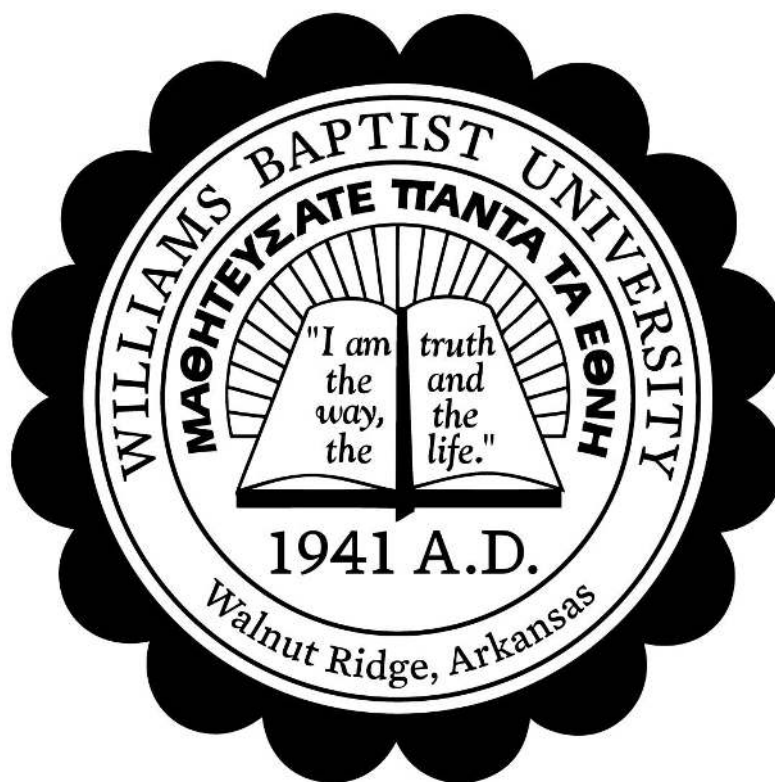


# WILLIAMS BAPTIST UNIVERSITY

Catalog  
2018-2019



**Educate, Equip, and Enrich for Christ**

Volume 58  
Number 1

## Accreditation:

Higher Learning Commission

Council for the Accreditation of Educator Preparation

Institutional Memberships:

Association of Southern Baptist Universities and Schools

Council for Christian Colleges and Universities

Independent College Fund of Arkansas

Independent Colleges of Arkansas

National Association of Independent Colleges and Universities

National Association Intercollegiate Athletics

## INTRODUCTORY INFORMATION STUDENT RESPONSIBILITY

Students are responsible for knowing the policies and procedures stated in this catalog. Policies and procedures are frequently reviewed and are subject to change without notice.

## INTRODUCTORY INFORMATION

**Corporate Name:** Williams Baptist University

**Type:** Private, Co-educational, four-year Liberal Arts University

**Origin:** Founded in 1941 by Baptists of Northeast Arkansas and Southeast Missouri.

**Governing Body:** A 24-member board, elected by the Arkansas Baptist State Convention.

**Enrollment:** Approximately 600 students, approximately 90% from Arkansas, 10% from other states and countries.

**Cost:** Tuition and fees: 12-17 hours - \$8,100 per semester; Room and Board - minimum cost - \$3,900 per semester; Student Service Fee - \$200; Library Fee - \$125; Technology Fee - \$160; Accident Insurance Fee - \$75. Total minimum cost per semester; \$12,560.

## SUMMARY INFORMATION

**Calendar:** Semester Plan: Fall and spring semesters, May term and one five-week summer term.

**Degrees:** **Bachelor of Arts** – Art, Church Music, English, Health and Physical Education, History, Liberal Arts, Music; **Bachelor of Arts in Christian Ministries** - Biblical-Theological Studies, Biblical-Linguistic Studies, Youth Ministry, Sports Ministry, Christian Education, and Christian Missions; **Bachelor of Science** – Art Education, Biology, Business Administration, Criminal Justice, Early Childhood Education, English Education, Family Psychology, Finance, Health and Physical Education, Liberal Arts, Marketing, Middle Level Education, Music Education, Psychology, Social Studies Education; **Associate in Arts** - Theology; **Associate in Arts.**

**Graduation Rate:** 37%

**Accreditation:** Williams Baptist University is accredited by the Higher Learning Commission (<http://www.ncacihe.org>) located at 230 North LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. The HLC can be contacted at: 800-621-7440, (312) 263-0456, or by email at [info@hlcommission.org](mailto:info@hlcommission.org).

**Entrance Requirements:** SEE ADMISSIONS.

**Financial Aid:** The Pell Grant; The Supplemental Education Opportunity Grant (SEOG); Work Study Program; Stafford Student Loan Program; and the Arkansas Academic Challenge are available to students who qualify. Academic, Athletic, Music, Ministerial, Church-Matching, Private, and Institutional Grants are provided for qualifying students.

**For Further Information Contact:**

Director of Admissions  
Williams Baptist University  
56 McClellan, Box 3737  
Walnut Ridge, AR 72476  
Phone: 870-759-4120 Fax: 870-759-4163  
e-mail: [Admissions@williamsbu.edu](mailto:Admissions@williamsbu.edu)

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## ACADEMIC CALENDAR

### FALL SEMESTER

**August 21, 2018 - December 12, 2018**

August 16 (Thursday) .....	Faculty Seminar
August 21 (Tuesday).....	Classes Begin
August 22 (Wednesday).....	Convocation
August 24 (Friday).....	Last Day to Register and Add Classes
September 3 (Monday) .....	Labor Day Holiday
October 8-12 (Monday-Friday).....	Mid Term Exams
October 15-16 (Monday-Tuesday) .....	Fall Break
November 5-16 (Monday-Friday).....	Spring Registration
November 9 (Friday) .....	Last Day to Drop a Class
November 21-23 (Wednesday-Friday) .....	Thanksgiving Holidays
December 6 (Thursday) .....	Last Day to Withdraw
December 7-12 (Friday-Wednesday).....	Semester Exams
December 12 (Wednesday).....	Christmas Vacation Begins Following Last Exam
December 17 (Monday) .....	Winter Term Begins

### SPRING SEMESTER

**January 4, 2019 – May 1, 2019**

January 4 (Friday) .....	Winter Term Ends
January 4 (Friday) .....	Faculty Seminar
January 7 (Monday) .....	Classes Begin
January 11 (Friday) .....	Last Day to Register and Add Classes
January 21 (Monday) .....	Martin Luther King, Jr. Holiday
February 25-March 1 (Monday-Friday).....	Mid Term Exams
March 18-22 (Monday-Friday) .....	Spring Break*
March 29 (Friday) .....	Last Day to Drop a Class
April 1-12 (Monday-Friday) .....	Fall Registration
April 19 (Friday) .....	Good Friday Holiday
April 25 (Thursday) .....	Last Day to Withdraw
April 26-May 1 (Friday-Wednesday) .....	Semester Exams
May 4 (Saturday) .....	Commencement

### MAY TERM, SUMMER I AND SUMMER II

**May 6, 2019 – July 12, 2019**

May 6 (Monday) .....	May Term Begins
May 6 (Monday) .....	Summer I Begins
May 24 (Friday) .....	May Term Ends
May 27 (Monday) .....	Memorial Day Holiday
June 7 (Friday) .....	Summer I Ends
June 10 (Monday) .....	Summer II Begins
July 12 (Friday).....	Summer II Ends

**\*Dates subject to change depending upon the State Department of Education.**

## ACADEMIC CALENDAR

### FALL SEMESTER

**August 20, 2019 - December 12, 2019**

August 15 (Thursday)	Faculty Seminar
August 20 (Tuesday)	Classes Begin
August 21 (Wednesday)	Convocation
August 23 (Friday)	Last Day to Register and Add Classes
September 2 (Monday)	Labor Day Holiday
October 7-11 (Monday-Friday)	Mid Term Exams
October 17-18 (Thursday-Friday)	Fall Break
November 4-15 (Monday-Friday)	Spring Registration
November 8 (Friday)	Last Day to Drop a Class
November 25-29 (Monday-Friday)	Thanksgiving Holidays/Energy Conservation
December 5 (Thursday)	Last Day to Withdraw
December 6-11 (Friday-Wednesday)	Semester Exams
December 11 (Wednesday)	Christmas Vacation Begins Following Last Exam
December 16 (Monday)	Winter Term Begins

### SPRING SEMESTER

**January 3, 2020 – May 2, 2020**

January 3 (Friday)	Winter Term Ends
January 3 (Friday)	Faculty Seminar
January 6 (Monday)	Classes Begin
January 10 (Friday)	Last Day to Register and Add Classes
January 20 (Monday)	Martin Luther King, Jr. Holiday
February 24-28 (Monday-Friday)	Mid Term Exams
March 16-20 (Monday-Friday)	Spring Break*
March 27 (Friday)	Last Day to Drop a Class
March 30-April 10 (Monday-Friday)	Fall Registration
April 10 (Friday)	Good Friday Holiday
April 23 (Thursday)	Last Day to Withdraw
April 24-29 (Friday-Wednesday)	Semester Exams
May 2 (Saturday)	Commencement

### MAY TERM, SUMMER I AND SUMMER II

**May 4, 2020 – July 10, 2020**

May 4 (Monday)	May Term Begins
May 4 (Monday)	Summer I Begins
May 22 (Friday)	May Term Ends
May 25 (Monday)	Memorial Day Holiday
June 5 (Friday)	Summer I Ends
June 8 (Monday)	Summer II Begins
July 10 (Friday)	Summer II Ends

**\*Dates subject to change depending upon the State Department of Education.**

## General Information

### HISTORY

In 1936, during the bleak days of the Great Depression, Dr. H. E. Watters, former President of Georgetown College in Kentucky and Union University in Tennessee, made a heroic but futile effort to re-open Jonesboro Baptist College in Jonesboro, Arkansas. The Jonesboro school succumbed to financial exigencies in the early 1930s after only a few years of life. Jonesboro Baptist College had not been the first Baptist educational venture in Northeastern Arkansas. In 1899, Baptists established the Maynard Baptist Academy in Randolph County, and Woodland Baptist College had flourished briefly in Jonesboro from 1902 to 1911. Despite the tradition of Baptist education in Northeastern Arkansas and Watters' diligent efforts, there was to be no revival of Jonesboro Baptist College. Yet, Watters had not failed entirely. His dramatic appeal for Baptist education inspired others, notably H. E. Williams.

In 1941, Williams, the pastor of the First Baptist Church in Pocahontas, led in the establishment of Williams Baptist University (originally Southern Baptist College) in that town. For several years Williams had been building support for such a venture and in the spring of 1941 when he learned of the availability of a suitable building he pressed forward with an organizational meeting. On June 10, 1941, several hundred people from Northeast Arkansas and Southeast Missouri gathered in Pocahontas to establish a college. Among those in attendance were alumni of Jonesboro Baptist College and Maynard Academy. The new college, which opened on September 10, 1941, was in a very real sense the descendent of the earlier colleges. Indeed, Williams Baptist University ultimately inherited the large library of the Jonesboro school and the first dean of the University was an alumnus of Maynard Academy.

For five years the University experienced steady growth at Pocahontas, but on December 26, 1946, the administration building with much valuable equipment was destroyed by fire. The University was then moved to Walnut Ridge.

A milestone was reached in the history of the institution in 1948 when the Arkansas Baptist State Convention voted to include the University in its budget. Another significant development occurred in 1968 when the Arkansas Baptist State Convention officially adopted Williams Baptist University as a member of its family of institutions; the University is now owned and operated by the Convention.

At the commencement in the spring of 1973, the University Trustees announced that H.E. Williams, who had served as President for thirty-two years, had been appointed President-Emeritus and that D. Jack Nicholas had been elected the second President of the institution. On July 1, 1991, Jimmy A. Millikin assumed the Presidency of the University. On August 1, 1993, Gary C. Huckabay became the fourth President of Williams Baptist University. Dr. Jerol B. Swaim's tenure as President began in July 1995. Prior to his selection as the University's fifth president, Dr. Swaim had served at Williams for more than thirty years as Professor of History and Academic Dean. In 2012, Dr. Tom Jones became the sixth president of the University.



## **WILLIAMS BAPTIST UNIVERSITY VISION STATEMENT**

Williams' vision is to produce exceptional graduates prepared to engage local and global cultures through a Christ-centered worldview.

## **WILLIAMS BAPTIST UNIVERSITY MISSION STATEMENT**

To provide an excellent, holistically Christian, liberal arts education, while compassionately shaping students' lives.

## **WILLIAMS BAPTIST UNIVERSITY PURPOSE STATEMENTS**

To provide opportunities to profess, practice, and strengthen one's faith and to encounter Biblical values.

To provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

To provide an aesthetically pleasing campus glorifying to God's creation.

To provide and execute a plan which secures adequate resources to sustain and advance the institution.

To provide a positive image of the quality programs, faculty, students, staff, and graduates of the University.

To provide serviceable facilities which sustain the mission of the University.

To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

To provide cultural experiences, thought provoking events, and educational enrichment for the campus community and the community at large.

To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

To provide desirable housing for students and faculty.

## **INSTITUTIONAL ACADEMIC GOALS**

To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

To produce students who demonstrate the ability to communicate effectively across the curriculum.

To produce students who demonstrate the ability to reflect critically upon the environment, society, and self.

To produce students who demonstrate the ability to apply critical thinking and analytical skills to become more effective problem solvers.

To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

To produce students who demonstrate a competence in at least one particular body of knowledge.

## **FACULTY**

A dedicated and professional faculty is the salient attribute of a strong University. Academic life is governed by the faculty who determine entrance requirements for students, define courses of study, establish degree requirements, teach and advise students, and recommend for degrees those students who have completed their studies.

The influence of the Williams faculty reaches beyond the campus. Faculty members are active in church, civic, professional, and academic organizations; frequently they speak to various off-campus groups; and they write for denominational and secular publications. Most faculty members are widely traveled and many have lived in other sections of the United States and foreign countries.

## **LOCATION**

Williams is located in the northeast Arkansas community of Walnut Ridge. The campus offers the peace and security of a rural setting with easy access to larger communities. Walnut Ridge/Hoxie has a population of about 8,000, and Pocahontas, eight miles to the north, has 6,000 residents. The larger city of Jonesboro, with a wide array of dining, entertainment and shopping, is 33 miles away. Little Rock and Memphis are within a two-hour drive.

Williams is located three miles north of downtown Walnut Ridge, just off U.S. Highway 67. The campus is nestled between the Ozark Mountains and Crowley's Ridge, with ample outdoor activities available.

## **BUILDING AND GROUNDS**

Williams has an attractive campus of 250 acres with excellent academic, recreational, and housing facilities.

**Administration:** The Jerol B. Swaim Administration building houses most of the University's administrative offices. Offices in the administration facility include admissions, financial aid, business affairs, academic affairs, advancement, public relations and president.

**Apartments:** Williams has modestly priced apartments for married students, as well as a limited number of honors apartments for single students who qualify.

**Athletic/Recreation Complex:** The Southerland-Mabee Athletic/Convocation Center consists of a standard gymnasium, weight room, racquetball courts, jogging track, and stage area for concerts.

**Cafeteria:** The Mabee-Gwinup Cafeteria can accommodate 500 plus students during meal periods. The Moody Dining Room is utilized primarily for special dinners and banquets. The President's Dining Room will seat 12 guests.

**Old Chapel:** The WBU Old Chapel is one of the few buildings left on campus from the former Walnut Ridge Army Flying School. The chapel, which has undergone extensive renovation, seats 200 people and is used frequently for dramas and lectures.

**Classrooms:** Approximately 35 classrooms are available for use by students and faculty for academic and co-curricular activities.

**Education Curriculum Lab:** This facility, housed in the Sloan Center, provides an array of resources specifically intended to benefit students preparing for careers in education.

**Faculty Housing:** Williams owns 27 houses used by faculty and their families.

**Joy Ring Student Success Center:** This facility also houses the Billie Harty Counseling Center and provides academic, vocational, and personal counseling to all students. Tutoring services are also available.

**Library:** The construction for the present building was completed in 1966 and named after former employee Felix Goodson, a good friend of the principal donor for the library building. The Felix Goodson Library is a comfortable and well-equipped facility at the heart of campus academic life. It is conducive for study and reflection. The library contains more than 60,000 volumes and eBooks and a broad spectrum of scholarly and popular periodicals. The library offers personal assistance, online catalog, print journals and periodicals, online journal databases, microforms, interlibrary loan, photocopy service, a computer lab, special collections, archives, online tutorials, Wi-Fi service, comfortable seating and group study areas. Included in the library building is a classroom equipped with a computer, multimedia projector, TV, VCR, and DVD. The library's Web site is [www.williamsbu.edu/library](http://www.williamsbu.edu/library) and its Facebook address is [https://www.facebook.com/felixgoodsonlibrary\(wbu\)](https://www.facebook.com/felixgoodsonlibrary(wbu)). Library hours are Monday through Thursday, 8:00 a.m. to 12:00 midnight; Friday, 8:00 a.m. to 4:00 p.m.; Saturday, noon to 4:00 p.m.; and Sunday, 1:00 p.m. to 5:00 p.m. and 7:00 p.m. to 12:00 midnight. Library hours are subject to change and may be closed during inclement weather.

**Maddox Center:** The Maddox Center houses the academic areas of music, art, communications, English, history, religion, speech, and business. The Maddox Center also contains a number of classrooms, music rehearsal rooms, a large choral room and a gallery. The Professor Jerry D. Gibbens Atrium is at the center of the facility.

**Mail and Copy Center:** Student mail is distributed through the WBU *Mail and Copy Center*. Each student is assigned a secured post office box for obtaining mail and packages. Stamps, envelopes, boxes, mailing supplies, etc., are available for sale, in addition to FedEx and USPS package shipping services. Black and white and color copy printing, laminating, and binding services are also available for a nominal cost.

**Manley Chapel:** Manley Chapel was completed in 2009. This iconic building is the location for weekly Chapel services and other special events. It seats over 600.

**Media Center:** The Learning/Media Center is located in the Sloan Center. The center provides audio-visual materials and equipment, and listening and viewing labs. The center schedules the use of audio-visual materials and equipment, prepares instructional aides, and provides duplicating services.

**Residence Halls:** Residence halls include Cash, Wilson, Nicholas and Butler for men and Belle, Southerland and Shell Wing for women. Special features in residence halls include either a private bath or a shared bath throughout the facilities. All residence halls have lounges, cable TV, and high-speed internet.

**Sloan Center:** The Sloan Center houses offices for education, psychology, natural sciences and mathematics. It also features a computer lab, lecture hall, science labs, classrooms, conference room, a greenhouse, and the Network Operations Center.

**Student Center:** The Mabee Student Center provides a fitness room, “Mac” computer lab, the Eagle Coffeehouse and Grill, and the campus store. The Office of Student Affairs, the Office of Campus Ministries, and other student activity offices are located in the center.

**Technology:** Williams’s students have access to a substantial technology infrastructure at the University. The Felix Goodson Library catalog is on-line and accessible from any workstation on campus. Comprehensive Internet services are available to students through the University's three computer labs and workstations in the library, residence halls, and the Student Center. The University also provides, through its web site, an array of electronic journals and other resources. Students have access to copy machines at the library or may have copies made at the Mail and Copy Center.

**Virtual Bookstore:** Students order textbooks through the WBU Virtual Bookstore, powered by Follett. The link for the virtual bookstore is found on the WBU website. Textbooks can be purchased new or used. In addition, some rental options are available. All textbooks are shipped to the Mail and Copy Center for student pick-up. The address for the Mail Room is 56 McClellan Drive, Walnut Ridge, AR 72476.

**Athletic Annex:** The Athletic Annex is located approximately one-fourth mile east of the Maddox Center. It houses the WBU athletic weight room and the Wrestling Center.

## **ADMISSIONS**

### **ADMISSION OF STUDENTS**

Williams Baptist University welcomes applications from persons seeking a Christian education with high academic standards. All persons seeking admission must complete the application forms provided by the Admissions Office. Application forms may be obtained by contacting the Director of Admissions, Williams Baptist University, (870) 759-4120 or 1-800-722-4434, or apply online at [www.williamsbu.edu](http://www.williamsbu.edu).

The admission decision is based on a number of factors: academic records, scores on standardized tests (ACT or SAT). The University seeks to determine, on the basis of the candidate's academic record, character, purpose and aptitude, whether he or she is compatible with the purposes of the institution and demonstrates potential to benefit from one of its programs. However, Williams reserves the right to restrict or deny admission to any applicant who is considered not to be an appropriate admissions candidate as determined by its officers. These admissions decisions will be made in a manner consistent with state and federal non-discrimination laws.

Students may be admitted to Williams Baptist University according to one of the plans detailed below.

### **FRESHMAN STUDENT ADMISSION**

Williams invites applications from qualified students who have graduated or expect to graduate from an accredited secondary school. Students who apply as regular freshman enrollees must have graduated from an accredited U. S. high school or have satisfactorily completed the General Education Development examination (GED). Students who were educated at home are also invited to apply and are subject to the same qualifications and requirements. A tour of the campus and information on financial aid will be available. The following must be submitted by all freshman applicants:

1. A fully completed admissions application form.
2. For applicants desiring to live on campus, a completed residence hall application and \$75 housing deposit.
3. For applicants planning on studying full-time and/or those desiring to live on campus, an immunization record.
4. An official high school transcript including the official seal of the school. A final high school transcript showing final class rank with the seal of the school is also required upon high school graduation. Applicants are strongly encouraged, but not required, to take the following curriculum in high school: English (4 units); Mathematics including Algebra I, Algebra II, Geometry, and an advanced math course beyond Algebra II (4 units); Natural Sciences including Physical Science, Biology, and Chemistry or Physics (3 units); Social Studies including American History, World History, and Civics (3 units); Foreign Language (2 units of the same language). Remedial credits (special education, resource room, vocational, etc.) do not satisfy the unit requirements.
5. Official scores of either the American College Testing Program examination (ACT) or the Scholastic Aptitude Test (SAT) of the College Examination Board.

## **FRESHMAN ACCEPTANCE CRITERIA**

The following criteria are considered when selecting candidates for unconditional admission.

1. Satisfactory scores on either the American College Test (ACT) or Scholastic Aptitude Test (SAT). No particular score is a guarantee of admittance; however, priority is given to students who score an ACT composite of at least 20 or an SAT score of at least 1020.
2. Graduation from an accredited U.S. high school or satisfactory completion of the General Education Diploma (GED) examination. The student's transcript should demonstrate the following:
  - A. At least a 2.6 average on a 4.0 scale.
  - B. A satisfactory class rank based on the standards of the particular high school attended.

Applicants deficient in either one of the admission criteria may be admitted under condition or probation and will have restrictions placed on their enrollment. Students admitted under condition or probation will be required to participate in Freshman Focus (*see Academic Regulations-Freshman Focus*). If the probationary student fails to achieve a GPA of 1.5 or above on 12 semester hours at the end of the first semester, the student will face academic suspension.

Admission will be denied if an applicant's composite score on the ACT is less than 17 or SAT is less than 900, OR if the high school GPA is less than 2.25. Students who have been denied admission may be able to appeal their decision to the Academic Affairs Committee.

## **TRANSFER STUDENT ADMISSION**

A transfer student is defined as one who has been out of high school for at least one full semester and has attempted some college or university work for credit. Students with transfer credit who apply to Williams must submit the following:

1. A fully completed application form.
2. Official transcripts of all previous college work. Applicants must have a cumulative grade point average of at least 2.0. Note: Students who are on academic suspension from another institution will not be considered for admission at Williams Baptist University until the suspension is lifted from the other institution.
3. Applicants with less than 24 hours of acceptable credit must furnish high school transcripts or official GED scores and results of an ACT or SAT examination.
4. For applicants desiring to live on campus, a completed residence hall application and \$75 housing fee.
5. For applicants planning on studying full-time and/or those desiring to live on campus, an immunization record.

Transfer students who do not meet the admissions requirements may be able to appeal their decision to the Academic Affairs Committee.

## **TRANSFER CREDIT**

Transfer credit will be accepted on all regular college credit courses taken at a regionally accredited institution. Admission cannot be completed, nor credits granted, until all necessary transcripts and information have been forwarded and evaluated. It is the applicant's responsibility to submit necessary materials for the adequate evaluation of any transcripts. Official transcripts from all previously attended colleges or universities must be on file in the Registrar's Office before a student may be granted any transfer credit or receive any grades from Williams.

No more than 66 semester hours will be accepted from an accredited two year institution. Up to 30 hours may be accepted from a regionally accredited theological seminary or from educational institutions not accredited by a regional accrediting agency only after the student has achieved a 2.00 GPA on at least 12 hours during the first semester at Williams. Highly specialized and technical courses, such as vocational and paramedical courses, will not be accepted.

