mid-America Baptist Theological Seminary

BURNS, BUTCH *General Education* (2021)
B.S. History Middle Tennessee State University
M.A. Middle Tennessee State University

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

CRIM, DAVID, *MAIL (2022)*
D. Mis., Malaysia Baptist Theological Seminary
M.Div. Midwestern Baptist Theological Seminary

DENDY, NATALIE, *General Education* (2014)
B.A., Belmont University
M.A., Belmont University

DURHAM, DONNA *General Education* (2022)
B.S. Middle Tennessee State University
M.A.M.F.T. Trevecca Nazarene University

FAZIO, JOICE *General Education* (2018)
B.A. The College of New Jersey
M.A. The College of New Jersey

GREEN, CHRIS *Ministry Leadership* (2022)
B.A. Multnomah University
Western Seminary
M.A. Trinity International University
Ph.D. Divinity King's College U of Aberdeen

HARDIN, ALAN, *Business Administration (2019)*
B.A., Lee College
M.A., Xavier University
M.B.A., Trevecca Nazarene University

HAWKINS, AARON, *Business Administration (2024)*
A.S. Corning Community College
B.S. Kent State University
M.B.A. Kent State University

HILLENBRAND, PAUL *Business Administration* (2020)
B.A., Life Pacific College
M.A., Williamson College

HUDSON, BRANDI, *History (2015)*
B.A., Christian Brothers University
J.D., Regent University

KRAUS, WILLIAM *General Education* (2022)
M.P.A. University Southern CA
M.A. Occidental College
D.P.A. University Southern CA

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

LEVINE, LEAH *Business Administration* (2024)
ASS. Colorado Christian University
M.B.A. Williamson College
M.B.A. University of Wales

MATTESON, JOSHUA *Ministry Leadership* (2022)
B.A. International Baptist College
M.Div. Biblical Communication Phoenix Seminary

McCROSKEY, ROBERT LEE, *Business Administration (2015)*
B.A., University of Kansas
M.A., University of Kansas

McKINNEY, JASON *Ministry Leadership (2023)*
ASS. Vincennes University
B.A. Trevecca Nazarene University
M.B.A. Trevecca Nazarene University
M.A. Lincoln Christian University
D.E.Trevecca Nazarene University

McKAY, DAVID, *Music (2010)*
B.M., Heidelberg College
M.M., University of Cincinnati, College- Conservatory of Music

McLELLAND, KRISTI*, Ministry Leadership* (*2006)*
B.S., Delta State University
M.A.C.E., Dallas Theological Seminary
OWENS, JERRY, *General Education and Ministry Leadership* (2019)
B.S., Bethany University
M.A., The College of William and Mary

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).

PATE, BEN Ministry Leadership (2024)
B.A. Californnia Baptist University
M.Div., Golden Gate Baptist Theological Seminary
Ph.D., Golden Gate Baptist Theological Seminary

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

PURDOM, MATTHEW (2021)
B.S., Austin Peay State University
M.Div., Southern Baptist Theological Seminary
D.Min., Southern Baptist Theological Seminary

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

SELLERS, KELLY *General Education (2022)*
B.S. Business Administration Auburn University
C.P.A.

SEVERINO, ROGER, *Ministry Leadership (2020)*
B.A., Vanderbilt University
M.Div., Trinity Evangelical Divinity School
D.Min., Beeson Divinity School

SMITH, STEVEN, *Ministry Leadership, Theological Studies*
B.A., Mobile College
M.Div., Th.M., Southern Baptist Theological Seminary
Ph.D., University of Southern Mississippi

SOLBERG, ROBERT Ministry Leadership (2022)
M.A.T.S. . Williamson College

SPRADLIN, BYRON, *Worship Studies (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

SWORDS, LEIGH ANN *Ministry Leadership, Theological Studies* (2021)

B.S. Samford University
M.Div. Southern Baptist Theological Seminary

WEBSTER, DEREK, *Business Administration & Theological Studies*
B.S., Colorado Christian University
M.Div., Golden Gate Baptist Theological Seminary
M.B.A., University of Wales
Ph.D., Trinity Evangelical Divinity School

WHITE, JONATHAN, *Ministry Leadership (2020)*
B.A., Belmont University
M.A., Southern Baptist Theological Seminary

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

WHITTINGTON, BENJAMIN, *Ministry Leadership*
B.S., Liberty University
M.A., Liberty University
Ph.D., University of Birmingham (in progress)

WILLIAMSON, DANIEL, *Business Administration*
B.S., Liberty University
M.A., Liberty University

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