Specific credits granted will depend upon the accreditation status of the institution(s) involved, upon course equivalencies and upon grades earned. Courses accepted must be consistent with the curriculum of Williams. All grades from acceptable college-level courses will be used in calculating the cumulative GPA. Students who wish to retake those compatible courses in which they have received a D or F must repeat those courses at Williams.

All education majors refer to Specialization Requirements note concerning transfer credit in the **EDUCATION DEPARTMENT** and in each department offering a Bachelor of Science education degree.

## **INTERNATIONAL STUDENT ADMISSION**

Williams encourages students from all nations to apply for admission. Non-residents of the United States desiring admission to Williams should write to the attention of the Director of Admissions. To qualify for admission to Williams, international students must provide evidence of a good scholastic background, satisfactory proficiency in English, and adequate financial support to cover the cost of their education. Applicants are required to submit the following:

1. A fully completed application form.
2. For applicants desiring to live on campus, a completed residence hall application and a \$75 housing fee.
3. An immunization record for measles, mumps, and rubella vaccination (2 doses).
4. A completed Financial Statement or official letter from a bank stating the applicant possesses adequate financial resources to fund each academic year of planned attendance.
5. Official academic records. All documents must be official and in English. Photocopies are not accepted unless they are certified by the proper academic official, complete with an original signature and seal. If possible, they should be sent directly to the Admissions Office by the appropriate education official.

6. An official score report from TOEFL, IELTS, or ELS:
  - TOEFLiBT: 61
  - TOEFL PBT: 500
  - IELTS: 6.0
  - ELS: 112 completion (certificate for unconditional admission)
  - ELS: 109 for provisional admission
 An ACT score of 20 or higher or a SAT score of 1020 or higher may be submitted as proof of English competency.
7. A tuition deposit of total costs for the first semester, minus any institutional scholarships, must be sent in full before the student can enroll at Williams. Contact the Director of Admissions at Williams Baptist University, 56 McClellan, Box 3737, Walnut Ridge, Arkansas 72476 for further information regarding where to send the deposit.

Applicants transferring from another U.S. college or university must also adhere to Transfer Student Admission procedures as well as submit a Non-Immigrant Transfer Clearance form.

Form I-20, Certificate of Eligibility for Nonimmigrant F-1 Status, will not be issued until all necessary admission forms are on file in the Admissions Office.

International applicants will be notified by the Director of Admissions concerning the status of their application within 30 days after receiving the necessary admission documents. Applicants admitted under a conditional status will be advised of any special requirements. International students will be informed when to arrive and where to report upon arrival. They should bring with them, and keep in their possession, all notifications from the University such as those regarding admission and housing as well as pertinent immigration documents. This will greatly expedite registration.

### **READMISSION OF FORMER STUDENTS**

Students previously enrolled and in good academic standing in a degree program who wish to re-enter Williams after absence of a full fall or spring semester are required to submit an application for re-admission. An application fee is not required; however, all students applying for re-admission to the University must not have an outstanding financial obligation to Williams Baptist University and must be current on all student loans. Official transcripts from each college or university attended since the last enrollment at Williams must be submitted. Any student who has been out of Williams for five years or more must resubmit transcripts of college/university work completed prior to attendance at Williams. If re-admission is granted, the students are expected to fulfill the degree requirements of the catalog under which they are re-admitted.

### **TRANSIENT STUDENT ADMISSION**

Students who are continuing students at another college or university may be admitted to Williams as transient students. A photocopy of the applicant's most recent grade report must be submitted with a completed application.

Transient students are admitted for ONE SEMESTER. If they wish to continue at Williams, they must return to the Admissions Office and reapply to be admitted as transfer students.



## **OTHER ADMISSION CATEGORIES**

**Non-Degree Seeking Student.** Students interested in taking courses, but who are not seeking a degree from Williams, may be admitted for non-degree study. Non-degree seeking students are held to the same admission policies as degree seeking students and should follow the admission procedures listed for Transfer Students. Non-degree status would apply to students who already hold a bachelor's degree and those who do not hold a bachelor's degree, but who are interested in taking courses for credit.

**Audit Student.** An audit student is one who visits in a course and has the privilege of hearing or observing only. The privilege does not include evaluation of work or participation in discussion or laboratory practice. No credit is given for an audited course. A student may also be regularly enrolled in other courses. All arrangements for auditing classes are to be made in the Registrar's Office.

**High School Student.** High school students may take college courses while in high school. Requirements for admission include an official high school transcript indicating completion of the junior year (six semesters), a letter of recommendation from the applicant's counselor or principal, a cumulative high school GPA of at least 3.0, and a 20 composite score on the ACT.

## **CAMPUS VISITS**

Williams strongly encourages prospective students to visit the campus. A campus visit includes a tour of the campus, an opportunity to attend a class, lunch in the Mabee Gwinup Cafeteria, a meeting with a member of the Williams faculty, and a meeting to discuss financial aid.

Williams hosts special preview days for high school seniors in the fall and spring called Senior Preview Days. In order to schedule a visit, please call the Admissions Office at 1-800-722-4434 one week in advance or visit [www.williamsbu.edu/preview](http://www.williamsbu.edu/preview).

## **STUDENT LIFE AND ACTIVITIES**

### **STUDENT LIFE**

Williams Baptist University deliberately seeks to foster an atmosphere of student life that is conducive for students' personal and academic development. Student life is defined by the policies, curriculum, programs, and activities of the University. Students at Williams are encouraged to become participants in that aspect of campus life where they are best able to explore their talents, learn skills, develop relationships, form a personal value system, and discover a personal identity. All students are expected to conform to the policies and regulations of the institution.

### **OFFICE OF STUDENT AFFAIRS**

A Christian liberal arts university has dual responsibilities in faith and learning. At Williams Baptist University, Christian faith not only forms the foundation for education, but it is also a goal in itself. Fulfilling its mission as a "campus of Christian purpose," the University promotes and teaches Christian faith and values hoping to instill in students a commitment to serve God and man. The Office of Student Affairs oversees student life and is committed to the objectives of a Christian liberal arts university and seeks to provide a living-learning environment that will foster the individual growth and development of each student.

### **ORIENTATION**

Williams Baptist University requires all students attending the university for the first time to participate in orientation. The Student Orientation program (ASCEND) is a series of events designed to assist students in adjusting to university life. ASCEND consists of large and small group sessions, academic meetings, recreation, and entertainment, and is intended to be an enjoyable and informative experience. Administrators, faculty, staff, and students combine their efforts to provide a positive experience for all first time students. Students properly oriented to the University have an advantage for success in the classroom, in the residence halls, and in extracurricular activities.

### **COUNSELING CENTER**

Williams attempts to help students develop holistically. Students needing assistance with personal problems should consult the Director of Counseling. The University offers a full-time counselor who provides personal, recreational, career and confidential counseling services to students. The University has convenient access to local and regional mental health services.

### **TUTORING**

The Joy Ring Academic Success Center serves students by providing assistance in improving study skills necessary for academic growth. These services include peer tutoring and resources for students. The tutors work under the supervision of counselors to provide tutoring in all general education courses. Assistance in other disciplines or advanced courses may also be requested.

## **RESIDENCE LIFE**

Studies reveal that living on campus positively affects academic performance and overall satisfaction with the University experience. Williams Baptist University therefore encourages all students to live on campus. Accommodations exist for both single and married students and are available to students on a first-come basis. Completed housing applications and security deposits are necessary in order to process applications.

Single students are assigned to Butler, Cash, Nicholas, Shell, Southerland, Belle or Wilson Halls. Trained staff administers a program of residential living to create an environment that is conducive for students' personal development.

**Residence Requirement.** All unmarried, full-time students who do not live with immediate family are required to live in the residence halls. Students requesting authorization to commute must complete (each semester) an online *Commuter Approval Form*, verifying their residential status.

In order to commute, students must be at least 23 years of age or older before the last day of classes of the current semester OR meet the following three requirements: 21 years of age or older before the last day of classes of the current semester, have 60 or more hours, and have a cumulative GPA of 3.00 or above. Students who fail to comply with this requirement are subject to dismissal from the University.

**Residence Halls.** Each residence hall has lounge areas and laundry facilities. Belle and Southerland Halls are residence halls for women equipped with fully furnished rooms and semi-private baths. Shell Hall is a residence hall for women equipped with fully furnished rooms with semi-private toilet facilities and showers on the hall. Wilson Hall is a residence hall for men equipped with fully furnished rooms and private baths. Cash and Nicholas Halls are residence halls for men fully furnished with semi-private baths. Butler Hall has private rooms with semi-private baths.

**Apartments.** Unfurnished two-bedroom apartments are available for families. A description of these units is available in the Office of Student Affairs.

## **HEALTH SERVICES**

The Health Clinic, located in the Mabee Student Center, is staffed by a registered nurse and is available for the following: Health education and information, physician referral, assorted health screenings, and personal consultations. The clinic is open throughout the school year on a part time basis.

In addition, Williams Baptist University is located near many health providers in Walnut Ridge. In the event of emergencies, resident students who become ill or injured should notify the residence director who will either call 911 or arrange for transport to the Lawrence Health Services emergency room. The University assumes no financial responsibility for hospital, physician, or other medical charges. (All students are required each semester to purchase a mandatory accident insurance policy.) First aid supplies for minor injuries are available in the residence halls, SMC (Southerland-Mabee Center), Student Center, Health Clinic and the Office of Student Affairs. Three Automated External Defibrillators are available on campus. They are located in the SMC, the Southerland Hall lobby and the Athletic Annex.

## **SPIRITUAL LIFE**

The foundation of student life at Williams is the spiritual development of each individual. Many formal and informal opportunities exist for Bible study, worship, and other aspects of spiritual growth. Some of these opportunities include:

**Campus Ministries.** The Campus Ministries organization promotes the spiritual welfare of all students, regardless of their denominational preference. Numerous events, retreats, small group Bible studies, and mission opportunities are provided.

**Chapel.** Students are required to attend weekly chapel programs. A variety of presentations with a spiritual emphasis, including lectures, music, and drama, are presented each week.

**Fall Retreat.** Campus Ministries sponsors a retreat for all students with the intent of exploring a deeper relationship with Jesus Christ, and partners with talented and respected Christian leaders to carry out this purpose.

**Fellowship of Christian Athletes.** An organization for students who are interested in spiritual growth and service to Christ.

**Student Leadership Team.** Representatives of Campus Ministries, FCA, and other campus areas serve to advise, recommend, and implement plans to instill greater spiritual awareness on campus.

## **STUDENT ACTIVITIES**

A variety of activities and events are provided each year to promote leadership development, to supplement academics, and to develop interpersonal skills. Students take active roles in planning and implementing a diverse program of student events. The Office of Student Affairs oversees the student activities program.

## **COMMUNITY SERVICE**

Williams believes in the duty and responsibility of each individual to contribute to the needs of the community. To support this ideal, clubs and organizations that wish to be officially recognized by the University participate in some form of community service. Efforts to encourage the objective of service are continuously being reviewed and expanded.

## **STUDENT ACTIVITIES BOARD (SAB)**

SAB plans campus-wide activities. The board meets regularly to plan and to coordinate events for entertainment and recreation.

## **CIRCLE GROUP LEADER PROGRAM**

The Circle Group Leader program is a program for first-time students during the fall semester designed to assist in the social, personal, and academic acclimation to Williams Baptist University.

Circle Group Leaders provide support through: leading small groups, modeling successful academic skills, emphasizing involvement on campus and in a local church, and helping new students take responsibility and initiative for their own individual growth and development.

## CONVOCATIONS AND LECTURESHIPS

Each year, several chapel experiences are designated for special services and recognitions. These include:

**Formal Opening.** The Formal Opening is on the first Wednesday of the fall semester to signify the beginning of a new year. The address is usually by a faculty member.

**Senior Chapel.** The last chapel of the spring semester is devoted to recognizing seniors.

### Lectureships include:

**Mondy-Carroll Lecture.** Through the generosity of the late Dr. Nell Mondy, Professor Emeritus, Cornell University, the Department of Natural Sciences sponsors a lectureship/seminar series each year featuring a distinguished scientist.

**Jim and Wanda Vaughn Lectureship in the Humanities.** This endowed lectureship, funded through the generosity of the Vaughn's, and sponsored by the Division of Arts and Sciences, brings distinguished speakers to the campus that represent excellence in scholarship in the humanities.

## FIRST WEEK

The fall semester is initiated by a series of events designed to welcome new and returning students to the campus. One of the highlights is FirstFair. This event brings in dozens of local businesses and campus-based organizations in a festival-like atmosphere.

## SPRING FLING

Spring Fling is a series of events held each April sponsored by the Student Activities Board to celebrate the beginning of spring. The events include many outdoor recreational activities, including a 5-K glow run.

## HOMECOMING

The homecoming celebration at Williams spans several days in late fall. Alumni, students, faculty, friends and supporters of the University enjoy receptions, basketball games, and the presentation of the Homecoming King and Queen and their court.

## RECREATION AND INTRAMURALS

The Mabee Student Center and the Southerland-Mabee Center (SMC) provide various forms of recreation and entertainment. The amenities available in the Student Center include: Eagle Coffeehouse & Grill featuring televisions, computers, ATM machine, and a fitness center. The Student Center can be reserved by student groups for parties and other events. The SMC contains a racquetball court, an indoor track, in addition to the gymnasium. Various sports are also offered through campus recreation with competitions in softball, volleyball, ping pong, basketball, and flag football each year. Information about campus recreation is available in the Office of Student Affairs.

## ATHLETICS

**Intercollegiate Sports.** Williams holds membership in the National Association of Intercollegiate Athletics and is a member of the American Midwest Conference. Williams sponsors teams in men's and women's basketball, baseball, women's volleyball, women's softball, men's and women's soccer, men's and women's cross country, and wrestling.

**Campus Recreation.** Campus recreation provides competitions in softball, volleyball, ping pong, basketball, and flag football.

**Cheerleading.** This organization is sponsored by the Office of Student Affairs. Try-outs for the squad are held each spring.

## **CLUBS AND ORGANIZATIONS**

Many organizations provide students with opportunities to enhance their personal, social, and academic development. These include:

**Alpha Chi Honor Society** - National Honor Society

**Alpha Psi Omega** - National Theatrical Honor Fraternity

**Art Club** - Student club for Art majors and minors

**Beta Alpha Kappa** - Religious Honor Society

**Beta Beta Beta** - National Biological Honor Society

**Campus Ministries** - Provides avenues for Christian leadership, fellowship, and missions.

**Fellowship of Christian Athletes** - Christian Athletic Group

**Music Educators National Conference** - National Music Education Organization

**Mu Phi Epsilon** – International Music Fraternity

**Phi Alpha Theta** - International Historical Honor Society

**Phi Beta Lambda** - Business Club

**Pi Lambda Theta** - Education Honor Society

**Psi Chi** - National Honor Society of Psychology

**Professional Psychology Club** - Promotes leadership in the field of Psychology.

**Sigma Beta Delta** - Business National Honor Society

**Sigma Tau Delta** - English International Honor Society

**Student Activities Board** - Opportunities for student leadership and planning of student activities.

**Student Ambassadors** - Students who serve as representatives of the student body for various campus functions.

**Student Government Association**

## **AWARDS AND RECOGNITION**

Students who have distinguished themselves in academics, athletics, service, and leadership are recognized in a variety of ways.

### **FOUNDER'S AWARD**

Founder's Award recipients are selected by the faculty and administration as the best representatives of Williams Baptist University and its esteemed ideals of integrity, leadership, and intellect. Only graduating seniors are eligible. One gentleman and one lady are chosen each year as recipients.

### **ACADEMIC AWARDS BANQUET**

Each spring semester, at a formal banquet, the Faculty honors selected students for their conspicuous academic achievements. The event is sponsored by the Academic Dean's office.

## HEALTH INFORMATION AND INSURANCE REQUIREMENTS

After fulfilling admissions requirements, certain prerequisites must be satisfied before being allowed to register for classes.

1. **Immunization records.** Arkansas state law requires every student enrolled in public or private school to be immunized against measles and rubella. A record of immunization must be submitted before registering for classes.
2. **Health form.** A health form must be completed online for the Office of Student Affairs. This information is used in case of a medical emergency, so, it is vital that all the information requested be provided.
3. **Health insurance.** All students are required each semester to purchase a mandatory accident insurance policy.

## CONTAGIOUS DISEASE POLICY

The University reserves the right to restrict campus access and on-campus activities of any student diagnosed as having a contagious disease or virus. Restrictions would be determined by the Dean of Students in consultation with a University-approved physician.

## FOOD SERVICES

Fresh Ideas operates the University cafeteria. All resident students are required to purchase each semester one of the five meal plan options offered by Fresh Ideas.

Plan A-19: This plan allows a student to eat in the Sulcer Dining Room for 19 meal periods each week. The 19 Meal Plan is non-transferable.

Plan B-12: This plan allows a student to eat in the Sulcer Dining Room for 12 meal periods each week. This plan includes the award of \$125 Flex Dollars per semester and is non-transferable.

Plan C-180: This plan allows a student to eat in the Sulcer Dining Room for 180 meal periods each semester and is designed for students with fluctuating schedules. Meals under the 180 Block Plan can be used in the quantity and schedule that best suits an active lifestyle. In addition, this plan includes the award of \$100 Flex Dollars per semester for use in the Sulcer Dining Room or Eagle Coffeehouse & Grill.

Plan D-Unlimited 7 Day (\$100 premium charge required): The Unlimited 7 Day Plan allows a student to eat an unlimited number of meals and snacks in the Sulcer Dining Room from Monday-Sunday. The Unlimited 7 Day Plan is non-transferable.

Plan E-Unlimited 5 Day (\$100 premium charge required): The Unlimited 5 Day Plan allows a student to eat an unlimited number of meals and snacks in the Sulcer Dining Room from Monday-Friday. This plan, which includes the award of \$125 Flex Dollars per semester, is also non-transferable.

## Flex Dollars

As an added bonus to a 12 Meal Plan, 180 Meal Block Plan or Unlimited 5 Day Plan, Flex Dollars will be awarded for use at Sulcer Dining Room or the Eagle Coffeehouse & Grill. These dollars *must* be used by the close of each semester.

**Meal Plan Periods**

Weekly plans begin Monday at breakfast and end on Sunday at brunch. Students who are over their meal limit may pay cash or use their Flex Dollars. All meals provided in the Sulcer Dining Room are all-you-care-to-eat.

**Declining Card Balance (DCB) Plan**

A DCB prepaid account is also available to all commuter students, faculty and staff. As an added incentive, Fresh Ideas will provide a 10% bonus for advance DCB deposits in excess of \$20 before taxes.

For detailed meal plan information, contact the Office of Student Affairs.

**VEHICLE REGISTRATION**

Students may have vehicles on campus if properly registered in the Office of Student Affairs. A parking decal is issued for a fee of \$50.00 on an annual basis. Students are assigned to designated parking areas. Parking policies are explained in detail in the on-line Student Handbook.

**UNIVERSITY POLICY**

As a Christian institution, the University seeks to provide an environment that best promotes and fosters the holistic development of each student. A student who enrolls at WBU, whether personally committed to Christian ethical and moral values or not, assumes an obligation to conduct him/herself in a manner that is compatible with the University's goals, purposes, and functions and to abide by the policies and guidelines that govern the institution. In addition, Williams Baptist University has the right and responsibility to provide an environment that is conducive to a student's freedom to grow and to learn and to take necessary measures to preserve that environment. To safeguard this freedom, the University defines and delineates a general statement of Standards of Conduct. Violations of the Standards of Conduct will be subject to disciplinary proceedings. For more information regarding University policy, see the current on-line Student Handbook.

**ADMINISTRATIVE INTERVENTION/WITHDRAWAL**

Students who exhibit inappropriate behavior resulting from psychological or emotional difficulties or behavior that poses a potential threat to themselves, others, or property will be referred to the Dean of Students. The Dean, after consultation with the Director of Counseling and other appropriate personnel, may mandate counseling or another form of intervention. In extreme cases, the student may be administratively withdrawn from the University.

**ALCOHOL/DRUGS**

Williams Baptist University does not tolerate the use, possession, or distribution of alcohol and other drugs. It endorses the official position of total abstinence from these substances. Violation of this policy is handled by the Office of Student Affairs according to the disciplinary procedure described in the Student Handbook.



The University seeks to provide education and information about substance use and abuse to each student. Sessions are held in several academic courses and in special programs and events throughout the year.

### **SEXUAL HARASSMENT**

Williams Baptist University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit sexual behavior used to control, influence, or affect the well-being of any member of the University community. Sexual harassment by any person is inappropriate and unacceptable. Complete information about sexual harassment, reporting and procedural guidelines is available in the Office of Student Affairs or the Office of the Academic Dean.

### **DISABILITY POLICY**

Williams Baptist University is an independent, non-profit, church related institution which does not discriminate on the basis of disability in the provision of educational services. Although Williams does not provide separate programs for students with disabilities, accommodations for class presentation, evaluation, and access will be determined on a case-by-case basis once the student has disclosed a disability and appropriate documentation supporting the request for the accommodations has been provided to the University. For further information you may call the Director of Counseling at 870-759-4184. All students, regardless of disability, must meet the same admission and graduation requirements.

## FINANCIAL INFORMATION

The generous support of the Arkansas Baptist State Convention and endowments and gifts from alumni and friends of the University enables Williams to maintain a tuition among the lowest to be found in any accredited private senior college in the nation. Students at Williams usually receive some form of institutional or public financial assistance. Such assistance is allocated regardless of students' religious affiliation.

Students are encouraged to review carefully the financial information which follows.

## EXPENSES

The University reserves the right to adjust or revise charges at any time.

### General Expenses Per Semester

Tuition (12-17 hours).....	\$ 8,100.00
1-11 hours (per semester hour) .....	675.00
18 hours and above (per semester hour) .....	420.00
Student Service Fee.....	200.00
Library Fee.....	125.00
Technology Fee.....	160.00
Student Accident Insurance .....	75.00
Parking Decal.....	50.00
Bike Decal.....	5.00
Residence Hall Activity Fee .....	135.00
May/Summer Term (per course).....	400.00

## ROOM AND BOARD

All residence hall students are required to take their meals in the cafeteria. Meals are furnished for actual days The University is in session, except Saturday morning, holidays, and periods between semesters. Students, who need a special diet, as certified by a physician, may be required to pay an additional charge for meals. The charges below include both room and meals. An extended meal plan is available at an additional cost.

### Residence Housing

Residence Hall	
Non-Private .....	\$ 3,900.00
Private (when available) .....	4,300.00
Summer School Rooms.....	Contact the Office of Student Affairs

### Family Housing

Family housing is available on campus for those who qualify. Rental rates vary depending on the type of housing. Inquiries regarding family housing should be addressed to the Office of Student Affairs. All rent for family housing is due in advance, no later than that first day of each month. Utilities are paid separately.

Rental Rates (approximately) (paid monthly).....	\$ 335.00
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**Security Deposits**

Residence Hall .....	\$ 75.00
Residence Hall early/late check-in fee.....	50.00
Early per-night lodging fee .....	50.00
Family Housing.....	Equivalent to first month's rent
Key Replacement (per key) .....	50.00

**SPECIAL FEES AND EXPENSES**

Special fees are assessed when applicable and are due when assessed. *Other* special fees may be assessed, (e.g., honor society fees).

Administrative Course Withdrawal Fee.....	\$15.00
Application Fee (due with application).....	\$ 20.00
Course Change	
Cash.....	10.00
Charge.....	15.00
Dishonored Check	
First check .....	20.00
Second check (no checks cashed after second check) .....	35.00
English Proficiency Exam Fee.....	20.00
Freshman Orientation Fee.....	115.00
Graduation Fee.....	130.00
First Year Experience Class.....	80.00
Late Registration Fee (after registration day) .....	100.00
Prior Professional Experience Assessment (CJ Program) .....	75.00
Replacement Diploma Fee .....	50.00
Special Examination or Make-up Test (per exam or test) .....	10.00
Transcript .....	10.00

**Course Fees**

These fees are in addition to hourly tuition for the course. *Other* special class fees may be assessed.

Audit (per hour) .....	\$ 160.00
(Please refer to Academic Regulations, <i>Auditing Courses</i> , page 53, for more information concerning assessment of audit charges.)	
Independent Study (per hour)	
(Irrespective of semester and/or total hours taken within a semester).....	675.00
Art	
Studio Art Fee (per course).....	100.00
(Intro to Ceramics, Advanced Ceramics, Intro to Printmaking, and Advanced Printmaking)	
Education	
Student Teaching Fee.....	140.00
Health and Physical Education	
First Aid .....	15.00

**Music Fees:**

One private lesson per week composition, conducting, piano, voice .....	150.00
Two private lessons per week composition, conducting, piano, voice.....	300.00
One private lesson per week brass, percussion, woodwinds, strings.....	400.00
Class Piano.....	65.00
Class Voice .....	55.00
Senior Recital.....	150.00
<b>Natural Science</b>	
Science Lab (per course).....	70.00
<b>Psychology Fees</b>	
Personality NEO-PI-3 .....	40.00
Statistics SPSS Fee .....	175.00
Synthesis Major Field Exam/Formal Dinner.....	105.00
Testing and Measurement Exam.....	50.00

**PERSONAL EXPENSES**

Students should allow about \$4,270.00 per year for textbooks, clothing, travel, entertainment, and laundry. Students are allowed a one-time increase to their *Cost of Attendance* to purchase a computer. Please contact the Financial Aid Office for additional information.

**PAYMENT OF ACCOUNTS (WBU Campus)**

All charges for tuition, fees, and room and board are due in full at the beginning of each semester. Students unable to pay the full balance at the time of registration must make satisfactory arrangements for payment with the Business Office. A deferred payment plan for WBU campus students is available if necessary, with a down payment of one-fourth of the total bill, due and payable at registration. The balance will be divided into three equal payments, with the three installments due at approximately monthly intervals. Due dates will be October 10, November 10, and December 1, for the fall semester, and February 10, March 10, and April 10 for the spring semester. A finance charge at the rate of .833% per month will be levied on any unpaid balance. (All charges for “online” classes must be paid prior to the start of class.)

Security deposits and family housing rent cannot be included in the deferred payment plan.

Any student who is delinquent in payments to the University is subject to dismissal. A student may take no final examinations in any semester unless the student's account is settled before examinations begin; nor may the student obtain a transcript or enroll for another semester until all accounts are settled. Accounts can be paid by cashier's check, money order, or credit card (VISA, MasterCard, AMEX or Discover). Personal checks will be accepted; however, should this form of payment be made, transcripts will be placed on hold for fifteen business days. Payment can also be made online via the WBU homepage by clicking on the tab *Business Office* under the heading *Current Students*. All accounts must be paid in order to graduate.

**REFUNDS OR PAYMENT DUE**

**Withdrawal from the University.** A student who officially withdraws from the University will be notified at the time of withdrawal as to whether further payments are due the University

or whether a refund is due the student. **The official withdrawal procedure begins in the Registrar's office.** The rate of refund will be as follows:

<b>WITHDRAWAL DURING:</b>	<b>PAYMENT DUE</b>	<b>REFUND DUE</b>
<b>First Week</b>	<b>20%</b>	<b>80%</b>
<b>Second Week</b>	<b>30%</b>	<b>70%</b>
<b>Third Week</b>	<b>40%</b>	<b>60%</b>
<b>Fourth Week</b>	<b>60%</b>	<b>40%</b>
<b>Fifth Week</b>	<b>80%</b>	<b>20%</b>
<b>After Fifth Week</b>	<b>Pro rata refund of unused cafeteria services only.</b>	

Should the student fail to officially withdraw, all semester charges will become immediately due and payable. Under no circumstance will a transcript be issued without full payment of any and all account balances.

**Institutional Scholarship Assistance Policy Relating to Withdrawal from the University.**

If a student withdraws from the University, regardless of the reason, then the student's institutional assistance will be prorated according to the same schedule used to refund tuition.

**Federal Financial Assistance Policy Relating to Withdrawal from University.** The following procedure will be used to determine the percentage of federal financial aid, which may be applied to the student's account, and the percentage which must be returned to the Federal Financial Aid (Title IV) Programs. The percentage of the Federal Financial Aid Package which may be applied to the student's account is as follows:

$$\begin{aligned} & \text{The total number of calendar days completed (last date of class attendance)} \\ & \div \text{The total number of calendar days in the semester} \\ & = \text{Total Percentage of Enrollment} \end{aligned}$$

The above percentage will be used to calculate the amount the student has earned in his or her Financial Aid package. Federal financial aid packages (such as Pell and loans) must be applied to the student's account prior to withdrawal before they can be included in the percentage earned. If the student withdrawal occurs after the 60 percent point, the student will have 100 percent of his or her federal financial aid package applied to his or her account. If the student received a Federal Direct Loan while at Williams, they must also complete Exit Loan Counseling when withdrawing from the University. The form is available at [www.studentloans.gov](http://www.studentloans.gov).

If, after a student withdraws, they decide to return to Williams, they must write a letter to the Financial Aid Committee explaining: 1) why they withdrew; 2) their plan of action to resolve the issues pertaining to their initial withdrawal; and 3) how their initial withdrawal will not disrupt their timely progress toward a Williams degree. Letters can be mailed to the Financial Aid Office, Box 3734, Walnut Ridge, AR 72476.

**Tuition Refunds for Withdrawal from a Class.** Withdrawal from a class during the first five weeks of a semester may result in a partial refund or reduction of tuition charges. The

reduction or refund rate will be the same as stated above in the Withdrawal from the University section. The official withdrawal procedure begins in the Registrar's Office.

**Federal Financial Assistance Policy Relating to Withdrawal from a Class.** Withdrawal from a class during the first five weeks of school may result in a reduction in a student's Financial Aid Package. Reducing the course load below 12 hours will result in a reduction of the Pell grant and loss of all institutional, state and other scholarships and grants.

**Refund of Credit Balances.** In the event a combination of grants, loans, and/or payments creates a credit balance to the student's account, the business office will refund the credit balance to the student by means of a check. The refund check will be placed in the student's campus mailbox or mailed to the student's residence.

**Refund of Security Deposits.** One-third of the security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, and all accounts have been cleared, and a formal written refund request has been made. The remaining balance of the security deposit is used for maintenance of the facility in preparation for new residents. Requests for *Residence Hall Security Deposits* and *Family Housing Deposits* must be made in writing to the Office of Student Affairs. If a written request is not made within 6 months of vacating, it will be assumed the refundable deposit amount is being donated to Williams Baptist University. The refundable deposit will be placed in the Scholarship Fund.

## **SPECIAL ASSESSMENTS**

The University reserves the right to make special assessments.

## **STUDENT FINANCIAL ASSISTANCE**

A college education is one of the most important investments a person can make, but the cost of higher education is increasing, making it difficult for many students to attend. During the most recent year, 98 percent of the WBU student body received some form of financial aid. The following information is designed to show various avenues of financial assistance available at Williams.

Anyone receiving financial aid will receive an award letter that lists sources of aid, amounts, and conditions governing these awards. Scholarships, grants, and loans are normally applied to the student's account at the beginning of each semester, provided all the necessary documents are accurate and on file. (Awards from employment are only received after the student has worked the hours designated.) These documents would include, but are not limited to, the Free Application for Federal Student Aid (FAFSA), documentation of income (such as 1040 tax transcript, Social Security letter, non-taxable income form, Veteran's Administration award letter), and Selective Service Draft Registration Acknowledgment. Fulfillment of specified citizenship requirements and demonstrated financial need are also requirements for the federal financial aid programs.

## **DETERMINATION OF NEED**

Williams uses the Free Application for Federal Student Aid (FAFSA) to determine the financial need of each student. This application must be submitted to the Financial Aid Office to assess properly a student's need and provide adequate financial assistance. The application becomes part of the student's financial aid file. The FAFSA form may be filled out on-line at

<http://www.fafsa.ed.gov>. Paper applications are also available at most high schools or by contacting the Financial Aid Office at Williams.

The following regulations govern the awarding of aid:

1. The student must meet all admission requirements to attend Williams.
2. The student must be attending Williams on at least a half-time basis. (Certain aid requires full time enrollment.)
3. The student must observe all University regulations governing social and academic life.
4. Financial assistance is renewable each semester provided the appropriate requirements are met.
5. Williams reserves the right to cancel any aid if the student does not show satisfactory academic progress or does not fulfill obligations to the University as specified as a condition of the aid.
6. Williams reserves the right to adjust any financial aid awards depending on the availability of federal, state, institutional, and/or restricted funds. Adjustments may also be necessary to prevent over-awards.
7. All institutional and private scholarships may be revoked if the student does not satisfactorily discharge their financial obligations to the University.
8. All applications should be filed in the Financial Aid Office by the time of registration each semester.
9. A student cannot be in default on a Perkins Student Loan (formerly National Direct Student Loan) or Stafford Student Loan or owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant and receive financial aid.

Williams has set a priority date of May 1 for awarding financial aid for the fall semester.

### **STANDARD OF SATISFACTORY ACADEMIC PROGRESS TO MAINTAIN FINANCIAL ELIGIBILITY**

The Federal Higher Education Amendments of 1976 require the University to define and enforce standards for Satisfactory Academic Progress. Students receiving financial aid from federal, state, private, and institutional sources must conform to the University's definition of satisfactory progress. The guidelines are established to encourage the student to successfully complete courses for which aid is received. To receive financial assistance, a student must be enrolled as a regular student in an eligible program. A regular student is defined as one who enrolls in 6 or more hours in an eligible program for the purpose of obtaining a degree, certificate, or credits in a transfer program. Students must complete requirements within a reasonable length of time and maintain a minimum cumulative grade point average.

Eligibility for Financial Aid is generally limited to one and one-half times the published time frame to complete the academic program. Example: Students enrolled in a four-year degree program will be allowed to receive Financial Aid up to 6 years. Students attending less than full time will have required credits earned prorated and their length of eligibility extended respectively.

Students enrolled full-time must maintain and successfully complete each academic year with the following respective credit hours earned and cumulative grade point average.

First Year	18	1.25 CGPA
Second Year	39	1.65 CGPA
Third Year	60	2.00 CGPA
Fourth Year	81	2.00 CGPA
Fifth Year	105	2.00 CGPA
Sixth Year	129	2.00 CGPA

Successful completion is defined as earning A, B, C, or D on course work. I or W received on course work will be used in determining hours attempted for the semester. Student enrolled less than full-time must earn at least 75% of the credits they attempt.

With the exception of Institutional scholarships, satisfactory academic progress will be reviewed once a year, at the end of the spring term. Scholarship requirements are reviewed each semester according to the renewal guidelines of the respective scholarships. Progress of students not maintaining the minimum academic levels as described in the above chart will be evaluated by the Financial Aid Director.

Students who do not meet the above requirements will be notified in writing that their financial aid has been denied. Students are given an option to appeal to the Financial Aid Committee. This appeal must be made in writing and must include (1) what caused their work to fall below acceptable standards (be specific), (2) plan of action to resolve the cause for the circumstance and explain how it will not cause problems in the future. After a student's appeal has been approved, the student will be placed on *Financial Aid Probation* and will be evaluated at the end of the following semester. If the student fails to meet the academic progressive policy requirement after the semester of *Financial Aid Probation*, the student will no longer be making satisfactory academic progress and will not be eligible to receive federal, state, or Institutional aid. The decision of the Financial Aid Committee is final in appeal matters.

If the student does not make satisfactory academic progress and is suspended from receiving Financial Aid, the student may reapply for financial aid after having made sufficient academic progress to satisfy the terms of the stated policy. A student may be paid for the payment period in which he or she regains satisfactory progress, but not for any payment periods in which the student did not meet the standards.

The summer term may be used to make up hours dropped during the fall or spring terms and will be included as part of the prior academic year. Students making up hours will not be eligible for Financial Aid during this period.

Students placed on Financial Aid denial may appeal the denial if they feel that mitigating circumstances prevented them from making satisfactory progress. This appeal must be made in writing and must include the reason(s) minimum academic requirements were not met and the reason(s) why financial aid should not be terminated. After review of the appeal by the Financial Aid Committee, the student will be advised of the decision.

## **SCHOLARSHIPS**

There are two types of scholarships, private and institutional.

### **INSTITUTIONAL/PRIVATE SCHOLARSHIP GUIDELINES**

Funds for these scholarships are provided by the institution, churches, individuals, and/or other concerned groups. Guidelines for these scholarships are described below:



1. Anyone who receives the benefits of an institutional or private scholarship administered by the University is expected to maintain a sympathetic and cooperative attitude toward the purpose and policies of Williams.
2. Students who enter into their second disciplinary offense in one semester forfeit institutional and/or private scholarships immediately and become ineligible for institutional/private scholarships for the following semester. Future eligibility will be determined on an individual basis by the Financial Aid Committee.
3. In the event of withdrawal, dismissal, or a reduction in course load to less than 12 semester hours that student forfeits institutional and/or private scholarship for the current semester. In certain situations, scholarship benefits may be prorated.
4. If a student withdraws voluntarily from an activity for which he/she is receiving scholarship assistance, or if the student is dismissed for disciplinary reasons, then his/her scholarship assistance will be discounted on a prorated basis.
5. The amount of the institutional/private scholarship may not exceed the student's direct college cost which includes tuition, fees, room, board, and books charged to the student's account.
6. No student may receive institutional/private scholarship funds for more than eight semesters or after a bachelor's degree is earned.
7. International students are eligible to apply for academic and athletic scholarships.
8. All scholarships are subject to availability and there are a limited number of scholarships in each category. Early application is encouraged.

## **INSTITUTIONAL ACADEMIC SCHOLARSHIPS**

### **Eagle Leadership Scholarship (First Time Freshmen, <28 ACT)**

This scholarship is set aside for new WBU students who exhibit exceptional Christian character and leadership abilities, as well as proven academic skills. We are looking for students who have given their lives to serving God and other people. This scholarship may be awarded up to a full tuition scholarship that is renewable for up to four years. Students who wish to apply for this scholarship can find out more information at [www.williamsbu.edu/scholarships](http://www.williamsbu.edu/scholarships)

**Freshman Academic Scholarships** are available to full-time students with academic abilities and exceptional leadership potential. A student may not be awarded two academic scholarships. To receive an academic scholarship the student needs to make application for admission, send an official high school transcript and an official ACT/SAT score to the admissions office. All scholarships are subject to availability and there are a limited number of scholarships in each category. Early application is encouraged.

### **Honors Scholarship (First Time Freshmen, >28 ACT)**

This scholarship is set aside for new WBU students who exhibit proven, exceptional academic abilities with an ACT score of 28 or higher, valedictorians, etc. We are looking for students who are prepared to excel academically at WBU. Students who receive this scholarship will also be invited to join the COE Honors Program. This scholarship may be awarded up to a full tuition scholarship that is renewable for up to four years. Students who wish to apply for this scholarship can find out more information at [www.williamsbu.edu/scholarships](http://www.williamsbu.edu/scholarships).

## **ACADEMIC SCHOLARSHIPS AWARDED PRIOR TO 2017**

**Founder's Scholarship** pays to a select group of recipients up to \$6000 per semester for those living in University housing or up to \$5000 per semester for commuter students. This four-year scholarship may be renewed by maintaining a 2.0 cumulative GPA and completing a full-time course of study the first four semesters at Williams. Thereafter, a cumulative GPA of 2.5 will be required to retain this scholarship.

**Heritage Scholarship** pays to a select group of recipients up to \$5000 per semester for those living in University housing or up to \$4,000 per semester for commuter students. This four-year scholarship may be renewed by maintaining a 2.0 cumulative GPA and completing a full-time course of study the first four semesters at Williams. Thereafter, a cumulative GPA of 2.5 will be required to retain this scholarship.

**President's Elite Scholarship** pays to a select group of recipients up to \$4,000 per semester for those living in University housing or up to \$3,700 per semester for commuter students. This four-year scholarship may be renewed by maintaining a 2.0 cumulative GPA and completing a full-time course of study for the first four semesters at Williams. Thereafter, a cumulative GPA of 2.5 will be required to retain this scholarship.

**Lawrence County Scholarship.** High school seniors who graduate from one of the four schools in Lawrence County are eligible. The amount of the scholarship ranges from \$2000 to \$3000 per semester depending on the student's ACT. This scholarship may not be stacked with other institutional scholarships from Williams such as merit-based, restricted, performance-based, or church-related scholarships.

**Randolph County Scholarship.** High school seniors who graduate from one of the two schools in Randolph County are eligible. The amount of the scholarship ranges from \$2000 to \$3000 per semester depending on the student's ACT. This scholarship may not be stacked with other institutional scholarships from Williams such as merit-based, restricted, performance-based, or church-related scholarships.

**President's Select** pays up to \$2,500 per semester for students living in University housing or up to \$2,200 per semester for commuter students. This four-year scholarship may be renewed by maintaining a 2.0 cumulative GPA and completing a full-time course of study the first four semesters at Williams. Thereafter, a cumulative GPA of 2.5 will be required to retain this scholarship.

**President's** pays up to \$2,000 per semester for students living in University housing or up to \$1,700 per semester for commuter students. This four-year scholarship may be renewed by maintaining a 2.0 cumulative GPA and completing a full-time course of study the first four semesters at Williams. Thereafter, a 2.5 cumulative GPA will be required to retain this scholarship.

**Dean's** pays up to \$1,500 per semester for students living in University housing and up to \$1,200 per semester for commuter students. This four-year scholarship may be renewed by maintaining a 2.0 cumulative GPA and completing a full-time course of study the first four semesters at Williams. Thereafter, a 2.25 cumulative GPA will be required to retain this scholarship.

**Leadership** pays up to \$1,000 per semester for students living in University housing and up to \$700 per semester for commuter students. This four-year scholarship may be renewed by maintaining a 2.0 cumulative GPA and completing a full-time course of study at Williams.

**Private High School Scholarship** pays up to \$250 per semester for the first year only for students who attended a private high school. This scholarship may be stacked with an academic scholarship.

**Homeschool Scholarship** pays up to \$250 per semester for the first year only for students who are homeschooled. This scholarship may be stacked with an academic scholarship.

**Williams Summit** pays up to \$3,000 per semester for students from Black River Technical College, Ozarka College, University of Arkansas Community College in Batesville, Arkansas Northeastern College, Arkansas State University in Newport, or East Arkansas Community College with a minimum cumulative GPA of 3.0 on 45 hours of college credit from those institutions. This three-year scholarship may be renewed by maintaining a 3.0 cumulative GPA on at least 12 hours. This scholarship cannot be stacked with the Academic Excellence or the Transfer Opportunity Grant. Students must enroll immediately upon the completion of their program at one of the above named institutions.

**Academic Excellence** pays up to \$1,500 per semester for students living in University housing and up to \$1,200 per semester for commuter students. This four-year scholarship may be renewed by maintaining a cumulative GPA of 2.75 on at least 12 credit hours per semester.

**Phi Theta Kappa** pays up to \$500 per semester for full-time students who are members of Phi Theta Kappa and have a minimum cumulative GPA of 3.5 on 24 hours of transferable college credit. Students must enroll immediately following a two-year college. Students receiving the Summit Scholarship may receive up to \$250 per semester for the Phi Theta Kappa Scholarship. Only five scholarships are awarded per semester.

**Transfer Opportunity Grant** pays up to \$1000 per semester for students living in University housing and up to \$700 per semester for commuter students. This scholarship is awarded to transfer students who have a minimum GPA of 2.5 on 24 hours of college credit. This scholarship may be renewed by maintaining a minimum cumulative GPA of 2.0 on at least 12 credit hours per semester.

## **TRANSFER ACADEMIC SCHOLARSHIPS**

### **Transfer Scholarship**

This scholarship is set aside for new WBU transfer students who exhibit proven academic abilities and are prepared to excel academically at WBU. This scholarship may be awarded up to a full tuition scholarship that is renewable for up to four years. Students who wish to apply for this scholarship can find out more information at [www.williamsbu.edu/scholarships](http://www.williamsbu.edu/scholarships).

## **MINORITY STUDENT SCHOLARSHIPS**

**Minority Educator's Scholarship.** This scholarship is designed to supplement other financial aid a candidate may have, and it may be used for books, fees, or other needs related to costs associated with a major in education at Williams. An applicant must: (1) Have at least a 2.5 GPA (4.0 scale); (2) plan to complete a major in education at Williams; (3) be recommended as one having potential for life success as a classroom teacher; (4) be recommended as one with moral integrity suitable for Williams Teacher Education Program's view of a professional educator; (5) demonstrate maturity and a desire to become an effective classroom teacher who personifies a professional educator; (6) exhibit a willingness to make a time commitment to all

aspects of the education requirements of his/her specific degree program, both in and out of the classroom.

The Minority Educator's Scholarship deadline is June 15. Applications and more information are available in the Williams Financial Aid Office, Box 3734, Walnut Ridge, AR 72476.

## **PERFORMANCE**

**Athletic Scholarships** are available for both men and women in several sports. Scholarships range in value up to the full cost of tuition, room, and board. Cheerleading scholarships are also available. **For more information contact:**

**Athletic Director  
Williams Baptist University  
56 McClellan, Box 3611  
Walnut Ridge, AR 72476**

An **Art Scholarship** is given annually by the Art Department and is awarded to a freshman Art Education or BA Art major. The amount of the Art scholarship will vary depending on other financial aid and the individual student's eligibility, but may range up to \$2000 per semester. This scholarship can be stacked with other academic and/or institutional scholarships. **For more information contact:**

**Chairman, Department of Art  
Williams Baptist University  
56 McClellan, Box 3642  
Walnut Ridge, AR 72476**

**Student Ambassador Scholarship** is administered by the Office of Institutional Advancement. Students serve as campus hosts. **For more information contact:**

**Office of Institutional Advancement  
56 McClellan, Box 3736  
Walnut Ridge, AR 72476**

## **MUSIC SCHOLARSHIPS**

**Music Accompanying Scholarship:** Awarded to a student majoring in music who demonstrates exceptional skill in keyboard accompanying. The amount of this scholarship will range up to \$2,000 per semester, depending on other financial aid and individual student eligibility. This scholarship can be stacked with other academic and/or institutional scholarships.

**Williams Singers Scholarships:** Awarded to students with musical abilities who become members of the Williams Singers. This scholarship is awarded on an audition basis upon the recommendation of the music faculty. Students must be enrolled full time to receive this scholarship.

**Music Talentship:** Awarded to a full time student majoring in music and exhibiting outstanding musical abilities. The amount of the Music Talentship will vary depending on other financial aid

and individual student eligibility. This scholarship can be stacked with other academic and/or institutional scholarships. **For more information contact:**

**Chairman, Department of Music  
Williams Baptist University  
56 McClellan, Box 3642  
Walnut Ridge, AR 72476**

### **PRIVATE SCHOLARSHIPS**

These are funds made available through gifts of individuals, groups, churches, and/or organizations. Recipients must meet certain restrictions to qualify for these scholarships.

**Adams, McClelland Study Abroad**, is for students who study outside the United States through a Williams Baptist University affiliated program, to be determined by Williams Financial Aid.

**Assurance**, is awarded to sophomore, junior, or senior level students with a 3.0 GPA that have a financial need.

**Baker**, made available by funds from Mrs. B.C. Baker, is for deserving students; preference is given to students from Wynne, Arkansas.

**Dale Barnett** is awarded to ministerial students with a minimum 3.0 GPA who are from north Arkansas and White River Baptist Association.

**Harry A. Belford Memorial**, established by Mrs. Neil Belford and Mrs. Carol Belford-Lewallen, is used to assist students majoring in elementary education with a minimum 3.0 GPA who are from Randolph County. Scholarships are awarded by the Education Department.

**Harry and Mary Belk**, established by Harry and Mary Belk, is awarded to students with a minimum 3.0 GPA and financial need who are from Lawrence County, Arkansas.

**Douglas and Helen Bradley Ministerial**, established by Mr. and Mrs. Douglas Bradley, is used to assist students training for rural and/or bi-vocational ministry.

**David Harold Britt Memorial**, is for children of a Southern Baptist Pastor with demonstrated financial need.

**Burleson China Fund**, established by Mrs. Frances Burleson to assist students from the Peoples Republic of China.

**Burton** assists students with financial need through funds given by the late Mr. I.S. Burton.

**P.D. Chat Caldwell Memorial**, established by Jerry and Peggy Caldwell, assist students with average incoming grades, but showing academic promise, and who demonstrate a financial need. Priority will be given to those students who profess to be Christians.

**Refus and Minnie Lea Caldwell** is awarded to Southern Baptist students with a GPA of 2.5 or better who are seeking a religious vocation.

**Cannon-Harrelson Fund**, established by Mrs. Carroll Cannon, is used to assist students planning to spend their lives on the home or foreign mission field.

**Joan Carter**, given in honor of Mrs. Joan Carter by Mr. and Mrs. James Carter, is awarded to students demonstrating financial need, with first preference given to students coming from single mother homes.

**Carter's Corner Work**, a work scholarship established by James L. Carter, Sherry Carter, and Karen Carter.

**Eric Clairday Memorial**, established in memory of Eric Clairday by his parents, for students entering church related vocations.

**Clark Scholarship**, established by C. L. Clark of Walnut Ridge, Arkansas, in memory of Jayetta Rowsey Clark and C. Leroy Clark, Sr. First preference is given to Lawrence County students. Students must have a 3.0 GPA.

**H.E. and Verbeth Coe Endowed**, established by H.E. and Verbeth Coe. Priority is to be given to students from the north one-half of Jackson County, Arkansas.

**Cossey Memorial** was established by Mrs. J.I. Cossey in memory of her late husband for students with financial need.

**Don and Ruth Ann Cox**, give first preference to a Randolph County, Arkansas student.

**Crabb Endowed Ministerial**, established by Mr. and Mrs. Bob Crabb, is used to assist married ministerial students.

**Crane Fund for Widows and Children**, is awarded to needy and deserving widows and children of men who, at their death, have left their widows and children without adequate means of support. For deserving wives and/or children of men upon whom they are dependent for support, but, because of age or disability, are unable or, for other reasons, fail or neglect to adequately support their respective wives and/or children.

**Jackson and Grace Crouch Endowment**, a work scholarship established by Mr. and Mrs. Jackson Crouch, for students with financial need.

**Marissa Crow Memorial Fund**, is for an English major with first preference given to students from Fulton County, Arkansas. Student must maintain a 3.0 GPA.

**Dr. Albert H. Cullen Endowed Memorial**, for students with financial need.

**Max and Patsy Dacus Endowed**, endowed by Max and Patsy Dacus, is used to assist married ministerial students.

**Eugene and Opal Davis**, established by Thomas and Joy Davis, is awarded to junior/senior level students majoring in Business and is awarded by the Business Department. Students must maintain a 3.0 GPA.

**Thomas and Joy Davis Church Music**, is awarded to a sophomore, junior, or senior level student majoring in Church Music. Student must maintain a 3.0 GPA.

**Ralph Douglas**, for students with financial need.

**William and Gladys Farris Memorial**, established by Dr. Roy Farris, is for students from Norfolk High School, Norfolk, Arkansas and Calico, Arkansas.

**First Generation**, for Arkansas resident students with a high school GPA of 3.0, who represent the first generation of family to attend and demonstrate financial need. Recipient shall be designated as a UPS Scholar. Student must maintain a 3.0 GPA.

**Formosa Baptist Church Endowed** was established by members of Formosa Baptist Church for students with financial need.

**Frankum Fund**, established by Dr. and Mrs. Jerry Frankum, is used to assist students training for the ministry.

**Fuller Fund**, a work-scholarship established by Mr. and Mrs. Sherman Fuller, is for students from the Ozark Mountain area.

**Glenn-Dale**, provided by the estate of Miss Glen Kirkland, is for ministerial students and is administered by the Religion Department.

**Greenway Baptist Church**, is for students from Greenway Baptist Church or surrounding area.

**Gregory**, a work-scholarship established by Nathan Gregory, is used to assist students with financial need.

**Dan and Virginia Harrison Endowed.**

**N.B. Harty International Student**, established by Mr. and Mrs. N.B. Harty, to assist students from Kenya.

**Mary Lee Haynes Endowed**, established in memory of Erman and Mayme Haynes and Lt. Col. James Ray, for students from northeast Arkansas, with preference given to students from First Baptist Church, Pocahontas, and/or Randolph County, Arkansas.

**Hegwood Charitable Giving**, is for Arkansas Students with at least a 2.5 GPA.

**Mr. and Mrs. Paul Henry** gives first priority to students from the Rocky-Bayou Baptist Association.

**Drew Franklin Hughey Memorial**, is for members of Word Baptist Church, Jonesboro, Arkansas. Students will be evaluated on academic ability and financial need.

**Ruth Reid Hill Endowed**, was established by T. Clifford Toney.

**Earl and Mable Humble Endowed**

**Robert W. and Drucilla Lam Inman Endowed** was established by Robert W. and Drucilla Lam Inman. Scholarship is awarded through the Scholarship with Honors Program.

**International Student Fund**, to assist international students with first preference given to students from Kenya.

**John Jenkins Family**, established by John F. And Delores B. Jenkins, is for needy students from Hot Springs, Arkansas area.

**William T. Jessen** was established by the Jessen family for hill area students from Lawrence County or Northeast Arkansas.

**Janie M. Johnson Memorial Endowed**, was established by B. Harold Johnson for students with financial need.

**Harvey and Bernice Jones Endowed** was established by Mrs. Bernice Jones in memory of her late husband, Harvey Jones, through foundations established by her and Mr. Jones prior to his death.

**Paul King Estate Fund**, for students with financial need.

**Moses Knight**, in conjunction with the Office of Financial Aid, the Helping Hands Foundation in Rector, Arkansas, identifies eligible students with a 3.0 GPA. Must demonstrate financial need. Must maintain at least a 2.5 GPA. First preference to Rector high school students. Second preference to Clay County high school students.

**Barry A. Lamar Endowed**, established by Mrs. Audrey Lamar Bray and Mrs. Virginia Lamar Swaim, is awarded to junior level students majoring in English, history, or secondary education English or social studies. Preference is given to students from Southeast Missouri.

**Delmar and Lola Lemarr Endowed**, is awarded to a deserving student showing academic promise and has a need for financial assistance.

**Judge and Mrs. Edward Maddox** is awarded to students with a GPA of 3.0 or better who demonstrate financial need.

**Sylvia L. Maddux Memorial** was established by her husband, the late Roy Maddux and her son, Dale Maddux. Music student with financial need.

**Bob and Dolores Magee**, music majors are eligible to apply. To retain the scholarship, students must continue as music majors and maintain a 3.0 cumulative GPA.

**Jeff and Shelly Main Endowed**, is awarded to a student majoring in missions, preferably a female student. Student must maintain a 3.0 GPA.

**Otta J. Mathers Endowed** was established by her grandson, Frank E. Sansone for students with financial need.

**Willis and Bonnie Maxwell**, first preference to Greene County student. Must maintain a 2.5 GPA.

**Minnie Mays** is for students from Randolph County in Arkansas. Students who are members of First Baptist Church, Pocahontas, Arkansas are given first priority.

**Todd David McCord Memorial**, is awarded to students majoring in sports ministry or showing affinity toward Christian camps or a related field.

**Dr. Sheri Midkiff English**, is for students majoring in English or English Education.

**Linda Gayle (Miller) McFarland Endowed History Scholarship**, established by Mr. C. K. McFarland, is awarded to the history major with the highest cumulative grade point average and with demonstrated financial need by the end of their junior year.

**Geraljean (Gerry) McGough Endowed**, for students from Walnut Street Baptist Church, Jonesboro, Arkansas. Preference is given to students majoring in art and music.

**Meyer Endowed Fund**, established by Wayne and Doris Meyer, assists students from the Arkansas Baptist Children's Homes and Family Ministries who work on campus.

**Ethel and Nell Mondy**, established by Dr. Nell Mondy, is awarded to a junior science major with the highest GPA in the class and is awarded by faculty committee.

**Moody**, is made available through funds given by Mr. and Mrs. J.H. Moody for students with financial need.

**Moreland** was provided by the late Dr. W. H. Moreland for students with financial need.

**Clara Murray**, for students with high moral standing and financial need.

**John and Lucile Noble Endowed**, for students with financial need determined by the Financial Aid Office. Student must maintain a 3.0 GPA.

**Roy E. Nowell**, for students with financial need.

**Opdyke** is for Southern Baptist students from mountain areas.

**Pippen**, established by the late Mr. Earl Pippen, assists ministerial students or students entering mission work.

**B.A. Rand/Central** was established by a friend and business associate in honor of Mr. Rand.

**Lura Reaves Endowed**, for students with financial need. Student must maintain a 3.0 GPA.

**W.O. and Rosamond Reece Ministerial**, established by Mr. Don Reece, is awarded to ministerial students by the Religion Department.

**Harold and Cora Rhoads Endowed**, established by Paul and Lana Rhoads, is awarded to a junior Psychology major with a 3.0 GPA and is awarded by the Psychology Department.

**Richardson Married Ministerial Student** is awarded to junior or senior status married ministerial students with families.

**Riley-Frazier**, established in memory of Mrs. W.C. Riley by Mr. W. C. Riley and Mrs. Quanita Frazier, is used to assist students going into the foreign mission field. Priority is given to students from East Side Baptist Church in Paragould.

**Ida Thomas Robbins** was established by Mr. Wiley Robbins for students with financial need.

**Marion Eugene Robert Memorial** was established by Mr. and Mrs. John Robert in memory of their son for students with financial need.

**Chappel Rogers**, made available by W. Carey and Elizabeth B. Rogers is based on financial need for students from Greene County and adjacent counties in Arkansas.

**Vela Rook Endowed Memorial** is for students with financial need. Incoming freshmen must have a 3.0 high school GPA. Recipient must maintain a 3.0 GPA.

**Lila W. Rorie**, for students with financial need.



**Dr. Fred and Nellie Savage Memorial**, given in memory of Dr. Fred and Mrs. Nellie Savage for the wife of a Southern Baptist ministerial student.

**Carolyn Shell Memorial**, established by the North Central Baptist Association, is awarded to a deserving young lady with an interest in either music or missions.

**Earl B. Sloan, Jr. Memorial**, is for students with at least a 3.0 GPA.

**Charles and Jackie Snapp**, is for students with academic potential with first preference to employees of the City of Walnut Ridge or a child of an employee of the City of Walnut Ridge. Second preference to students from Walnut Ridge city limits. Third preference to students from Lawrence County.

**Jackie Carmon Snapp**, is for students with academic potential with first preference to residents from the Walnut Ridge city limits. Second preference to residents from Lawrence County.

**Speakes**, is for the benefit of students at Williams.

**A. J. and Ethel Pumphrey Stephens**, is for students with above average academic abilities, leadership and character with a GPA of 3.0 or above. A special consideration for students from middle-income families who demonstrate need.

**Leland and Irane Stratton Endowed** was established for students with financial need.

**Student Leader**, degree completion scholarships for junior or senior students who are Arkansas residents with a GPA of 3.0 or above, who have demonstrated campus leadership, concern for home community, and financial need in order to complete degree. Recipient shall be designated as a UPS Scholar. Student must maintain a 3.0 GPA.

**Jerol and Virginia Swaim Endowed**, given in honor of Dr. and Mrs. Swaim, by friends from Randolph County in Arkansas. Priority is given to students from Randolph County, Arkansas.

**Taylor Work**, a work-scholarship made available by donations from Reverend W.O. Taylor, is used to assist students with financial need.

**Teacher-Ed**, is awarded to an Arkansas resident student studying to be a K-12 classroom teacher. Recipient shall be designated as a UPS Scholar. Student must maintain a 3.0 GPA.

**Christopher K. Thompson Endowed Music**, for students who are majoring in music.

Student must maintain a cumulative 3.0 GPA. Scholarship will be awarded by the Music Department and Financial Aid.

**H. R. and Beauton Thurman**, established by Thomas and Joy Davis, is awarded to students majoring in psychology and maintaining a 3.0 GPA and is awarded by the Psychology Department. First priority given to employees of Families, Inc.

**Reverend and Mrs. Fred Varner**, established by Marjorie Psalmonds, is for ministerial or education majors, sophomore or above.

**Wal-Mart Foundation**, is awarded to students majoring in Merchandising, Business Administration, Information Services, Finance, Marketing, or Retail Management.

**Jimmy Wampler Scholarship**, established by Mr. and Mrs. J. E. Wampler of Wynne, Arkansas, in memory of their son. Priority will be given to students from Cross County. Students must have a 3.0 GPA.

**Wasson Fund**, established by Bill L. Wasson, is used to assist ministerial students.

**John H. Warren**, is for students with a high school GPA of at least a 3.5 and an ACT of at least 26. Student must keep a 3.5 GPA and be an active member of a Baptist church.

**H. L. Waters Fund**, established in memory of Dr. H. L. Waters by his children, is awarded to ministerial students.

**Dudley and June Wells Memorial**, will be awarded by the Financial Aid Office.

**Rev. Jess W. Whitlock Endowed**, established by Willard and Nancy Whitlock, is used to assist ministerial students with financial need.

**Beatrice Black Williams Endowed**, for a junior or senior with a declared major in elementary education (first preference) or secondary education, with plans to teach upon graduation. The recipient must have a minimum 3.0 GPA to receive the scholarship and maintain at least a 3.0 GPA to retain the scholarship. The scholarship may be awarded to the same recipient for a maximum of two years.

**H. E. Williams International Student**, established by the founder of the University, Dr. H. E. Williams, to aid Baptist foreign students.

**Lela Ziegenhorn Endowed**, established by Mrs. Lela Ziegenhorn of Jonesboro, Arkansas, assists students of above average high school grades with a priority given to students from Poinsett and Craighead counties.

### OFF CAMPUS SCHOLARSHIPS

These scholarships also have restrictions; however, in most cases the award is made by the donor or contributing group and not by Williams.

**Nancy Cooper**, is for students committed to a career in missions or to vocational Christian ministry. The student must be an active member of a Southern Baptist church in Arkansas and have completed one year of with a minimum GPA of 2.0. Preference shall be given to women applicants. Applications are available on-line from the Arkansas Baptist Foundation at [http://www.abf.org/individuals\\_scholarships.htm](http://www.abf.org/individuals_scholarships.htm). The deadline is March 1.

**Grace Fellowship** is to be awarded to an orphaned, abandoned, or neglected student going into a Christian vocation. Applications are available on-line from the Arkansas Baptist Foundation at [http://www.abf.org/individuals\\_scholarships.htm](http://www.abf.org/individuals_scholarships.htm). The deadline is April 1.

**Hammons Charitable Foundation**, established in memory of Mr. and Mrs. O.P. Hammons by their son, Dr. Edward P. Hammons. Freshman or sophomores from eastern Arkansas or western Tennessee are eligible to apply. Applications are available on-line from the Arkansas Baptist Foundation at [http://www.abf.org/individuals\\_scholarships.htm](http://www.abf.org/individuals_scholarships.htm). The deadline is February 1.

**Harriet Elizabeth Pryor**, is awarded by the Arkansas Baptist State Convention and is for students entering mission work.

**N.B. and Billie Harty**, was established by N.B. Harty, to assist students from Stoddard County, Missouri.

**A. O. Smith Emergency Fund** for married ministerial students was established by Mr. A. O. Smith.

**Reggie Smith Foundation Scholarship**, is to assist minority students who attend Williams. Athletes are encouraged to apply. The student must have a 2.5 GPA or higher, have financial need, submit an application with a 1-2 essay and one letter of reference by a professor, administrator, or coach. The Deadline is April 16<sup>th</sup>. Applications are available in the Financial Aid Office.

### COMBINATION SCHOLARSHIPS

**Missionary Dependent Scholarship:** This is made available to dependent children of Southern Baptist missionaries. The missionary's dependent must be eligible for the MK School Allowance-Post Secondary from the International Mission Board of the Southern Baptist

Convention and meets Williams's admissions standards. Students receiving this award must be enrolled full-time at the University and must be financially dependent on their parent.

Additionally, the parent must be employed by the International Mission Board of the Southern Baptist Convention. The Missionary Dependent Scholarship is valued at 50% of tuition and general fees, and is renewable based on continuation of the MK School Allowance-Post Secondary from the IMB and satisfactory academic progress at Williams.

A student receiving a Missionary Dependent Scholarship may not receive an Athletic, Eagle Leadership, Honors, or Transfer scholarships funded by the University.

**Family and Child Scholarship** is awarded to single students from the Arkansas Baptist Family and Child Care Services. This scholarship assures the recipient of a full tuition, fees, resident hall semi-private room and board award through a combination of federal, state, and private funds. The Family and Child Care Agency provides books and a personal expenses allowance. Student must maintain a 2.0 GPA.

### **CHURCH RELATED SCHOLARSHIPS**

**Church-Matching:** Williams will match contributions up to \$3500 per academic year from the student's church, regardless of denomination. The student may receive this scholarship for both semesters during the academic year. Checks (from the sponsoring church) must be received by September 15 for the fall semester and by January 30 for the spring semester. Checks received after the deadline will not be matched. In accordance with Internal Revenue Service guidelines, contributions for this scholarship must be from the church and cannot represent designated gifts from an individual for a particular student. Forms are available in the Financial Aid Office and can be downloaded in the *Financial Aid* section (Printable Forms) of the Williams website.

**Pastoral Ministry Scholarship:** Provided in large part by the Arkansas Baptist State Convention. For a ministerial student to receive this aid the following must be observed:

The full-time student must have made a public commitment of a call to pastoral or preaching ministry, youth ministry, or church planting ministry in a Southern Baptist church.

B. The church must have responded by granting the student a "license to the gospel ministry."

C. The church must have recommended the student for participation in the scholarship program.

D. Students are responsible for securing a sponsoring Southern Baptist church that will contribute one hundred twenty-five dollars (\$125.00) per semester to the student's scholarship program.

This contribution by church check evidences that the church believes in the student enough to invest in them. This church contribution is in addition to and shall be added to the total scholarship amount provided by the ABSC.

E. Applications from students are not considered complete until the church-provided funds are received by the ABSC.

F. First-time scholarship recipients shall attend the Ministry Leadership Development Retreat within the first two years of receiving the scholarship.

G. The applicant must be an undergraduate student seeking a bachelor's degree with a declared major in Christian studies.

H. The Chair of the Department of Christian Ministries at Williams Baptist University may recommend up to *ten* other ministry students each semester who may not meet some of the qualifications and requirements listed in Section II to the Executive Director of the ABSC.

I. Exceptions to these qualifications may be considered by the Executive Director of the ABSC.

A ministerial student, enrolled full-time, is eligible for a \$1125 ministerial loan-scholarship per semester if a sponsoring church contributes \$125 per semester. If the ministerial student is employed by a church the convention will award \$2125 ministerial loan-scholarship per semester if a sponsoring church contributes \$125 per semester.

The church's contribution should be made by check payable to the “Arkansas Baptist State Convention” and sent to: Financial Aid Office, Box 3734, Walnut Ridge, AR, 72476. A notation should accompany the check indicating the following: (1) the student's name; (2) the semester covered – Fall or Spring; and (3) the name and address of the sponsoring church. Additional information is available at: <http://www.abf.org/scholarships/>

**Acteens Scholarship:** This scholarship, worth varying amounts for four years, is made available to students who have completed a level of MissionsQuest.

**Baptist Associational:** The Baptist Associational Scholarship is made available to Baptist students who are nominated by Directors of Associational Missions. The Director of Missions of each Arkansas Baptist Association is encouraged to recommend one high school senior from their association for the scholarship. Students selected must enroll full-time at Williams for the semester following their selection. The award is valued at \$500 per year and is offered for one year only.

**Ministerial Dependent:** This scholarship is made available to dependent children of Southern Baptist ministers. Students receiving this award must be enrolled full-time at the University and must be financially dependent on their parent. Additionally, the parent must be (1) employed as a minister in a Southern Baptist Church; or (2) employed as a denominational employee of the Arkansas Baptist State Convention; or (3) a retired or deceased Southern Baptist minister; or (4) employed as an Associational missionary. The award of the Ministerial Dependent Scholarship is valued at \$800 per year and is renewable.

## GRANTS

**Federal Pell Grants:** This is the basic grant available to undergraduate students. Funding is provided by the federal government, which also determines eligibility and award amounts. Awards are expected to range from \$650 to \$6095 for the 2018-2019 academic year. Application is made through the Free Application for Federal Student Aid (FAFSA).

**Federal Supplemental Educational Opportunity Grants (SEOG):** The SEOG program provides grant funds for needy undergraduate students who have not completed their first baccalaureate or professional degree. Awards of SEOG funds must be made first to students who show exceptional financial need, and priority must be given to Pell Grant recipients. The minimum annual SEOG award is \$200, and the maximum annual award is \$2000.

## LOANS

**Federal Direct:** These programs allow students to borrow money from the federal government's Stafford Loan Program to pay for educational expenses. Williams will apply the loan to a student's account to pay for school charges. After all charges have been cleared, Williams will disburse the money to the student for personal educational expenses. Students must fill out a Free Application for Federal Student Aid (FAFSA) to determine eligibility for a student loan.

Federal Direct Loans are determined by the number of hours a student has earned in . If a student changes loan level in the spring semester, they need to bring an official transcript to the Financial Aid Office to request the next loan level.

A dependent student can take out a maximum of \$31,000 (no more than \$23,000 in a subsidized loan) for a Bachelor's degree. An independent student can take out a maximum of \$57,500 (no more than \$23,000 in a subsidized loan) for a Bachelor's degree.

The loan calculator is located at:

<https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>.

#### Semester Loan Limits for Subsidized and Unsubsidized Loans

Hours Earned	Dependent/Independent	Dependent/Independent Unsubsidized Loan	Independent Unsubsidized Loan
0 - 29	\$ 1,750.00	\$ 1,000.00	\$ 2,000.00
30 - 59	\$ 2,250.00	\$ 1,000.00	\$ 2,000.00
60 and up	\$ 2,750.00	\$ 1,000.00	\$ 2,500.00
<b>Maximum total debt from loans upon graduation</b>	<b>\$ 23,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 34,500.00</b>

**There are three types of Federal Direct Loans.**

**Federal Direct Subsidized Loans:** These loans are for students that demonstrate a financial need. The interest is deferred while the student is enrolled at least half time in .

**Federal Direct Unsubsidized Loans:** These loans are available regardless of the families income and need. Students are charged interest on the loan during in-school and deferment periods. This loan, plus the Subsidized Direct Loans, in combination, may not exceed the limitations, nor can the cost of education be exceeded.

**Federal Direct PLUS Loans (Parent Loans to Undergraduate Students):** Parents of undergraduate students may borrow up to the cost of education minus other aid. The interest is variable, not to exceed 9% and repayment begins 60 days after the loan is made. The amount of the loan payment is determined by the amount borrowed with \$50 monthly being the minimum.

#### EMPLOYMENT

**Federal Work-Study:** University work-study is a federal program that allows a student to earn money to help pay educational expenses. University work-study is based on the student's need, the amount of money the University has for the program, and the amount of aid that the student

receives from other programs. The student earns minimum wage and is paid monthly. Eligibility is determined by the Free Application for Federal Student Aid (FAFSA).

**Institutional Work-Scholarship** is a Williams' funded work-study position that is used to provide for students that do not qualify for the federal work-study program. It is also used to provide work-study for offices and positions that have a religious emphasis. All money earned through this program and work-study funded by a restricted work-scholarship must be applied to the student account.

### **ARKANSAS DEPARTMENT OF HIGHER EDUCATION PROGRAMS**

**Arkansas Academic Challenge Scholarship:** This grant is awarded to Arkansas high school seniors and students currently enrolled in college. Students must meet the ACT and GPA requirements established by the Arkansas Department of Higher Education. Applications and more information are available at <http://scholarships.adhe.edu/>. The deadline is June 1.

**Governor's Distinguished Program:** The Governor's Distinguished Scholarship is the most academically rigorous scholarship program offered for those graduating seniors scoring either 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average. Those who are named National Merit Finalists or National Achievement Scholars may qualify without meeting the GPA requirement, but must still meet the ACT/SAT requirement. The scholarship pays tuition, mandatory fees, room and board up to \$10,000 per year. Applications and more information are available at <http://scholarships.adhe.edu/>. The deadline is February 1.

**The Arkansas Higher Education Opportunities Grant (Go! Opportunities Grant):** This Grant is intended to help low income students attend college. Income requirements and more information are available at <http://scholarships.adhe.edu/>. The deadline is June 1.

Detailed information concerning these programs is available by contacting: Arkansas Department of Higher Education, 423 Main Street, Suite 400, Little Rock, AR 72201-3818, telephone (501) 371-2000 or visit their website at <http://scholarships.adhe.edu/>.

Students desiring more specific information on scholarships, work, grants, loans, or any general questions regarding student financial assistance are invited to contact the Financial Aid Office, Williams Baptist University, Box 3734, Walnut Ridge, AR 72476, telephone 870-759-4112.

## **ACADEMIC REGULATIONS**

### **CATALOG CHANGE AND STUDENT RESPONSIBILITY**

It is the student's responsibility to know and comply with catalog regulations governing admission, registration, degree plans, graduation requirements, payment of tuition, withdrawal, academic probation, academic suspension, etc. Each student will complete the requirements for graduation in the catalog in effect on the date of University entrance. If a subsequent decision is made to follow a later catalog, through a *bona fide* change in major or for other causes, the requirements in effect at that time must be met. A student who withdraws and subsequently returns to Williams may be required to fulfill the requirements of the most recent catalog or catalog addendum. The Academic Dean will assist in such cases. The semester in which a course is offered, as listed in the catalog, is subject to change. Every effort is made to achieve fair and reasonable adjustments for students affected by curricular change. Courses with insufficient enrollment may be subject to cancellation prior to the first day of class.

The curriculum, policies, and procedures of the University are under continuing evaluation and review, and a given catalog does not constitute a contract with the student.

### **FULL-TIME STUDENT DEFINITION**

Any student enrolled for at least 12 semester hours of credit is considered a full-time student. Williams recommends that full-time students take the normal load of 16 semester hours in order to meet graduation requirements within 4 academic years.

No student may schedule more than 18 semester hours without the permission of the Academic Dean. A student must have a cumulative average of no lower than a "B" to schedule a load of more than 18 hours. If a student is concurrently enrolled in another college or university, the above policy still applies.

### **STUDENT CLASSIFICATION**

A student who is regularly enrolled and who has less than 30 semester hours of credit is classified as a freshman. One who has earned a minimum of 30 semester hours of credit but less than 60 is classified as a sophomore. A student who has earned at least 60 hours of credit but less than 90 hours of credit is classified as a junior. A student who has earned 90 hours or more is classified as a senior. A student is classified as a special student if registered for less than 8 semester hours, or if the student is not pursuing a degree program.

### **DEFINITION OF SEMESTER HOUR**

The unit of credit is the semester hour, which is the credit given one lecture period (50 minutes) per week, or equivalent, for the duration of the semester. The last digit indicates the number of semester hour credits for the course.

### **COURSE NUMBERING**

Each course offered by the University is designated by an academic discipline and a number composed of four digits. The first digit of the four-digit course number indicates the level of the course. A "1" indicates freshman level, a "2" indicates sophomore level, a "3" indicates junior level and a "4" indicates senior level.

### **COURSES OFFERED ON DEMAND**

The course will be offered when interest is demonstrated by a sufficient number of students.

## **ADVISOR**

**Students are personally responsible for completing all requirements established for their degree by the University and the department.** It is the student's responsibility to know the requirements for the appropriate degree program. Faculty advisors will assist students in preparing schedules, completing degree plans, and generally will counsel students on academic matters, but advisors may not assume responsibility for the student's academic progress and ultimate success or failure in a given program of study.

Any substitution, waiver, or exemption for any established requirement or academic standard may be accomplished only with the approval of the department chairperson and the Academic Dean.

## **CHANGE OF SCHEDULE**

A student may add a course or courses up to the end of the first week of the semester, or drop a course or courses up to the end of the twelfth week of the semester. To drop a course, the student must obtain a drop slip from the Office of Academic Affairs and have it properly executed in the allotted time. A grade of "W" (Withdrawal) will be recorded if the course is officially dropped by or in the twelfth week; otherwise, a grade of "F" will be recorded. Refunds for dropped courses will be made according to the Refund of Fees Schedule. Anyone who is not properly enrolled in a course cannot receive credit, and anyone who is not officially dropped from a course cannot receive a refund. A course withdrawal fee is assessed by the business office in the amount of \$10 if paid in cash or \$15 if charged to a student's account.

## **DEGREE PLAN**

Every student pursuing a degree is expected to file a degree plan as soon as the degree objective is decided. This plan should be filed in the Office of the Academic Dean no later than December 1 of the student's junior year. Transfer students entering as sophomores, juniors, or seniors must file during the first semester of attendance. The degree plan form, which may be obtained on line, must be completed in consultation with the student's academic advisor and the department chairperson and must be approved by the Academic Dean. The student is responsible for the content and successful completion of the degree plan. If no satisfactory plan can be agreed upon, the student may not be allowed to continue in the program. This degree plan provides the program which, if completed successfully, becomes the basis for the conferring of the degree. Any change in the degree program must be approved by the academic advisor, departmental chairperson, and Academic Dean. A student may not graduate without an approved degree plan on file in the Academic Dean's office.

## **JUNIOR-SENIOR LEVEL COURSE REQUIREMENTS**

Typically, students should expect, as part of their degree programs, to complete *not less than 40 hours* of junior-senior level course work. (The atypical instances where a degree program or major requires fewer upper level hours will be off-set usually by very substantial requirements of applied or other rigorous specialized courses.) Students will often be required to complete more than 40 hours of upper level course work depending upon their major and specific departmental or program requirements. To earn a bachelor's degree a student must complete all course/hour requirements of a major or program of studies as described in the Catalog, including all required upper level hours of instruction. (Note: A student must have completed 45 hours to earn junior-senior credit for 3000/4000 (junior/senior) level courses.)



## GRADING SYSTEM

### Letter Grades

The letters A, B, C, D, F, and W are used in indicating the following qualities:

A - Excellent

B - Above Average

C - Average

D - Below Average

F - Failure to attain a minimum level of achievement, or unofficial withdrawal from a course.

P/S - Pass (No grade points issued)

R - Repeat

\*I - Incomplete (given only if circumstances beyond the student's control prevent the completion of the course during the semester). The student receiving an "I" has three months from the date the "I" is received to complete the course work; otherwise the "I" is automatically changed to an "F".

AU- Audit

W - Withdrawal from a class or for complete withdrawal from the University.

Any appeal for change of grade must be made to the Dean of Academic affairs within six weeks of the end of the semester or term in question.

**\*Students requesting "I" grades must first consult their advisor and the advisor must recommend the same to the Dean's Office (in writing). Students requesting "I" grades must submit to the Dean's Office a "compliance" form before an "I" grade can be issued.**

### Grade Points

A - 4 points per semester hour

B - 3 points per semester hour

C - 2 points per semester hour

D - 1 point per semester hour

F - 0 points per semester hour

A student's grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted.

## ACADEMIC HONESTY POLICY

Williams considers cheating to be the basis for disciplinary action. Students are to avoid giving or receiving information on tests or examinations, using any unauthorized aids on tests or examinations, or submitting someone else's work for their own. Faculty members are encouraged to be alert to cheating. Faculty will initiate the disciplinary action appropriate for all acts of observed dishonesty, as well as file a report of the incident and intended disciplinary action with the Academic Dean. Any appeal by the student should be made in writing to the Academic Dean. If the Academic Dean stipulates, the student may appear before the Academic Dean and the instructor. A written report of this hearing and decision will become a part of the student's permanent academic and/or disciplinary file. An appeal of this action by either the student or the instructor will follow the appeals process as stipulated in the Student Handbook, *Disciplinary Procedures and Sanctions*.

## **INTENT TO GRADUATE**

Students must complete the Dean-Registrar's Intent to Graduate Form before the last day of registration for their final fall semester at Williams. Normally, this means that second semester juniors will complete and submit the form before or during the spring registration of the *year* preceding their intended date of graduation.

## **FINAL CHECK**

The Registrar will conduct a Final Check of all students planning to graduate. The Final Check process will involve a close scrutiny of a student's course work and all graduation requirements (English Proficiency Test, GPA, etc.). Deficiencies in any area will result in the delay or denial of graduation.

## **ENGLISH PROFICIENCY EXAMINATION**

All students seeking a baccalaureate degree must demonstrate a proficiency in basic English grammar and usage by passing an English Proficiency Examination. Students should take the English Proficiency Examination as soon as they have completed Composition I and II with a grade of "C" or higher. Transfer students should take the examination during the first semester of attendance at Williams.

The English Department will administer the test once each semester. The test will consist of 50 objective questions (concerned with grammar, punctuation, sentence structure, and diction) and a five-paragraph essay to be written on a topic chosen by the English faculty. Students who do not make a passing score on the English Proficiency Examination may audit EN1113 and/or seek tutorial help from the Director of Counseling Services prior to taking the examination a second time. Students who do not make a passing score on the second testing must 1) retake and complete English Composition I (at Williams), earning a "C" or higher grade **OR** 2) continue to take the regularly scheduled EPE until a passing score is achieved. If a student chooses (1) and succeeds in the course as stipulated, there will be no need to retake the EPE.

## **ACADEMIC DISTINCTION**

### **President's List**

Students taking 12 semester hours or more of degree credit and earning a GPA of 4.0 will be recognized by placement on the President's List.

### **Dean's List**

Students taking 12 semester hours or more of degree credit and earning a GPA of 3.5, but less than 4.0 at the end of a semester, will be distinguished by placement on the Dean's List.

## **GRADUATION WITH HONORS**

**Bachelor's Degree.** Students earning an average of 3.5 or above in all University courses graduate as honor students as follows: 3.5-3.69, cum laude; 3.70-3.84, magna cum laude; 3.85-4.00, summa cum laude. *A student earning the distinction of summa cum laude, and also achieving a GPA uniquely higher than all other graduates, will be recognized as graduating with Highest Honors.*

**Associate Degree.** Students earning an average of 3.5 or above in all University courses graduate as honor students as follows: 3.50-3.89, with Distinction; 3.9-4.00, with Special Distinction.

## **ACADEMIC PROBATION AND SUSPENSION**

Students attempting less than 60 hours of credit are placed on academic probation if their cumulative GPA is less than 1.5 on hours attempted at WBU. Students placed on academic probation whose GPA on work attempted the following semester is less than 1.65 will be suspended for one semester.

Students attempting at least 60 semester hours of credit will be placed on academic probation any time the cumulative GPA falls below 2.00. A student will be academically suspended if the following applies:

A cumulative GPA of 1.65 or less on 60 through 75 attempted hours.

A cumulative GPA of 1.80 or less on 76 through 89 attempted hours.

A cumulative GPA of 1.90 or less on 90 attempted hours and above.

Students who enroll under academic probation will be suspended after one semester if their current GPA on hours attempted at WBU falls below a 1.5.

The purpose of academic suspension is to provide students with time away from the University to examine and re-evaluate their academic problems and goals. Students who are suspended must submit an application for readmission.

A student placed on academic suspension may submit a letter of appeal to the Academic Affairs Committee. The student should clearly state the reasons for the unacceptable academic performance and outline a plan of action for improved performance. The student must submit the letter of appeal within 30 days of being placed on academic suspension. All decisions of the dismissal review are final.

## **WITHDRAWAL**

Students withdrawing from the University during a semester must obtain a *Withdrawal Form* from the Office of Academic Affairs and have it properly executed. A student completing this process before the beginning of the final examination period will have a "W" recorded on the permanent record. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially and each grade will be recorded as an "F", and no fees will be refunded. Students cannot officially withdraw from school after the last day of classes prior to final examinations or while under disciplinary investigation. Refunds for withdrawals will be made according to the Refund of Fees Schedule (see page 29).

## **STUDENT RECORDS**

The provisions of the Federal Education Rights and Privacy Act of 1974 prohibit the University from issuing transcripts or other personally identifiable student records without that student's written consent, except as indicated below:

- (a) Williams officials will have access to the records.
- (b) Records may be released in connection with a student's application for or receipt of financial aid.
- (c) Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are: name, address, telephone listing, parent's names, date of birth, religious denomination, field of study, enrollment status, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received, and previous educational institutions attended.

Any student who does not want this information released by the University must communicate this in writing to the Registrar by the end of the first week of classes each semester. A copy of the WBU policy concerning the Federal Education Rights and Privacy Act of 1974 is available in the Registrar's Office.

## **TRANSCRIPTS**

Transcripts can be ordered online through *Transcripts Plus* by accessing the Registrar's page on the University website. A *Transcript Request Form* is also available on this site for use in placing an order by mail. Requests by mail must include payment in the form of cash, check, and/or money order. Credit and debit card payments are not accepted by mail. Walk-in requests are acceptable; however, same day delivery is not available. Transcripts requested in this manner will be mailed. Facsimile, phone, and email requests are not accepted. A fee of \$10 will be charged for each official transcript. Processing transcript requests can take up to five business days, not including delivery time. No transcript will be issued until the business office reports all accounts settles. (*See Financial Information Payment of Accounts.*)

## **REPETITION OF COURSES**

**Only** courses in which a student has made a grade of "D" or "F" may be repeated to raise the grade provided the student has not in the meantime completed a more advanced course for which the repeated course is a prerequisite. A written request for re-computation of the GPA must be completed with the Registrar during the registration of the semester the course is being repeated in order to have only the last grade counted. Otherwise, both courses will be used in computing the GPA. The course grade in the first attempt will remain on the transcript and be marked with an "R". The grade earned on subsequent repetitions of a course will be averaged into the overall grade point average. **All "repeat" courses must be taken at WBU.** The institution to which the student transfers will have the option of averaging or accepting the higher grade.

Students planning to attend graduate or professional schools should realize that those programs may have their own policies for including repeated courses in GPAs and should check with those programs for details.

## **CREDIT BY DIRECTED INDIVIDUAL STUDY**

Students may apply to the Academic Dean requesting permission to take a course not currently offered but included in the curriculum. Such directed individual study courses are subject to the following provisions:

- (1) The student must prove that such an arrangement is a matter of academic necessity.
- (2) The student has never been enrolled in the class previously.
- (3) The student and instructor shall draw up a program of study which the student must complete satisfactorily, subject throughout to review and approval by the Academic Dean and/or an inter-disciplinary committee appointed by the Dean.
- (4) The tuition fee for directed individual study will be in addition to the regular per semester tuition charge.
- (5) Duration of the course will be the normal semester time frame.

## **CREDIT BY EXAMINATION**

WBU grants degree credit on the basis of a number of advanced-standing examinations. The total credit by examination which may be counted toward a degree may not exceed 30 hours, and not more than 9 of these may be counted in the major, nor 6 in the minor.

**WBU Credit Examination:** Credit by examination is available for a limited number of courses as determined by the respective departments and/or divisions. If, on the basis of previous training and experience, a student believes he or she can pass an examination for credit on a course offered at Williams, the student may petition the chairperson of the department to take such an examination. A student may not receive credit by examination for any course which has been audited previously or after having taken a more advanced course.

Application forms for credit by examination may be obtained from the Academic Dean. The examinations are planned and supervised by the chairperson of the department in which the student desires to receive credit or by the instructor appointed by the chairperson. Application forms must be signed by the instructor who administers the test, the chairperson of the department, the Academic Dean, and the Registrar.

Half of the regular tuition fee per semester hour for each examination must be paid to the Business Office and the receipt presented to the instructor before the examination may be taken.

After the examination is completed, the instructor must submit the examination papers, the signed application, and the fee receipt or the fee receipt number to the Academic Dean who is responsible for having the credit recorded in the office of the Registrar. The examination must be completed with a grade of "C" or above. Tests will be offered on a departmental basis once each semester on a designated Saturday.

**CLEP Credit:** A student may earn up to 30 college credits through the College-Level Examination Program (CLEP). Credit may be earned through the General Examinations or the Subject Examinations by scoring at the 50th percentile or above. (Some departments require special/higher scores for CLEP exams. Some departments do not accept CLEP credits. Contact the Registrar for exclusions or stipulations.)

**Advanced Placement:** The University accepts credits established by a grade of three or higher in the Advanced Placement program of Educational Testing Service. Scores should be reported to the Office of the Registrar.

## **TRANSFER CREDIT**

Transfer credit will be accepted on all regular college credit courses taken at a regionally accredited institution. Admission cannot be completed nor credits granted until all necessary transcripts and information have been forwarded and evaluated. It is the applicant's responsibility to submit necessary materials for the adequate evaluation of any transcripts. Official transcripts from all previously attended colleges or universities must be on file in the Registrar's Office before a student may be granted any transfer credit or receive any grades from Williams.

No more than 66 semester hours will be accepted from an accredited two year institution. Up to 30 hours may be accepted from a regionally accredited theological seminary or from educational institutions not accredited by a regional accrediting agency only after the student has achieved a 2.00 GPA on at least 12 hours during the first semester at Williams. Highly specialized and technical courses such as vocational and paramedical courses will not be accepted.

Specific credits granted will depend upon the accreditation status of the institution(s) involved, upon course equivalencies and upon grades earned. Courses accepted must be consistent with the curriculum of Williams. All grades from acceptable college-level courses will be used in calculating the cumulative GPA. Students who wish to retake those compatible courses in which they have received a D or F must repeat those courses at Williams.

Students currently enrolled at Williams who wish to take courses (traditional, correspondence, computer-based, etc.) at another institution and who wish to transfer those credits back to Williams must obtain approval from the Dean-Registrar's Office before pursuing course work at another institution. Students needing transfer credits to graduate must make certain that those official transcripts are on file in the Registrar's Office by 12:00 noon on the official day for posting grades prior to their scheduled graduation date. Failure to comply with this rule will result in the denial of graduation and participation in commencement exercises.

### **PRACTICUMS AND INTERNSHIPS**

Practicums and Internships are designed to provide an opportunity for students to gain practical experience in professions related to their career goals or for those who are preparing for graduate school. Students interested in a Practicum or Internship must seek approval and make necessary arrangements with their respective faculty member and department chair before enrolling in the course. Enrollment must be completed during the registration period of any given term and the completion of the course should be within the regular term time frame.

### **AUDITING COURSES**

Enrollment as an auditor is permitted in most courses, subject to approval of the Academic Dean and the course instructor. Courses in studio art and applied music may not be audited.

The fee for auditing a course is \$160.00 *per semester hour*. For students currently enrolled full time, an audit course will be included in the 12-17 hour general expense charge. Should an audit course place a student in "18 hours and above," the student will be responsible to pay \$160 per hour for the number of hours above 17 hours. An audit does not qualify a student for regular full time status if the student enrolls for less than 12 hours.

An auditing status may be changed to credit status if the change is requested by the fifth week of the semester, the student has submitted all official documents to meet the requirements for admission and all course work required by the instructor has been completed. The auditing fee will then apply to the regular course fee. However, a student enrolled for credit cannot change to audit status after the add/drop period has ended.

Though an audited course carries no academic credit, the auditing student's transcript will show that particular courses were audited, provided the student conforms to the audit requirement for the course as indicated by the instructor.

### **CLASS ATTENDANCE**

Students are expected to attend every class session. Each instructor will maintain current records and will, upon request, furnish an accurate report of any student's attendance pattern to the Dean of Students, Academic Dean, Academic Affairs Committee, or other persons having legitimate interest in this record. Attendance is checked from the first class meeting; therefore, late registrants will have some absences when they first meet a class. When students are absent, for any reason, they are still responsible for the content of the missed lecture and for any assignments. If the absence causes the student to miss a major examination that examination may be made up if the instructor is convinced that the absence was justified. A student's attendance record is a legitimate part of the criteria which the instructor may use in assigning a grade for the course. It is the responsibility of students to be aware of the attendance policies for their classes.

After a student has missed the equivalent of one week's work, the student may be required to justify any further absences to the Academic Dean or the Academic Affairs Committee. If the student is unable to do so, the student may be required to withdraw from school. If a student is negligent or dilatory in class attendance or assignments, the instructor may, after consultation with

the Academic Dean, suspend the student from class without the privileges of attendance or credit. (An administrative withdrawal fee will be assessed by the business office in the amount of \$10.) The student may apply for reinstatement, but may be reinstated only with the consent of the instructor and the Academic Dean. A letter grade of "W" will be entered for the course if suspension occurs prior to the 13th week; an "F" will be entered if suspension occurs after the 12th week.

### **FRESHMAN ORIENTATION/FIRST-YEAR-EXPERIENANCE PROGRAM**

This program, required for all first-time (fall semester) freshmen, assists students in making the transition to – and succeeding in – their college careers. Notably, the program helps new freshmen discover the various resources available to them across campus. It is intentionally designed to promote new freshmen connection with heritage and traditions of WBU, development of relationships with fellow students, faculty and staff, encourage spiritual growth in Christ Jesus, and foster success during and after college life. A special community service project is also a prominent aspect of this program.

### **FRESHMAN FOCUS**

Occasionally students who do not meet the minimum admission criteria *may* be accepted with condition. Applicants deficient in either one of the admission criteria may be admitted provisionally under condition or probation and will have restrictions placed on their enrollment.

- a. **Probation:** The student will be required to take the Freshman Focus class the first semester of enrollment. A final grade of “C” or better is required or the course must be repeated the following semester. The student may take up to 17 semester hours of credit. The student must achieve an overall GPA of 1.5 or better on at least 12 credit hours at the end of the first semester. The student will face academic suspension if they fail to achieve a GPA of 1.5 or above on the 12 semester hours at the end of the first semester. Tutoring is also strongly recommended.
- b. **Conditional:** The student will be required to take Freshmen Focus Class the first semester of enrollment. A final grade of “C” or better is required or the course must be repeated the following semester. The student may take up to 17 semester hours of credit. The student must achieve a GPA of 1.5 or better on at least 12 credit hours at the end of the first semester. If their cumulative GPA is less than 1.5 on at least 12 hours at the end of the first semester, the student will be placed on probation. Tutoring is strongly recommended.

The Freshman Advisor will register and advise these students. Students who declare a major will also be assigned to an academic advisor. The freshman Advisor will notify the advisor of the student’s conditional status and expectations.

### **End of Semester Meeting**

At the end of the semester, each student will be required to meet with the Freshman Advisor to assess the student’s academic progress and to decide on the necessary action for the coming semester.

## GRADUATION REQUIREMENTS AND DEGREES

### GRADUATION REQUIREMENTS AND DEGREES

At Williams a student may choose any one of the following degrees: Bachelor of Arts (Art, Church Music, English, History, Liberal Arts or Music); Bachelor of Arts in Christian Ministries (Biblical-Theological Studies, Biblical-Linguistic Studies, Health and Physical Education, Youth Ministry, Christian Education, Sports Ministry Studies, and Christian Missions; Associate in Arts-Theology); Bachelor of Science (Art Education, Biology, Business Administration, Criminal Justice, Elementary Education, English Education, Family Psychology, Finance, Health and Physical Education, Liberal Arts, Marketing, Middle Level Education, Music Education, Psychology, or Social Studies Education); Associate in Arts.

To be eligible for a degree the student must be of good moral character and **must fulfill the academic requirements set forth in the respective degree or certificate programs. Departmental requirements may exceed the minimum requirements set forth below.**

Degrees are awarded once each year at the close of the spring semester.

#### **To qualify for an associate degree the candidate must:**

1. Satisfactorily complete at least 60 semester hours of approved work.
2. Earn a cumulative grade point average of at least 2.00.
3. Complete Composition 1113 and Composition 1123 with a grade of "C" or better.
4. Earn at least 15 semester hours of credit at Williams Baptist University.
5. Initiate an Intent to Graduate Form (*see Academics, Intent to Graduate*).
6. Full payment of all account balances for candidates for graduation must be made by the first day of finals of the semester in which the student completes all degree requirements.\* Failure to settle account balances as stipulated will result in the failure to graduate. (Balances paid by personal check must be paid two weeks prior to the first day of finals of the semester that a student completes degree requirements.)

#### **To qualify for a baccalaureate degree the candidate must:**

1. Satisfactorily complete at least 123 semester hours of approved work.
2. Satisfactorily complete all required upper level work in the student's major or program of study.
3. Complete Composition 1113 and 1123 with a grade of "C" or better and pass the English Proficiency Examination.
4. Participate in the required outcomes assessment programs for general education and area of major.
5. Earn a cumulative grade point average of at least 2.00.
6. Earn a cumulative grade point average of at least 2.00 in the major or field of specialization. \*\*
7. Complete an academic major or two concentration blocks if completing a Liberal Arts degree. Courses counted toward completion of requirements in any



major or concentration block may not be counted toward completion of any minor or another major or a second concentration block.

8. Earn at least 32 semester hours of resident credit at Williams. Furthermore, the last 30 hours submitted for a degree must include 24 hours completed in residence. Prior approval of the Academic Dean is required for those hours within the last 30 which will not be earned in residence.
9. Execute and file with the Academic Dean a degree plan. This should be done during the first semester of the junior year.
10. Initiate an Intent to Graduate Form (*see Academics, Intent to Graduate*).
11. Full payment of all account balances for candidates for graduation must be made by the first day of finals of the semester in which the student completes all degree requirements.\* Failure to settle account balances as stipulated will result in the failure to graduate. (Balances paid by personal check must be paid two weeks prior to the first day of finals of the semester that a student completes degree requirements.)

\* **A Letter of Good Standing, final transcript, diploma, etc., will not be issued until all accounts are settled.**

\*\* **Some departments may require a higher GPA.**

**To qualify for a second baccalaureate/major degree the candidate must:**

1. Satisfactorily complete all degree requirements for both degrees with a minimum of 32 hours beyond the first degree. (Note: Completion of all requirements for the second degree may require more than the additional 32 hours.)
2. Complete all requirements for qualifying for the first baccalaureate degree as detailed above.

**GENERAL EDUCATION REQUIREMENT**

Fulfilling its mission to educate, equip, and enrich students to be articulate and contributing members of a global society, Williams requires a general curriculum of arts and sciences. The Williams General Education Program is among the most substantial of its kind. A salient feature of the College's academic culture, the General Education Requirement engages students deeply, thoroughly in ideals and disciplines associated with the liberal arts tradition. Significantly, students progressing through the Williams General Education Requirement will also encounter the essential theological nexus of the University's mission interlaced throughout the various courses in the program and especially in the biblical studies component of the curriculum. Moreover, the General Education Requirement involves a conscious commitment on the University's part to ground all students in those fundamental skills of synthesis, inquiry, written and verbal communication so important for achievement in all of their postgraduate endeavors.

Solidly wedded to meaningful content, (great books, important events and individuals, influential ideas) the General Education Requirement is intended also to help students consider and embrace different *ways of knowing*--represented in the substantial course work in various disciplines. Taken together, the General Education Requirement should lead

students to a fuller appreciation of their individual and *God-given* potential and to a heightened sense of responsibility to others and to the larger world.

The General Education Requirement includes humanities, social science, history and religion, natural science, and health and physical education. The General Education Requirement is designed to be completed in the first two years of study. Students should enroll in English Composition I and English Composition II, sequentially, until they pass each course with a grade of "C" or better. Students who have not completed English Composition I and English Composition II before accumulating 60 degree hours must enroll in a composition class until the composition requirements are completed.

## **ASSOCIATE IN ARTS DEGREE**

**New Student Orientation Program**.....1 hour\*

**(FY1001 First Year Experience** – First Year Experience is an introduction to life at Williams Baptist University. This course helps new freshmen discover the various resources available to them across campus. It is intentionally designed to promote new freshmen connection with the heritage and traditions of WBU, development of relationships with fellow students, faculty, and staff, encourage spiritual growth in Christ Jesus, and foster success during and after college life. A final grade of "C" or better is required or the course must be repeated the following semester.

### **Course Requirements**

#### **Humanities - [12 Hours]**

Composition 1113 and 1123 .....6 hours

World Literature 2213 *or* 2223 .....3 hours

Humanities elective (Choose from the following).....3 hours

AR 2143, EN 2213, EN 2223, LG 1143, LG1153, MU 2143, PH 2253, *or* SP 2153

#### **Religion, History, & Social Science - [15 Hours]**

Biblical Studies .....6 hours

U.S. History .....3 hours

Western Civilization .....3 hours

Social Science Elective.....3 hours

(Must be chosen from Economics, Government, Psychology, *or* Sociology)

**Natural Science - [10 Hours]** .....10 hours

Must include at least one chemistry, biological science, or physical science course with a laboratory class, and one mathematics course MT1133 or higher, and excluding MT1123 Intermediate Algebra, MT 3133 Math for Teachers I, MT 4123 Math for Teachers II, GS 3213 Science for Teachers: K-6, and GS 3233 Science for Teachers: 4-8. (MT 1123 Intermediate Algebra may be required if Math ACT score is less than 19.)

**Physical Education Activity** .....2 hours

(Veterans are exempt)

**General Electives**.....20/21 hours

**TOTAL** **60-61 HOURS**

*\*This applies to all first-time fall freshmen.*

**BACCALAUREATE DEGREE  
GENERAL EDUCATION REQUIREMENT**

**Course Requirements**

**New Student Orientation Program**.....1 hour\*

**(FY1001 First Year Experience** – First Year Experience is an introduction to life at Williams Baptist University. This course helps new freshmen discover the various resources available to them across campus. It is intentionally designed to promote new freshmen connection with the heritage and traditions of WBU, development of relationships with fellow students, faculty, and staff, encourage spiritual growth in Christ Jesus, and foster success during and after college life. A final grade of "C" or better is required or the course must be repeated the following semester.

**Humanities - [21 Hours]**

Composition 1113 and 1123 .....6 hours

World Literature 2213 and 2223 .....6 hours

Humanities elective (Choose from two of the following) .....6 hours

Art Appreciation, Music Appreciation, Theatre Appreciation, *or* Intro to Philosophy

Speech and Communication .....3 hours

**Religion, History, and Social Science - [18 Hours]**

Bible History and Interpretation .....6 hours

U.S. History .....3 hours

Western Civilization .....3 hours

Social Science (Choose from two of the following).....6 hours

Sociology, Government, Psychology, *or* Economics

**Natural Science - [10 hours]**.....10 hours

Must include at least one chemistry, biological science, or physical science course with a laboratory class, and one mathematics course MT1133 or higher, and excluding MT1123 Intermediate Algebra, MT 3133 Math for Teachers I, MT 4123 Math for Teachers II, GS 3213 Science for Teachers: K-6, and GS 3233 Science for Teachers: 4-8. (MT 1123 Intermediate Algebra may be required if Math ACT score is less than 19.)

**Health & Physical Education - [4 hours\*\*]**.....4 hours

Physical Education (Minimum of 2 hrs. activity\*\*\*)

**TOTAL** 53-54 HOURS

*\*This applies to all first-time fall semester freshmen.*

*\*\*These general requirements may be modified to meet specific degree requirements. See department sections in this catalog for details.*

*\*\*\*Students over the age of 30 are exempt from the activity requirement except students pursuing a degree in education.*

**MINOR**

A minor consists of a substantial body of specified course work. Students should consult the appropriate department for details on minor requirements in that area.

## CURRICULUM

The courses in the curriculum are organized by academic departments or disciplines. These nine departments are as follows: Business, Christian Ministries, Education, English and Communication Arts, Fine Arts, Health and Physical Education, History and Government, Natural Science, and Psychology and Social Work. For administrative purposes these departments are divided into two major divisions: the Division of Arts and Sciences and the Division of Professional Studies. The Division of Arts and Sciences is composed of the Departments of Christian Ministries, English and Communication Arts, Fine Arts, History and Government, Music, Natural Science, and Psychology and Social Work. The Division of Professional Studies is composed of the Departments of Business, Education, and Health and Physical Education.

The Liberal Arts Degree Program is a multidisciplinary curriculum that crosses over into more than one department. This program provides a unique, rigorous, and flexible learning pathway for that segment of the student population with specific educational and career interests.

## DEPARTMENT OF BUSINESS

### Business Administration, Finance, Marketing

#### *Division of Professional Studies*

*Heather Parson, Chair*

*Janna Himschoot*

*Ty Jones*

*Dale Leatherman*

*Joy Ring*

*Charles Stoddard*

The Department of Business offers a Bachelor of Science in Business with a choice of majors in Business Administration, Business Administration with an emphasis in Marketing, or Finance. In addition to the bachelor's degree, students may seek a minor in Business Administration. The Department of Business also offers instruction in data processing, economics and accounting.

### FOUNDATION FOR ALL BUSINESS MAJORS

The business degree programs require students to take a prescribed set (42 hours) of foundation courses. Students earning a business degree must take MT 1133 College Algebra, or a higher level mathematics course, and Macroeconomics to satisfy the General Education Social Science requirement. For Finance majors, Business Calculus, Survey of Calculus or Calculus I must be taken to satisfy the Natural Science General Education Requirement.\* For Marketing majors, General Psychology is required as a social science in the general education requirement.

#### General Education Requirement

*(See Baccalaureate Degree General Education Requirement) .....53/54 hours*

#### **Business Foundation Courses -[42 hours]**

BA 2243 Principles of Accounting I.....	3 hours
BA 2253 Principles of Accounting II .....	3 hours
BA 2313 Business Statistics .....	3 hours

BA 3213 Principles of Marketing.....	3 hours
BA 3223 Organizational Behavior & Management.....	3 hours
BA 3283 Business Law.....	3 hours
BA 3323 Business Communication Skills.....	3 hours
BA 3423 Operations Management.....	3 hours
BA 4333 Business Ethics.....	3 hours
BA 4913 Business Policy.....	3 hours
CS 2113 Management Information Systems .....	3 hours
DP 2253 Microcomputer Applications I.....	3 hours
EC 2273 Principles of Macroeconomics*.....	3 hours
EC 2283 Principles of Microeconomics .....	3 hours
FN3293 Fundamentals of Financial Management .....	3 hours
<b>Total Foundation Hours .....</b>	<b>42 hours</b>

*\*Macroeconomics must be taken as a Social Science Requirement in the General Education Requirement. For Finance majors, Business Calculus, Survey of Calculus or Calculus I must be taken as a Natural Science Requirement. Marketing majors must take General Psychology as a social Science requirement.*

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

When majoring in Business Administration, students will be exposed to a broad-based curriculum that focuses on producing strong generalists in business. The Business Administration major includes 42 hours of foundation classes and 9-12 business elective classes.

Options for business electives include human resource management, real estate, advanced software applications, international business, investments, managerial accounting, taxation, promotion, small business management, consumer finance, money and banking, and special topics course related to current business events.

The remaining 18-21 hour requirement allows Business Administration majors to complete a minor in another area of study. (It is not required that a student selects a specific minor.)

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

<b>General Education Requirements .....</b>	<b>53\54 hours</b>
<i>(See Baccalaureate Degree General Education Requirements)*</i>	
<b>Business Foundation (See page 64) .....</b>	<b>42 hours</b>
<i>(See Foundation for All Business Majors)</i>	
<b>Upper Level Business Electives.....</b>	<b>9/12 hours</b>
<b>General Electives (can be taken outside the Division of Business).....</b>	<b>18/21 hours</b>
<b>TOTAL REQUIRED HOURS.....</b>	<b>125/126 hours</b>

*Note: Any student considering a graduate degree in business is strongly urged to take a course in calculus. This course is generally a prerequisite to graduate business study, and may be used as an upper-level business or general elective.*

*\*Macroeconomics must be taken as a Social Science Requirement in the General Education Requirement.*

**BUSINESS ADMINISTRATION MINOR REQUIREMENTS (18 Hours)\***

BA 2243 Principles of Accounting I  
 BA 2253 Principles of Accounting II or BA 2313 Business Statistics  
 BA 3323 Business Communication Skills  
 BA 3223 Organizational Behavior & Management  
 EC 2273 Macroeconomics  
 Upper level Business Administration or Finance elective

*\*Note: Any student wanting to complete the minor is strongly urged to discuss the requirements with the department chair. Accommodation will be given to students with course scheduling conflicts.*

**FINANCE**

The Finance program emphasizes the relationship between economics, accounting, and financial decision-making. Finance graduates enter careers in corporate finance, investments, banking, real estate, and insurance. The finance program also promotes the development of entrepreneurial skills.

Students will study theories and practice skills that prepare them to become better financial stewards in their careers and personal lives. In addition to the business foundation classes, 21 hours of required finance courses include topics such as capital management, investments, working capital management, institutions and markets, advanced accounting concepts, small business management, international business, personal finance, or real estate. Six hours of electives are also required and may be taken from any department.

**FINANCE DEGREE REQUIREMENTS**

**General Education Requirements** .....53/54 hours

*(See Baccalaureate Degree General Education Requirements)\**

**Business Foundation Hours** (See page 63) .....42 hours

*(See Foundation for All Business Majors)*

**Finance**

BA 3523 Intermediate Accounting .....3 hours

EC 4113 Money and Banking .....3 hours

FN 4303 Principles of Investments .....3 hours

**Finance Electives [Select 12 hours from the following]** .....12 hours

BA 3123 Consumer Finance

BA 3513 Managerial Accounting

BA 4123 Principles of Taxation

BA 4343 Survey of International Business

BA 4353 Small Business Management

FN 3263 Principles of Real Estate

FN 4113 Capital Management

FN 4213 Working Capital Management

FN 4613 Internship

**General Electives (can be taken outside the Department of Business)** .....6/7 hours

**TOTAL HOURS REQUIRED** .....123 hours

*\*Macroeconomics must be taken as a Social Science Requirement in the General Education Requirement. For CIS and Finance majors, Business Calculus, Survey of Calculus or Calculus I must be taken as a Natural Science Requirement.*

## **MARKETING DEGREE**

Marketing majors at Williams will study theories and practice skills that prepare them to become better marketing professionals in their careers and personal lives. The Williams' Business faculty believes a well-rounded knowledge of the key strategies as well as ethics involved in marketing decision making is becoming a highly sought after skill set in today's society.

The Marketing major emphasizes the relationship between consumer behavior, marketing strategy, and tactical management. Marketing majors enter careers in advertising, market research, media buying and planning, public relations, and marketing management. The marketing major also promotes the constant development of marketing and management skills in the ever-changing market landscape. As new technologies enter the marketplace, marketing majors will learn the skills and tactics necessary to create successful and lasting marketing campaigns as well as the various strategies associated with proper management of a sales and marketing team.

The Marketing Degree requires General Psychology as a Social Science course in General Education Curriculum. Additionally, Principles of Marketing is the foundation course and prerequisite for all upper level marketing courses.

### **MARKETING DEGREE REQUIREMENTS**

<b>General Education Requirements</b> .....	<b>53/54 hours</b>
(See Baccalaureate Degree General Education Requirements)*	
<b>Business Foundation Hours (See page 63)</b> .....	<b>42 hours</b>
(See Foundation for All Business Majors)	
<b>Marketing Core</b> .....	<b>9 hours</b>
MK 4313 - Integrated Marketing Communication - Fall, odd	
MK 4113 - Marketing Management - Fall, even	
MK 3223 - Consumer Behavior - Spring, even. Prerequisite EC 2283 Microeconomics	
<b>Marketing Electives</b> - .....	<b>12 hours</b>
BA 4353 - Small Business Management - Fall, odd	
MK 4613 - Marketing Internship - on demand	
MK 4123 - Retail Management - Spring, even	
MK 4133 - Supply Chain Management - Winter, Summer	
MK 3233 - Digital Marketing - Spring, odd	
MK 3243 - Pricing Strategies - Fall, even	
MK 4143 - Strategic Marketing - Fall, odd	
<b>General Electives (can be taken outside the Department of Business)</b> .....	<b><u>6/7 hours</u></b>
<b>TOTAL HOURS REQUIRED</b> .....	<b>123 hours</b>



## **BUSINESS ADMINISTRATION COURSE DESCRIPTIONS**

### **BA 2153 Business Calculus**

Survey of basic concepts of analytic geometry and calculus, including limits, derivatives, exponential and logarithmic functions, integral, and multivariable calculus. Prerequisites: MT 1133. **On Demand**

### **BA 2243 Principles of Accounting I**

Introduction to Accounting theory and practice in the analysis of business transactions and recording of business data. **Fall.**

### **BA 2253 Principles of Accounting II**

Continuation of BA 2243 emphasizing the partnership and corporate forms of the business entity. Prerequisite: BA 2243. **Spring.**

### **BA 2313 Business Statistics**

Introduces quantitative interpretation of data for business purposes. Includes descriptive statistics, probability theory, hypothesis testing, chi-square, and linear regression. Prerequisite: MT 1133 or higher. **Spring.**

### **BA 3123 Consumer Finance**

A study of economic factors influencing consumer welfare such as banking, debt management, taxation, insurance, investments, and retirement plans. **Spring.**

### **BA 3213 Principles of Marketing**

A study of the system of activities that constitute marketing: Product or service development, pricing, promotion and distribution. Emphasis is placed on the principles, policies, and strategies utilized to satisfy the needs and wants of customers. **Spring.**

### **BA 3223 Organizational Behavior and Management**

Introduction to the managerial process. Topics focused on include the philosophy of management, planning, decision making, organization structure, group behavior, leadership, motivation, control, business ethics, and current management issues. **Fall.**

### **BA 3233 Human Resource Management**

Study of recruitment, selection, employment, training and evaluation of human resources. Emphasizes human side of organization, personnel efficiency and productivity, individual and group labor relations. Prerequisite: BA 3223 or permission of professor. **On Demand**

### **BA 3253 Special Topics**

This course will focus on a current and/or specific industry, event, or piece of legislation related to business. **On demand**

**BA 3283 Business Law**

Introduction to the fundamental principles of law as it applies to business. Topics include court systems, litigation, and alternative dispute resolution; constitutional and administrative law; tort law and, product liability; contract law and, agency law; business organizations; and government regulation of businesses including antitrust law, employment law, and securities regulation. **Spring.**

**BA 3323 Business Communication Skills**

Emphasize proper usage of the English language in the context of business. Preparation of business presentations, memos, letters, short reports, and resumes in a clear, concise, and correct manner. Prerequisite: EN 1123. **Fall.**

**BA 3423 Operations Management**

Study of "input-output" transformation process in public and private organizations. Planning and controlling the operational elements of this transformation process including work standards, scheduling, materials management and quality control. Prerequisite: BA 2313. **Fall.**

**BA 3513 Managerial Accounting**

Surveys cost accounting principles and methods used for planning, budgeting, and control. Introduces the use of accounting information for management decision making. Prerequisite: BA 2253. **On demand.**

**BA 3523 Intermediate Accounting**

An intensive review of the accounting process and financial statements. Topics covered include cash flow evaluations, time value concepts, working capital analysis, inventory valuation, and operational assets. Prerequisite: BA 2253. **On demand.**

**BA 4123 Principles of Taxation**

Introduction to federal income taxation and its theory and role in a modern industrialized society. Emphasis on business and investment income and deductions, property transactions, and other topics related to personal income taxation. Prerequisite: BA 2243. **On demand.**

**BA 4313 Promotion**

Surveys theories and practices in advertising and promotion. Includes a study of the inputs required to present a company and its products to prospective customers. Prerequisite: BA 3213. **Fall, odd years.**

**BA 4333 Business Ethics**

Develops decision-making criteria for Christian ethical concerns and their application to the major issues of ethical conduct in business. **Fall.**

**BA 4343 Survey of International Business**

An overview of international business practices that encompasses the functional areas of management, marketing, and finance. Economic theory and history of international trade will also be discussed. Prerequisite: EC 2273 or permission from professor. **Fall, even years.**

**BA 4353 Small Business Management**

A study of the organization and operation of a small business with emphasis on entrepreneurial qualifications, capital requirements, promotional strategies and sources of assistance. Prerequisites: BA 2253 and BA 3223. **Fall, odd years.**

**BA 4513 Individual Study**

Study in specific area of student interest. Progress is closely supervised by a faculty member.

**BA 4613 Business Internship**

Provides practical job experience in an industry or other business establishment of special vocational interest to the student. Students will be assigned to work with a regional employer and supervised by an experienced professional to gain real world training. Prerequisites: Junior or senior standing and permission from department chair. **Fall, Spring, Summer.**

**BA 4913 Business Policy**

Capstone course which integrates the various areas of business administration. Examines organizational mission, objectives, and policies. Teaching methodology includes case studies and strategic management studies. Prerequisites: Completion of ninety (90) hours of course work including BA 3213, 3223, 3283, 3293, 4333. **Spring.**

**CS 2113 Management Information Systems**

Study of the indispensable role of information systems in business operations, management decision-making and the strategic success of organizations. Goal is to help students become managerial end-users who can propose and participate developing information system solutions to business problems. **Spring.**

**CS 4263 IT Internship**

Provides practical information technology experience in a CIS setting. Students will be assigned to work with an outside organization by the Internship Director to gain real-world training. Prerequisite: Permission from the department chair. **On demand.**

**DATA PROCESSING COURSE DESCRIPTIONS****DP 1013 Word Processing**

This course will begin with the fundamentals of mastering the computer keyboard by touch and will end with the production of documents using current word processing software. Topics covered will include memos, papers, letters, flyers, etc. **Fall, Spring.**

**DP 2253 Microcomputer Applications I**

Topics include the use of microcomputers within both a business and a personal context, including purchasing a computer, installing software, and using a computer for personal decision support. Assignments reinforce the application of computers to home and business functions; applications include Windows operating system, intermediate-level word processing, spreadsheet and database usage, electronic presentations and the Internet. **Fall, Spring.**

**DP 3113 Microcomputer Applications II**

A computer applications course providing the tools necessary for manipulating, sharing, and presenting data to support business decision making and entrepreneurship. Topical coverage includes multiple applications linking, presentation graphics, data analysis, beginning web page design, and interoffice communications. Prerequisite: DP 2253. **On demand.**

**DP 3123 Special Problems in Data Processing**

Individual problems in data processing arranged in consultation with the instructor. **On demand.**

**ECONOMICS COURSE DESCRIPTIONS****EC 2273 Principles of Macroeconomics**

An introduction to the analysis of the aggregate economy. Emphasizes inflation, unemployment, economic fluctuations, and international trade and finance. The fiscal role of the government and the Federal Reserve System is examined from the perspective of their combined effects on the economy. **Fall.**

**EC 2283 Principles in Microeconomics**

An introduction to microeconomic theory. Emphasizes supply and demand relationships, market structure, product and factor pricing, distribution and public finance. Develops the interrelatedness of business and economics. **Spring.**

**EC 4113 Money and Banking**

Surveys monetary policy in theory and practice. Discusses the history of the financial intermediary. Emphasizes the role of the Federal Reserve System in controlling the money supply. Prerequisite: EC 2273, EC 2283, FN 3293, and MT 2153 or MT 2214. **Spring, even years.**

**FINANCE COURSE DESCRIPTIONS****FN 3263 Principles of Real Estate**

Study of deeds, titles, liens, leases, real estate markets, advertising, appraisals, regulatory environment, taxes and assessments, and the real estate cycle. **On demand.**

**FN 3293 Fundamentals of Financial Management**

An introduction to financial analysis, planning, and control. Includes the study of financial statements, cash flows, working capital and budgeting. Prerequisite: BA 2253, BA 2313, and EC 2273 or EC 2283. **Fall.**

**FN 4113 Capital Management**

Analysis of the management aspects relating to the inflows and outflows of permanent capital in business enterprises. Examines the management of long-term assets, long-term credit, equity and internal financing. Prerequisite: FN 3293. **On demand.**

**FN 4213 Working Capital Management**

A short-term financial management course that focuses on cash management. The study of cash management includes material on financial institutions, payments systems, forecasting, short-term investments, borrowing, collection systems, bank products, electronic commerce, financial risk management, and international cash management. Prerequisite: FN 3293. **On demand.**

**FN 4303 Principles of Investments**

Surveys investment risk and return principles. Develops portfolio policies for individual and institutional investors. Explains role of the investment markets and the participants within those markets. Prerequisite: FN 3293. **Spring, odd years.**

**FN 4613 Internship**

Provides practical job experience in the financial service industry. Students will be assigned to work with a regional firm, and supervised by an experienced professional to gain real world training. Prerequisites: Junior or senior standing and permission from department chair.

**On demand.**

**MARKETING COURSE DESCRIPTIONS****MK 3223 Consumer Behavior**

A focus on motivators driving consumer purchasing both on the surface and psychological motives which drive consumers at an unconscious level. Analysis will be provided of various aspect of the marketing strategy and how manipulating these aspects, marketing professionals can influence varying responses from the consumer. Prerequisite EC 2283 and BA 3213. **Spring, even.**

**MK 3233 Digital Marketing**

A study of electronic marketing and its relationship to business success in the growing age of technology. Emphasis will be placed on the effect of digital marketing as it relates to the overall marketing strategy of a company. Prerequisite: BA 3213. **Spring, odd.**

**MK 3243 Pricing Strategies**

An aggressive examination of the study of pricing strategy as it pertains to pricing decisions, influencing customers' price perceptions, managing sales promotions and negotiations, and forecasting industry price trends. Prerequisite: BA 3213. **Fall, even.**

**MK 4113 Marketing Management**

An overview of the various functions of strategic planning in the marketing function from a viewpoint of management. Focus will be provided pertaining to the management and implementation of marketing strategies dealing with product, price, promotion, and place. Prerequisite: BA 3213. **Fall, even**

**MK 4123 Retail Management**

Examines the fundamentals of retail management including diverse topics such as customer behavior, store location and strategy, and customer service. Prerequisite: BA 3213. **Spring, even**

**MK 4133 Supply Chain Management**

Introduces logistics and physical distribution and supply, and the related costs. It provides a systematic overview and analysis of the elements of logistics functions in widely varying types of industries and agencies, including handling, warehousing, inventory control and financial controls. Prerequisite: BA 3213. **Winter, Summer, On demand.**

**MK 4143 Strategic Marketing**

Emphasizes an integration of all marketing elements in a strategic planning framework. This course will entail emphasis on strategic market management and strategic planning. The course will focus on the impact of strategic marketing decisions and how the long-term effects are typically costly and difficult to reverse. Prerequisite: BA 3213. **Fall, odd.**

**MK 4313 Integrated Marketing Communication**

Surveys theories and practices in advertising and promotion. Includes a study of the inputs required to present a company and its products to prospective customers. Prerequisite: BA 3213. **Fall, odd.**

**MK 4613 Marketing Internship**

Provides practical job experience in a marketing related field. Students will be assigned to work with a regional firm, and supervised by an experienced professional to gain real world training. Prerequisites: Junior or Senior standing and permission from department chair. **Fall, Spring, Summer.**

## DEPARTMENT OF CHRISTIAN MINISTRIES

**Biblical Studies, Christian Education, Youth Ministry, Ancient Languages,  
Missions, Philosophy**

### *Division of Arts and Sciences*

*Robert Foster, H. E. Williams Professor of Religion, Chair  
Walter Norvell*

Using the Departmental outcomes of *Orthodoxy (right doctrine)*, *Orthopraxy (right practice)* and *Orthopathy (right passion)*, courses in this department are designed to introduce the student to the historical, cultural, and social world of the Bible, to equip the student with the necessary skills to understand the message of the Bible, to introduce the student to critical philosophical and theological issues, and to enable the student to engage in competent expressions of Christian Ministry.

All students, regardless of degree, are required to take courses in Biblical Studies for graduation (*see Baccalaureate Degree General Education Requirements*). Transfer students may present acceptable equivalent courses.

Christian Ministries students must have at least 45 hours of upper-level credit within their approved degree plan. Before graduation, all Christian Ministries Degree recipients must complete the departmental exit interview. Full details will be given to the student during the student's final semester.

The department offers the baccalaureate degree in Christian Ministries as well as minors in Christian Ministries, Christian Education, Bible, Youth Ministry, and Missions.

## BACHELOR OF ARTS DEGREE IN CHRISTIAN MINISTRIES

The Christian Ministries program is designed to meet the varied needs of churches and of those who serve them as pastors, educational directors, and youth directors. It is built around a core of solid courses in general education, Bible study, theology, and practical studies which address the knowledge and skills essential to an effective ministry in the church. The program is flexible enough to offer various possibilities for specialization, with degree plans that prepare students for further educational preparation at a seminary or in graduate school, or that equip a student for a variety of ministries in the local church.

**Note: Christian Ministries majors must include PH 2253, Philosophy, as one of their Humanities electives.**

## BACHELOR OF ARTS IN CHRISTIAN MINISTRIES DEGREE REQUIREMENTS

### **General Education Requirement**

*(See Baccalaureate Degree General Education Requirement)* .....53/55 hours

### **Christian Ministry Core Requirements**

(All Christian Ministry majors at Williams Baptist University, regardless of specialization, are required to take Christian Ministry Core Requirements.)

RL 2113 Introduction to Christian Ministry .....3 hours

RL 2143 Biblical Interpretation for Preaching and Teaching.....3 hours

RL 2153 Evangelism.....	3 hours
Either CE 2113 The Disciple-Making Church or CE 3153 Church Administration .....	3 hours
Either RL 3163 Baptist History, RL 3213 Christian Ethics or RL 3123 Christian Doctrine .....	3 hours
RL 4003 Supervised Ministry.....	3 hours
<b>Total</b>	<u>18 hours</u>

## DEGREE SPECIALIZATIONS

The Christian Ministries degree program core requirements provide students with the opportunity to become equipped for a broad range of ministerial vocations. Williams provides students with the opportunity to prepare for a number of possible avenues for future ministry. Students may choose from one of six areas of specialization, depending on their future educational and ministerial goals.

### BACHELOR OF ARTS IN CHRISTIAN MINISTRIES: BIBLICAL-THEOLOGICAL STUDIES

This degree specialization provides for the broadest range of future educational and ministerial opportunities. This program not only equips students to enter Christian ministry immediately upon graduation, it also prepares them for future study in seminary or graduate school. This specialization is thus suited for students who feel called of God to serve as ministers, but are not yet certain as to the specific type of ministry.

#### General Education Requirement

*See Baccalaureate Degree General Education Requirement*.....53/55 hours

#### Christian Ministries Core Requirements

*See Christian Ministry Core Requirements.* ..... 18 hours

#### Biblical-Theological Studies - [15 hours]

Upper Level Biblical Studies [One Old Testament; one New Testament].....6 hours

Upper Level Theology or Ministry Studies .....6 hours

Upper Level Biblical, Theology, or Ministry Studies.....3 hours

**Minor** ..... 18 hours

**General Electives**.....20 hours

**Total**      124/126 hours

### BACHELOR OF ARTS IN CHRISTIAN MINISTRIES: BIBLICAL-LINGUISTIC STUDIES

While any of Williams Christian Ministry degree plans prepares the student for entry into Seminary, the Biblical-Linguistic degree specialization is designed for those who plan to enter a seminary for a master's degree training for ministry that includes biblical languages. This degree specialization is also appropriate for the student who plans to enter into church ministry immediately upon graduation and seeks some familiarity with biblical languages.



**General Education Requirement**

*See Baccalaureate Degree General Education Requirement* .....53/55 hours

**Christian Ministries Core Requirements**

*See Christian Ministry Core Requirements* ..... 18 hours

**Biblical-Linguistic Specialization - [21 hours]**

Upper Level Biblical Studies [One Old Testament; one New Testament] .....6 hours

Upper Level Theology or Ministry Studies .....3 hours

New Testament Greek.....6 hours

Intermediate Greek.....6 hours

**Minor** ..... 18 hours

**General Electives**..... 14 hours

**Total**                    124/126 hours

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:  
YOUTH MINISTRY**

This degree specialization is designed for students interested in ministry to youth or students. This degree program focuses on ministry leadership skills that apply to adolescents and their families using youth ministry team approaches inside the changing realm of contemporary youth culture.

**General Education Requirement**

*See Baccalaureate Degree General Education Requirement* .....53/55 hours

**Christian Ministry Core Requirements**

*See Christian Ministry Core Requirements* ..... 18 hours

**Youth Ministry Specialization - [18 hours]**

Upper Level Biblical Studies [One Old Testament; one New Testament] .....6 hours

Upper Level Theology or Ministry Studies .....3 hours

CE 3133 Faith Development.....3 hours

CE 4113 Introduction to Youth Ministry.....3 hours

Psychology (Select from PY 3123, PY 3253, PY 3233) .....3 hours

**Minor**..... 18 hours

**General Electives**..... 17 hours

**Total**                    124/126 hours

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:  
CHRISTIAN EDUCATION**

This degree specialization is designed for students interested in leading the educational and discipleship ministries of the local church.

**General Education Requirement**

*See Baccalaureate Degree General Education Requirement* .....53/55 hours

**Christian Ministry Core Requirements**

*See Christian Ministry Core Requirements* ..... 18 hours

**Christian Education Specialization - [18 hours]**

Upper Level Biblical Studies [One Old Testament; one New Testament] ..... 6 hours

Upper Level Theology or Ministry Studies ..... 3 hours

Christian Education ..... 6 hours

Psychology (Select from PY 3113, PY 3123, PY 3253, or PY 3233) ..... 3 hours

**Minor** ..... 18 hours

**General Electives** ..... 17 hours

**Total**      124/126 hours

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:  
CHRISTIAN MISSIONS**

This degree specialization is designed for students interested in pursuing callings into Christian missions. The degree program focuses on both the study of missions and the practice of missions through mission experiences.

**General Education Requirement**

*See Baccalaureate Degree General Education Requirement* ..... 53/55 hours

**Christian Ministry Core Requirements**

*See Christian Ministry Core Requirements* ..... 18 hours

**Christian Missions Specialization - [19 hours]**

Upper level Biblical Studies [One Old Testament; one New Testament] ..... 6 hours

Upper level Theology or Ministry Studies ..... 3 hours

RL 3313 Missiology ..... 3 hours

RL 2001-3 Missions Practicum (See course description) ..... 4 hours

Psychology/Sociology (Select from PY 3123, PY 3223, or SC 4113) ..... 3 hours

**Minor** ..... 18 hours

**General Electives** ..... 16 hours

**Total**      124/126 hours

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:  
SPORTS MINISTRY STUDIES**

This degree specialization is designed for those who are confident that God has called them in the areas of sports and recreational ministries, para-church organizations which work in the sports arena or sports as a missions platform. Students in this program will study and develop skills in Christian leadership, sports leadership, athletics, coaching, evangelism, discipleship, and ministry.

**General Education Requirement**

*See Baccalaureate Degree General Education Requirement* .....53/55 hours

**Christian Ministry Core Requirements**

*See Christian Ministry Core Requirements* ..... 18 hours

**Specialization - [45-46 hours]**

Upper Level Biblical Studies [One Old Testament; one New Testament] .....6 hours

Upper Level Theology or Ministry Studies .....3 hours

CE 3133 Faith Development.....3 hours

CE 3163 Principles of Christian Teaching.....3 hours

CE 4113 Introduction to Youth Ministry.....3 hours

Psychology (Select from PY 3113, PY 3123, PY 3233, PY 3253) .....3 hours

PE 2232 Concepts of Athletic Injuries.....2 hours

PE 2233 Principles of Physical Education.....3 hours

PE 3213 Motor Skills Development for Children.....3 hours

Teaching and Practice Courses .....4 hours

(Select two from the following: PE 4112, PE 4122, PE 4132, PE 4142, PE 4152)

PE 4223 Organization and Administration of PE.....3 hours

PE 4243 & PE 4253 Methods and Materials I and II .....6 hours

Physical Education/Biological Science Elective ..... 3-4 hours

(Choose one of the following: PE 3113, PE 4213, BS 2214)

**General Electives**..... 6-7 hours

**Total**      124/126 hours

**MINORS IN CHRISTIAN MINISTRIES**

Because God's calling reaches beyond the scope of traditional church staff positions, some students may wish to pursue other academic majors yet have some Christian Ministries foundation in their curriculum. For these students, the Department of Christian Ministries offers a choice of five minors.

**Minor in Christian Ministries**

RL 2113 Introduction to Christian Ministry .....3 hours

RL 2143 Biblical Interpretation .....3 hours

Biblical Studies (other than RL 1113 or RL 1123).....3 hours

Biblical, Theological, Ministry or Christian Education Studies .....12 hours

**Total**      18 hours

**Minor in Christian Education**

CE 2133 The Disciple-Making Church .....3 hours

RL 2113 Introduction to Christian Ministry .....3 hours

RL 2143 Biblical Interpretation .....3 hours

Christian Education courses.....9 hours

**Total**      18 hours

**Minor in Bible**

RL 2113 Introduction to Christian Ministry .....	3 hours
RL 2143 Biblical Interpretation .....	3 hours
Biblical/Theological Studies (other than RL 1113 or RL 1123).....	12 hours
<b>Total</b>	<b>18 hours</b>

**Minor in Youth Ministry**

CE 1133 Principles of Church Recreation <i>or</i>	
CE 2133 The Disciple-Making Church <i>or</i>	
RL 2153 Evangelism.....	3 hours
RL 2113 Introduction to Christian Ministry .....	3 hours
RL 2143 Biblical Interpretation .....	3 hours
CE 3133 Faith Development.....	3 hours
CE 4113 Introduction to Youth Ministry.....	3 hours
CE 3163 Principles of Christian Teaching <i>or</i>	
RL 3243 Sermon Preparation and Delivery .....	3 hours
<b>Total</b>	<b>18 hours</b>

**Minor in Missions**

RL 2113 Introduction to Christian Ministry .....	3 hours
RL 2143 Biblical Interpretation .....	3 hours
CE 2133 The Disciple-Making Church <i>or</i>	
RL 2153 Evangelism.....	3 hours
CE 3163 Principles of Christian Teaching <i>or</i>	
RL 3243 Sermon Preparation and Delivery .....	3 hours
RL 3313 Missiology .....	3 hours
RL 2001-3 Summer Missions Practicum.....	3 hours
<b>Total</b>	<b>18 hours</b>

**ASSOCIATE IN ARTS: THEOLOGY**

The Associate in Arts in Theology degree program, instituted in the fall of 1980, is designed for the needs of the more mature student who by reason of age and responsibilities needs a course of study more immediately relevant to the needs of the church field. The program consists of a total of 66 semester hours with a heavy concentration in religious studies ranging from a Biblical and doctrinal content to practical and administrative concerns.

This program is not intended as a substitute for a bachelor's degree or seminary training but provides a viable option for certain students. Since this is a terminal degree and as such is not transferable, those who plan to enter a bachelor's degree program are advised to consider another program.

The various courses in this program are open to all, but students should note that some of these courses may not readily apply to a baccalaureate degree.

**General Requirements – [18 Hours]**

EN 1113-1123 English Composition I and II .....	6 hours
HT 1113 or 1123 Western Civilization.....	3 hours
HT 2233 or 2243 U.S. History.....	3 hours
PY 3233 Introduction to Counseling Psychology.....	3 hours
SC 3283 Marriage and the Family .....	3 hours

**Religion Requirements - Group I - [18 Hours]**

RL 1113 Bible History and Interpretation, Old Testament.....	3 hours
RL 1123 Bible History and Interpretation, New Testament.....	3 hours
RL 2113 Introduction to Christian Ministry .....	3 hours
RL 2143 Biblical Interpretation for Preaching and Teaching.....	3 hours
RL 3123 Christian Doctrine.....	3 hours
RL 3213 Ethics .....	3 hours

**Religion Requirements - Group II - [24 Hours]**

CE 2133 The Disciple-Making Church .....	3 hours
RL 2153 Evangelism.....	3 hours
RL 3113 Music and Worship.....	3 hours
RL 3243 Sermon Preparation and Delivery <i>or</i>	
RL 3163 Principles of Christian Teaching.....	3 hours
Old Testament Biblical Studies .....	6 hours
New Testament Biblical Studies.....	6 hours
<b>General Electives</b> .....	6 hours

<b>Total</b>	<b>66 hours</b>
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**BIBLICAL STUDIES COURSE DESCRIPTIONS****RL 1113 Bible History and Interpretation-Old Testament**

A narrative study of the historical background and literature of the Old Testament. The material is presented with the clear intention of enabling the student to make moral and spiritual application. **Fall, Spring.**

**RL 1123 Bible History and Interpretation-New Testament**

A narrative study of the historical background and literature of the New Testament, including the Intertestamental Period, the life of Christ, and the early church. The material is presented with the clear intention of enabling the student to make moral and spiritual application. **Fall, Spring.**

**RL 3143 Old Testament Studies: The Writing Prophets**

An exegetical and theological study of the times, life, and thought of the writing prophets, with a detailed exegesis of selected passages or books. Prerequisite: RL 1113 or consent of the instructor. **Fall, odd years.**

**RL 3253 New Testament Studies: Life of Christ**

A study of the life, ministry, and teaching of Jesus, including an examination of contemporary critical issues. Prerequisite: RL 1123 or consent of the instructor. **Spring, odd years.**

**RL 3263 New Testament Studies: The Pauline Epistles**

A historical and theological study of the life, ministry and letters of Paul, including a detailed exegesis of selected passages. Prerequisite: RL 1123 or consent of the instructor. **Spring, even years.**

**RL 3273 New Testament Studies: Selected Books**

A historical and theological study of one subdivision of the New Testament, such as the Synoptic Gospels, the General Epistles, or the Revelation, including a detailed exegesis of selected passages. Prerequisite: RL 1123 or consent of the instructor. **On demand.**

**RL 3283 Old Testament Studies: Selected Books**

A historical and theological study of one subdivision of the Old Testament such as the Monarchical period, the Wisdom Books, or the post-exilic period, including a detailed exegesis of selected passages. Prerequisite: RL 1113 or the consent of the instructor. **On demand.**

**RL 4113 Old Testament Studies: The Poetry of the Old Testament**

An exegetical, theological, and devotional study of selected or books of poetry, with an emphasis upon their place in the life of the Hebrew people, and with a detailed exegesis of selected passages. Prerequisite: RL 1113 or consent of instructor. **On Demand.**

**RL 4123 Old Testament Studies: Pentateuch**

An exegetical and theological study of the history and religion of Israel as expressed in the Pentateuch, with a detailed exegesis of selected passages. Prerequisite: RL 1113 or consent of the instructor. **Fall, even years.**

**RL 4223 New Testament Studies: Johannine Literature**

A historical and theological study of the life, ministry and writings of John, including a detailed exegesis of selected passages. Prerequisite: RL 1123 or consent of the instructor. **On demand; Summer.**

**MINISTRY COURSE DESCRIPTIONS****RL 2001-3 Summer Missions Practicum**

Provides supervision and evaluation of a student in a missions setting, focused particularly upon preparation for missions experience. While the majority of the course setting is on the mission field, the student will receive training in a classroom setting. Earned credit dependent upon length of missions project. May be repeated for credit. **Summer.**

**RL 2113 Introduction to Christian Ministry**

An introduction to the issues related to ministry including basic discipleship, the minister's call, leadership, and the relationship between ministers and their congregation and other denominational agencies. Recommended to be taken during the Freshman/Sophomore year. **Fall.**

**RL 2143 Biblical Interpretation for Preaching and Teaching**

A study of the main methods of biblical interpretation as applied to the distinct literary genres of the Bible--narrative, poetry, prophecy, law, wisdom, Gospel, letter, and apocalyptic--and application of this study in formulating a biblical theology to be expressed in a contemporary context through preaching and teaching. **Spring.**

**RL 2153 Evangelism**

A study of the principles and practices of evangelism in light of the New Testament. The roles and responsibilities of both individuals and churches in evangelism are stressed, and attention is given to designing and adapting programs and procedures. **Spring, even years.**

**RL 3113 Music and Worship**

A study of the meaning of worship and the role of music in worship with an emphasis on relating music to the total ministries of the church. Students are introduced to the church music program of the local church and denomination, to basic hymnology, and the basic elements of hymn directing. **Spring, odd years.**

**RL 3243 Sermon Preparation and Delivery**

A study of the various methods of sermon building and the most effective means of communicating the Christian message from the pulpit. Prerequisite: RL 2143. **Spring, odd years.**

**RL 3313 Missiology**

A study of the modern missions movement with an emphasis on the pragmatic approach to missions. Students are introduced to a brief history of missions, the work of the local church and denomination in missions, and the basic strategies of a missionary. Prerequisite: RL 2153 or consent of the instructor. **Spring, odd years.**

**RL 4003 Supervised Ministry**

Provides supervision and evaluation of a student in a ministry setting, focused particularly on ministerial skills, consistency of theological doctrine, and the personhood of the minister. For Christian Ministries majors only. **Prerequisite: Senior standing. Fall.**

**RL 4006 Supervised Hospital Ministry**

A supervised practicum designed to help students in religion to increase proficiency in interpersonal skills and ministry in a hospital environment. The course is offered at Baptist Medical Center, Little Rock, AR. **Prerequisite: Junior standing and Department approval.**

**RL 4013 Pastoral Ministry**

A practical study of pastoral leadership, focusing attention upon life of the minister from the call to a church to the conclusion of a pastorate and subsequent life and service. **Fall, even years.**

## THEOLOGY COURSE DESCRIPTIONS

### **RL 3123 Christian Doctrine**

A study of the great doctrines of the Bible, with particular attention given to the doctrines of God, man, sin, salvation, Christ, the church, and last things. **Spring, odd years.**

### **RL 3133 Church History**

A Survey of the history of Christianity from its founding and early development to the present, with primary emphasis upon theological developments and the church's impact upon world civilization. (This course does *not* satisfy General Education history requirements.) Prerequisite: Western Civilization recommended. **On demand.**

### **RL 3163 Baptist History**

An examination of the history and heritage of the Baptist denomination from the English Baptists of the early seventeenth century to the creation and development of the Southern Baptist Convention. **Fall, even years.**

### **RL 3213 Basic Christian Ethics**

An introduction to the study of moral philosophy. Attention is given in the first half of the course to the construction of a personal ethic, through the insight of various philosophical methodologies. The second half of the course speaks of the Christian perspective in this construction, through the use of the Bible and Christian ethicists. The student is equipped to deal with the ethical aspects of Christian character in understanding various contemporary concerns. **Spring, even years.**

### **RL 4133 Old Testament Theology**

A study of the thought of the Old Testament in its historical setting, with attention being given to the concrete situation in which its ideas emerged and to which these ideas were related. Attention is focused on those elements of revelation which were given to Israel during the period of the Old Testament. Consideration is given to the questions of unity, levels of development, permanent value, and the place of the Old Testament in the total scheme of revelation. Prerequisite: RL 1113 and RL 3123 or consent of the instructor. **On demand; Summer.**

## CHRISTIAN EDUCATION COURSE DESCRIPTIONS

### **CE 1133 Principles of Church Recreation**

An introduction to the interpretation, objectives, history, and philosophy of recreation in the church and its relationship and contribution to the total church ministry. An investigation of leisure and a survey of the various areas of church recreation are included. **On demand; Summer.**



**CE 2133 The Disciple-Making Church**

An introduction to the church's mission to make disciples. Includes the study of the purposes, practices, methodologies, principles, and evaluation procedures a local church may use in achieving the Great Commission. **Fall, even years.**

**CE 3133 Faith Development in Children and Youth**

An examination of issues, principles, and methods utilized in the conversion and spiritual development of children and youth with emphasis given to preparation for ministry with children and youth in the local church. **Spring, odd years.**

**CE 3153 Church Administration**

A study of administration procedures and principles in the local church. Consideration is given to such matters as duties and relationships of church offices, committees and staff members, constitutions and by-laws, and budgeting. **Spring, even years.**

**CE 3163 Principles of Christian Teaching**

A study of the practice of Christian teaching in the local church: how to write a lesson plan, how to prepare for a teaching session, how to teach a lesson, how to evaluate the learning outcomes. The course will focus on teaching to the cognitive, affective, and psycho-motor domains, learning styles, learning environment, and the role of the Holy Spirit in Christian teaching. **Fall, odd years.**

**CE 4113 Introduction to Youth Ministry**

An introductory study in the historical development of youth ministry with a critical emphasis in the formation of a Biblical theology and philosophy of ministry to adolescents. Attention will be given to the related study of contemporary postmodern culture, understanding the unique needs of adolescents, and the application of basic programming models of ministry to youth in grades 6-12. **Spring, even years.**

**CE 4123 Advanced Youth Ministry**

This course is an advanced study in the Biblical theology and philosophy of youth ministry. Special attention will be given to educational methods of spiritual formation in adolescents and management principles of youth ministry. In addition, the course will focus on the critical ministry strategies of leadership development, ministry praxis, and related special issues in youth ministry. Prerequisite: RE 4113. **On demand.**

**SPECIAL STUDIES COURSE DESCRIPTIONS****RL 4513 Special Studies in Religion**

Selected topics of interest in the area of religion. May be repeated for credit. **On demand.**

## ANCIENT LANGUAGES

### **LG 2213-2223 Elementary New Testament Greek**

An intensive study of elementary Greek grammar, syntax, vocabulary, and translation, with selected readings from the Greek Testament during the second semester. Two semesters. Prerequisite: sophomore standing or consent of the instructor. **Begins in the fall of even years.**

### **LG 3213-3223 Intermediate New Testament Greek**

After a brief review of elementary grammar and syntax, a comprehensive and more exhaustive survey of the chief features of the grammar and syntax of the Greek Testament is undertaken, using selected and extensive readings in the Greek Testament. Two semesters. Prerequisite: LG 2213-2223. **Begins in the fall of odd years.**

### **LG 3313-3323 Biblical Hebrew**

An intensive study of the Hebrew language, covering grammar, syntax, vocabulary, and translation, with selected readings from the Hebrew Old Testament during the second semester. **On Demand.**

## PHILOSOPHY COURSE DESCRIPTIONS

### **PH 2253 Introduction to Philosophy**

An introduction to the field of philosophy, its methods, and its problems. A study of the most prominent philosophical systems of the past and present. **Fall.**

### **PH 3213 Basic Christian Ethics**

An introduction to the study of moral philosophy. Attention is given in the first half of the course to the construction of a personal ethic, through the insight of various philosophical methodologies. The second half of the course speaks of the Christian perspective in this construction, through the use of the Bible and Christian ethicists. The student is equipped to deal with the ethical aspects of Christian character in understanding various contemporary concerns. **Spring, even years.**

## DEPARTMENT OF CRIMINAL JUSTICE

### Division of Arts and Sciences

*Brian Luetschwager, Director*

*Chris Hankins*

*Darin Plaster*

### BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

The Bachelor of Science in Criminal Justice offers an in-depth scientific study of crime, criminal behavior, and the response by the United States justice system to these problems. Throughout this degree program the student will study theories and applications of criminal justice, corrections, and criminology. Upon completion of the degree program the student will have gained understanding in criminal procedure, the adjudication process, ethical issues, forensic science, police administration, and knowledge regarding current trends in criminal justice.

### DEGREE REQUIREMENTS

#### General Education Requirement

(See *Baccalaureate Degree General Education Requirement*)..... 54/55 Hours

**Students earning this degree must take PY 1113, General Psychology and SC 2253, Sociology, for partial fulfillment of the Social Science requirements.**

### MAJOR COURSES

**Students are required to complete each major course with a letter grade of C or better. If a student fails to earn a C in any of the major required courses, the course must be repeated with a satisfactory grade.**

<b>Courses</b>	<b>Credit Hours</b>
CJ 2003 Principles of Criminal Justice.....	3 hours
CJ 2103 Ethics in Criminal Justice .....	3 hours
CJ 2303 Introduction to Forensic Science .....	3 hours
CJ 2403 Criminal Procedure I.....	3 hours
CJ 3003 Criminal Procedure II .....	3 hours
CJ 3103 Police Administration .....	3 hours
CJ 3203 Community Corrections .....	3 hours
CJ 3303 Terrorism and Counterterrorism .....	3 hours
CJ 3403 Criminological Theory.....	3 hours
CJ 4003 Comparative Justice.....	3 hours
CJ 4103 Juvenile Justice .....	3 hours
CJ 4203 Crisis Management .....	3 hours
CJ 4303 Community Policing.....	3 hours
CJ 4403 Diversity in Criminal Justice .....	3 hours
	Total .....
	42 hours
<b>General Electives.....</b>	<b>27 hours</b>

Total .....123/124 hours

**Prior Professional Experience**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award. Prior professional experience is calculated at a rate of one semester credit hour of credit given per every 120 hours of on-site, documented, work experience, with a total 360 contact hours equaling credit for one practicum course, or at a rate of one semester credit hour of credit given per every 45 hours of documented classroom and/or training hours. To earn credit for prior professional experience the student should contact his/her Academic Advisor and request to complete a Prior Professional Experience Assessment. The cost of the assessment is \$75. Prior professional experience elective deficiencies may be satisfied with other coursework taken through Williams Baptist University or through an Internship.

For students wishing to transfer years of experience in the fields related to law enforcement, public safety, military investigative services, emergency services, etc., they will need to submit documentation of their work history. Prior learning assessments such as challenge exams and/or portfolio-based assessments will be used to judge the validity and worth of prior experience. The CJ Director and Dean of Online and Graduate Studies will utilize appropriate rubrics for assigning credit based on best practices.

**COURSE DESCRIPTIONS****CJ 1111 Prior Professional Experience (1 Credit Hour) (May be repeated.)**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

**CJ 1112 Prior Professional Experience (2 Credit Hour) (May be repeated.)**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

**CJ 1113 Prior Professional Experience (3 Credit Hour) (May be repeated.)**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

**CJ 2003 Principles of Criminal Justice**

This course focuses on the formal crime control process in the United States. Students will examine the agencies and processes involved in administering justice: the police, the prosecutor, the courts, and correctional systems.

**CJ 2103 Ethics in Criminal Justice**

Students will identify and explore ethics and values in the criminal justice system, paying special attention to issues of social inequality. Discusses remedial strategies and behavior relating to unethical behavior from an individual and group perspective.

**CJ 2303 Introduction to Forensic Science**

This course gives an overview of general principles of forensic science, techniques, equipment, and methodologies as used in crime laboratories. Focus on fingerprint and firearm identification, trace evidence (hair, fiber, paint, glass) blood, DNA evidence, forensic documentation examination, crime scene kits, and forensic microscopy.

**CJ 2403 Criminal Procedure I**

In this course Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, pre-trial processes, trial rights, sentencing, and appeals. Part I focuses primarily on the rights protected by the Fourth Amendment.

**CJ 3003 Criminal Procedure II**

In this course Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, pre-trial processes, trial rights, sentencing, and appeals will be examined and discussed. Part II focuses primarily on the rights protected by the Sixth Amendment.

**Prerequisite:** CJ 2003 Principles of Criminal Justice, CJ 2103 Ethics in Criminal Justice, & CJ 2403 Criminal Procedure I. **NOTE:** CJ 2403 may be taken as a Co-Requisite.

**CJ 3103 Police Administration**

This course takes an organizational management and systems approach to the study of police administration. Emphasizes the administration of various police function, organizational structures, resources management, operational techniques, professional ethics, and leadership principles and their implications for generalized and specialized units.

**Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

**CJ 3203 Community Corrections**

This course focuses on probation, parole, and other intermediate sanctions and community treatment options. Each is examined from both punishment and treatment model perspectives.

**Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice.

**CJ 3303 Terrorism and Counterterrorism**

This course examines the indigenous and external sources of terrorism, and declared and implied objectives or strategies operations, tactics, and the countermeasures that are created. This course will take an even closer look at prioritizing terrorism while trying to focus on other U.S. problems and foreign policy objectives. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 3403 Criminological Theory**

This course focuses on the various theories of crime and delinquency causation, the philosophical assumptions on which the theories rest, the policy implications of the theories, their weaknesses, and the current research on each perspective. In addition to exploring the theories, students examine the philosophical assumptions on which all theories are based while exploring the policy implications of the various theoretical perspectives, the weaknesses of each theory, and the research designed to test theories. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 4003 Comparative Justice**

The class will examine issues related to crime throughout the world. The student will identify, analyze, and compare the criminal justice systems in the U.S. with those of other countries. The course will explain the basic worldwide philosophies of law and justice, the arrangements for crime prevention and law enforcement, and the methods of selecting judges and juries around the world. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 4103 Juvenile Justice**

Theoretical foundations of delinquency causation. Historical tracing of the American juvenile justice system, including the juvenile court and its jurisdiction, police interaction with juveniles, and treatment and correctional strategies for young offenders; along with examination of prevention and treatment approaches will all be covered in this course. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 4203: Crisis Management**

The course develops managerial skills in crisis avoidance, management, and recovery. Students learn how to respond to situations creating danger to organizations, their employees, and the public. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 4303 Community Policing**

This class explores how community policing is both a philosophy and an organizational strategy that allows police and community residents to work closely together in new ways to solve the problems of crime, fear of crime, physical and social disorders, and neighborhood decay.

**Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 4403 Diversity in Criminal Justice**

This course examines the interrelationship of race, class, and gender with the criminal justice system in law enforcement and the correctional system.

**Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

**CJ 1603/CJ 1703/CJ 2603/CJ 2703/CJ 3603 Criminal Justice Internship**

Internships must be approved by the Director and shall be in a related field to criminal justice. During an internship the student may work in a full-time or part-time, paid or not-paid capacity. Examples of qualified jobs include, but are not limited to: jailer/correctional officer, law enforcement officer, security guard, law clerk, or court advocate.

To qualify for an internship students must meet the following requirements:

1. Successful completion of CJ 2003: Principles of Criminal Justice **and** CJ 2103 Ethics in Criminal Justice.
2. Have a minimum 2.0 cumulative GPA.

Students may earn up the maximum of 15 semester credit hours for this section of the program by completing an internship. One semester credit hour is equal to 45 hours of on-site, documented, internship work experience, with a total of 135 contact hours equaling one internship course. **May be repeated for a total of 15 hours credit.**

## DEPARTMENT OF EDUCATION

### *Division of Professional Studies*

*Charlotte Wheelless, Chair*

*Betty Neeley*

The Department of Education offers courses and field experiences that provide opportunities for conceptual development based on findings from both historical and contemporary research, best practices, teacher effectiveness studies that model appropriate interactions and methods of establishing relevant relationships. The Department of Education and the Williams Teacher Education Program (WTEP) offer preparation of excellent quality to individuals who demonstrate sufficient interest and potential for teaching. The WTEP's philosophy is consistent with Williams' institutional motto: Educate, Equip, and Enrich for Christ, and it is founded in the belief that each teacher candidate, through sequential, and systematic preparation, becomes a *professional educator who effectively communicates, integrates, and cares*.

Appropriate experiences that meld educational and developmental theory with professional practice for effective teaching ensure that teacher candidates begin to construct an understanding of the performances, dispositions, and knowledge base that are prerequisite to success in the education profession.

In compliance with state and federal law, the Williams Teacher Education Program provides full disclosure of key program characteristics. These characteristics and summaries reflect the most recent reporting period, the *Academic Year 2014-2015* and can be found in the Williams WTEP Facts appendix.

## BACHELOR OF SCIENCE IN EDUCATION

Degree requirements are planned to prepare well-qualified applicants for positions of leadership in the field of education. The WTEP offers a Bachelor of Science in Education (BSE) that qualifies the graduate for Arkansas Department of Education Licensure. Possible licensure areas offered in the WTEP are: K-6 Elementary Education; 4-8 Middle Level Language, Literature, and Social Studies; 4-8 Middle Level Mathematics and Science; K-12 Art; K-12 Physical Education; K-12 Music; Secondary Social Studies; and Secondary English.

All programs in the WTEP are substantive because each has a strong liberal arts foundation. Each program begins with general education requirements that are organized to cultivate teacher candidates' understanding, experience, and ability to process information from a broad range of disciplines. An introductory education course initiates the teacher candidates' field experiences in area schools. For teacher candidates who demonstrate sufficient interest and potential for teaching, field experiences continue as does advanced course work. Specialization courses expand both specific content knowledge and pedagogical skills while the professional requirements are constructed for all teacher candidates to develop and refine their knowledge and application skills in the areas of education history, theory, current practice, pedagogy, and curriculum. The WTEP preparation culminates with a semester of directed student teaching. WTEP candidates are placed in selected partnership schools that provide continuity and compatibility with WTEP's philosophy, mission, and preferred practices.



## **WTEP GATES**

### **All Education Majors (Freshmen-Seniors)**

Students beginning at Williams who desire to seek admission into the Williams Teacher Education Program (WTEP) must complete at least forty-five semester hours and earn a minimum grade of “C” in the following courses: English Composition I and II, Speech and Communication, College Algebra or Contemporary Math, and Introduction to Teaching.

**All students must take Introduction to Teaching at Williams.** Furthermore, all students enrolled in Introduction to Teaching are **strongly encouraged** to take all three parts of the Praxis I. (Students beginning as freshmen at Williams are encouraged to take Introduction to Teaching during the first semester of their sophomore year.) Transfer students with an AA degree or junior status must take Introduction to Teaching during their first semester at WBU. Transfer students without an AA degree will be counseled individually about when to take Introduction to Teaching. Regardless, all transfer students will ultimately be required to complete the same basic requirements and steps as outlined for entering freshmen. In addition, a mandatory background check will be conducted on each student enrolled in ED 2203 Introduction to Teaching.

Students desiring to declare themselves as WTEP candidates must complete the appropriate Declaration Form and submit the form to the Department of Education/WTEP office.

### **GATE 1**

Students must pass all three parts of Praxis Core and have official scores on file in the Education Office prior to proceeding with WTEP program candidacy.

In lieu of the state-mandated Praxis Core assessments, a student may substitute ACT scores or SAT scores which meet a certain criteria. More information can be found in the *Intro to Teaching Handbook* or by visiting the Education Office.

### **GATE 2**

Once Praxis Core has been passed and all prerequisites for screening have been met, students may apply to be screened for admission into the WTEP. (These requirements are listed in the Introduction to Teaching Handbook and are available from the respective advisors and the Education Office.) Students may apply to be screened as early as the second semester of their sophomore year but are encouraged to apply no later than the second semester of their junior year. Screening application materials must be submitted on or before the application deadline. Interviews will take place during both fall and spring semesters each academic year.

Departments will be responsible for monitoring their teacher candidates and submitting disposition forms to the Education Office. Once a student is admitted into the WTEP, the respective department will complete two disposition forms for that student per semester. The department chair will review the disposition forms each semester and submit copies of these forms to the Education Office. Should a problem arise with a candidate, the department chair and other members of the department will meet with the candidate and address the situation.

After being accepted into the Williams Teacher Education Program, a student **must maintain a 2.7 cumulative GPA to remain in the WTEP.** If a student’s GPA falls below 2.7 at any time,

the student will be suspended from the WTEP until he/she is able to raise the cumulative GPA to at least 2.70. During the aforementioned suspension, a student will not be allowed to proceed to the block courses or to Clinical Internship. Also, students whose cumulative GPA falls below a 2.7 will not be allowed to graduate.

### **GATE 3**

Admission to ED 4113 Study of the School and ED 4133 Measurement and Evaluation will be allowed only after the student has been admitted into the WTEP and has met all GPA and departmental requirements (**at least a grade of “C” in any specialization course, pre-professional course, and professional course already completed.**) An official recommendation form for each candidate will be completed by the respective department chair and sent to the Education Office. Teacher candidates will not be allowed to enroll in these two courses until such a recommendation has been made.

### **GATE 4**

Teacher candidates must take all required Praxis II content tests, *and submit official scores for the same*, and complete all departmental requirements, including **\*general education requirements, specialization requirements, pre-professional requirements, and professional requirements** with at least a grade of “C” prior to enrolling in Clinical Internship. **\*(The only general education requirements that must be completed with at least a grade of “C” are English Composition I and II, Speech and Communication, Contemporary Math and College Algebra.)** Furthermore, a mandatory background check will be conducted on each teacher candidate enrolled in Clinical Internship.

### **GATE 5**

Teacher candidates must take the Praxis II PLT *and submit official scores for the same*, and fulfill Clinical Internship requirements to graduate and be considered a WTEP program completer.

### **GATE 6**

Teacher candidates must take all Arkansas Department of Education required Praxis II tests, as well as **pass the Praxis II Content exam**, and submit official scores for the same to apply for licensure.

## **WILLIAMS TEACHER EDUCATION PROGRAM ADMISSION REQUIREMENTS**

### **K-6 Elementary Education, 4-8 Middle Level Language, Literature, and Social Studies, 4-8 Math and Science, K-12 Art, K-12 Music, K-12 Physical Education, and Secondary English and Secondary Social Studies**

Students seeking admission into the Williams Teacher Education Program must fulfill the following criteria:

1. (a) Have completed 45 semester hours, 12 of which must have been completed at Williams Baptist University. Included in these 45 semester hours must be EN1113, EN1123, SP2183, and MT1133 or MT1153. If Math ACT score is less than 19, MT 1123

must be taken prior to enrolling in MT 1133. Minimum grade for each of these courses is a “C.”

(b) All program candidates complete ED2203 Introduction to Teaching with a minimum letter grade of C.

2. Have a grade point average (GPA) of 2.70 (4.00 scale) at time of admission request.
3. Satisfy the Arkansas Department of Education minimum score requirements on *Praxis Core assessments or the Arkansas Department of Education minimum score requirements on the ACT or SAT tests.* Williams complies with the Arkansas Department of Education’s minimum score requirements on each test. See the Department of Education/WTEP office for current score requirements. An official record of these scores must be in the Williams Baptist University Education Office at the time of admission request.
4. Demonstrate communication skills by expressing personal observations and expectations concerning education. This requires an autobiographical sketch, a portfolio, two letters of recommendation delivered to the Department of Education, and an interview with the WTEP Admission Committee.

A disposition form will be completed by the respective chair on each teacher candidate seeking to interview for the Williams Teacher Education Program and will be used by the WTEP Admissions Committee as a determinant in recommending students for admission to the WTEP. A copy of the disposition form is available online and can also be found in the Introduction to Teaching Handbook.

After the criteria and procedures listed above have been met, the Teacher Education Admission Committee will inform each applicant in writing of admission into the Teacher Education Program.

An appeal process exists. Information concerning the appeal process is available in the Department of Education/WTEP office. A student may initiate an appeal at any point in the program.

*The Williams Teacher Education Program Admission Committee schedules interview dates once each semester. Materials should be delivered to the WTEP Coordinator on or by the posted deadline. An interview date and time will be scheduled by the WTEP coordinator. It is the responsibility of the applicant to confirm the interview date and time with the WTEP coordinator.*

## **TEACHER EDUCATION PROGRAM RETENTION PROCEDURES**

Once a teacher candidate has met the criteria for admission and has received written confirmation of WTEP acceptance, he or she will continue to advance in the program if the following criteria are met:

1. Voluntary and continued enrollment and satisfactory participation in upper-level course work at WBU that moves the teacher candidate toward fulfilling the degree requirements of a Bachelor of Science in Education in his or her respective program.
2. Maintain a C or above in each required specialization, pre-professional, and professional course. Furthermore, a 2.70 GPA must be maintained to remain in the Williams Teacher Education Program.

3. Adherence to WBU and WTEP policies for teacher candidates while engaged in field experiences.
4. Consultation with an education faculty advisor in the WTEP is necessary to assess status and progress toward program completion. At least one session per semester is recommended. Additional sessions may be scheduled as deemed necessary.

### **TEACHER EDUCATION DISMISSAL PROCEDURES**

Dismissal of a teacher candidate from the WTEP is a result of the WTEP Admission Committee's recommendation. Steps preceding the recommendation include one or more conferences with the teacher candidate in question based on the following conditions:

1. A teacher candidate requests withdrawal from the WTEP.
2. An unfortunate condition of physical or emotional health or disease that would prevent a teacher candidate from the normal day-to-day process of completing course work and participating in activities related to teaching. In this event, the student would be advised to redirect his/her abilities to another field or be advised to postpone the acquisition of a degree in education until such condition did not exist.
3. A teacher candidate demonstrates unsatisfactory personal or professional behavior and/or unsatisfactory professional development as required and expressed in the WTEP's philosophy, goals, and objectives.
4. Conduct that is inconsistent with Williams stated behavioral standards and/or a felony conviction.

### **CLINICAL INTERNSHIP ADMISSION REQUIREMENTS**

Once a student has met and received written confirmation from the WTEP Admission Committee, he or she will continue to advance toward Clinical Internship.

Criteria are:

1. Maintain a C or above in each required specialization, pre-professional, and professional **course as well as have a cumulative GPA of 2.70.**
2. Twenty-one hours of specialization courses in the respective degree program should be completed at Williams Baptist University and prior to Clinical Internship admission.
3. The Praxis II: Content Assessment(s) must be taken but not necessarily passed before the clinical internship experience. However, teacher candidates **must pass the required Praxis II: Content Assessment(s) as a requirement for any type of Arkansas teaching license.** Williams complies with the Arkansas Department of Education's minimum score requirements of each test. Students must request that an institutional copy of the official score report be sent directly to Williams Baptist University. Clinical Internship is not permitted until official Praxis II Content Knowledge scores are received in the Department of Education/WTEP office.
4. Teacher candidates must complete all general education, specialization, pre-professional and professional course requirements with the required GPA prior to the start of Clinical Internship.

## **WILLIAMS TEACHER EDUCATION PROGRAM EXIT REQUIREMENTS**

Teacher candidates who fulfill the following requirements will receive a Bachelor of Science in Education from Williams Baptist University:

1. Meet admission requirements and course work requirements outlined in the *Williams Baptist University Catalog*.
2. Fulfill each criterion of WTEP Admission Requirements, WTEP Retention Procedures, and WTEP Clinical Internship Admission Requirements.
3. Successfully complete a semester of Clinical Internship as described in the respective Professional Requirements sections of this catalog.
4. Official Praxis II PLT scores (those required by ADE for the area of certification) must be received from ets. Praxis in the Education office by the last day of finals prior to spring graduation. **STUDENTS ARE REQUIRED TO ENSURE THE TIMELY SUBMISSION OF THE REQUIRED SCORES TO THE EDUCATION OFFICE BY SCHEDULE THE EXAM AND PROVIDING REGISTRATION INFORMATION FROM PRAXIS WHEN TWO WEEK LESSON PLANS ARE DUE FOR THE FIRST ASSIGNMENT.**
5. Complete and file a Williams Baptist University Intent to Graduate form by prescribed date in the current WBU catalog.
6. Satisfy all Williams Baptist University financial obligations.
7. Successfully pass the English Proficiency Examination as well as all other Williams Baptist University requirements as stated in the catalog.
8. File an application form with Williams Baptist University to request Arkansas Teacher Licensure. (No application for Arkansas Teacher Licensure may be submitted prior to receipt of official Praxis II scores.) Students who have not successfully passed the required Praxis II PLT test can be recommended for a one year, non-renewable provisional Arkansas License. Students who have not successfully passed the required Praxis II Content Knowledge test(s) **cannot be recommended for any license**. WTEP completers are defined as teacher candidates who have completed all degree requirements and have taken all Praxis II tests as required by the Arkansas Department of Education.

### **BACHELOR OF SCIENCE IN EDUCATION: K-6 ELEMENTARY EDUCATION**

#### **General Education Requirement**

(See *Baccalaureate Degree General Education Requirement*)..... 54/58 hours

**(Students earning this degree must take GT 2263 American Government and PY 1113 General Psychology to satisfy the social science requirement, MT 1123 Intermediate Algebra (pre-requisite for MT 1133 College Algebra only if Math ACT score is less than 19) and MT1133 College Algebra or Contemporary Math, PE2213 Health and Safety, along with 2 hours of activity, to satisfy the physical education requirement, and AR 2143 Art Appreciation and MU 2143 Music Appreciation to satisfy the humanities electives.)**

**Specialization Requirements - [34 hours (21 of which must be taken at WBU)].  
Specialization courses to be transferred must be approved by department chair.**

ED 3053 Emergent Literacy .....	3 hours
ED 3133 Social Studies: K-6 .....	3 hours
ED 3233 Reading Instruction: K-6 .....	3 hours
ED 3012 Field Experience I: K-6 .....	2 hours
ED 3042 Field Experience II: K-6 .....	2 hours
ED 3043 Studies in Early Childhood.....	3 hours
ED 3333 Language Arts & Literature: K-6 .....	3 hours
GS 3213 Science for Teachers: K-6.....	3 hours
GE 3253 World Geography .....	3 hours
HT 3933 History of Arkansas .....	3 hours
MT 3133 Math for Teachers I.....	3 hours
MT 4123 Math for Teachers II .....	3 hours

**Pre-Professional Requirements - [14 hours]**

ED 2203 Introduction to Teaching .....	3 hours
ED 2253 Introduction to the Exceptional Child .....	3 hours
ED 4332 Educational Technology.....	2 hours
PY 3113 Child Development and Learning Process.....	3 hours
PY 3123 Adolescent Development.....	3 hours

**Professional Requirements - [12 hours]**

**NOTE: Admission to Williams Teacher Education Program is required prior to enrollment in ED 4113 A Study of the School and ED 4133 Measurement and Evaluation in the School.**

ED 4113 Study of the School.....	3 hours
ED 4133 Measurement and Evaluation in the School .....	3 hours
ED 4163 Classroom Management, Methods, & Resources: K-6 .....	3 hours
ED 4173 Reading in the Content Area .....	3 hours

**Clinical Internship – [16 hours]**

ED 4428 Clinical Internship: K-3 .....	8 hours
ED 4438 Clinical Internship: 3-6.....	8 hours

**Total**      130/134 hours

**BACHELOR OF SCIENCE IN EDUCATION:  
4-8 MIDDLE LEVEL MATH AND SCIENCE**

**General Education Requirement**

*(See Baccalaureate Degree General Education Requirement)*..... 54/58 hours

**(Students earning this degree must take GT2263 American Government and PY1113 General Psychology to satisfy the social science requirement, MT1123 Intermediate Algebra (prerequisite for MT 1133 College Algebra only if Math ACT score is less than 19) and MT1133 College Algebra, PE2213 Health and Safety, along with 2 hours of activity, to satisfy the physical education requirement.)**

**Specialization Requirements - [40 hours (21 of which must be taken at WBU)].  
Specialization courses to be transferred must be approved by department chair.**

ED 3163 Social Studies: 4-8.....	3 hours
ED 3343 Language Arts & Literature: 4-8.....	3 hours
MT 1153 Contemporary Math.....	3 hours
MT 4123 Math for Teacher II.....	3 hours
MT 1143 Plane Trigonometry.....	3 hours
MT 2214 Calculus I.....	4 hours
MT 3313 Foundations of Geometry.....	3 hours
CH 1154 General Chemistry I.....	4 hours
GS 3233 Science for Teachers: 4-8.....	3 hours
GS 3324 Environmental Science and Ecology.....	4 hours
BS 2214 Anatomy and Physiology.....	4 hours
HT 3933 History of Arkansas.....	3 hours

**Pre-Professional Requirements - [11 hours]**

ED 2203 Introduction to Teaching.....	3 hours
ED 2253 Introduction to the Exceptional Child.....	3 hours
PY 3123 Adolescent Development.....	3 hours
ED 4332 Educational Technology.....	2 hours

**Professional Requirements - [12 hours]**

**NOTE: Admission to Williams Teacher Education Program is required prior to enrollment in ED 4113 A Study of the School and ED 4133 Measurement and Evaluation in the School.**

ED 4113 Study of the School.....	3 hours
ED 4123 Classroom Methods & Resources: 4-8.....	3 hours
ED 4133 Measurement and Evaluation in the School.....	3 hours
ED 4173 Reading in the Content Area.....	3 hours

**Clinical Internship – [16 hours]**

ED 4518 Clinical Internship: 4-8.....	8 hours
ED 4518 Clinical Internship: 4-8.....	8 hours

<b>Total</b>	<b>133/137 hours</b>
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**BACHELOR OF SCIENCE IN EDUCATION:**

**4-8 MIDDLE LEVEL LANGUAGE, LITERATURE, AND SOCIAL STUDIES**

**General Education Requirement**

*(See Baccalaureate Degree General Education Requirement).....* 54/58 hours

**(Students earning this degree must take GT2263 American Government and PY1113 General Psychology to satisfy the social science requirement, MT1123 Intermediate Algebra (pre-requisite for MT 1133 College Algebra only if Math ACT score is less than 19) and MT1133 College Algebra, PE 2213 Health and Safety, along with 2 hours of activity, to satisfy the physical education requirement.**

**Specialization Requirements - [39/40 hours (21 of which must be taken at WBU)].  
Specialization courses to be transferred must be approved by department chair.**

GS 3233 Science for Teachers: 4-8 .....	3 hours
EN 3633 Systems of Grammar .....	3 hours
GE 3253 World Geography .....	3 hours
ED 3163 Social Studies: 4-8 .....	3 hours
MT 4123 Math for Teachers II .....	3 hours
ED 3343 Language Arts & Literature: 4-8 .....	3 hours
HT 2233 U.S. History I <b>OR</b>	
HT 2243 U.S. History II .....	3 hours
HT 1133 Western Civilization I <b>OR</b>	
HT 1143 Western Civilization II .....	3 hours
HT 3933 History of Arkansas .....	3 hours
EN 3243 Adolescent Literature .....	3 hours
MT 1153 Contemporary Math .....	3 hours
MT 3313 Foundations of Geometry .....	3 hours
GS ____ Science Elective .....	3/4 hours

**Pre-Professional Requirements - [11 hours]**

ED 2203 Introduction to Teaching .....	3 hours
ED 2253 Introduction to the Exceptional Child .....	3 hours
PY 3123 Adolescent Development .....	3 hours
ED 4332 Educational Technology .....	2 hours

**Professional Requirements - [12 hours]**

**NOTE: Admission to Williams Teacher Education Program is required prior to enrollment in ED 4113 A Study of the School and ED 4133 Measurement and Evaluation in the School.**

ED 4113 Study of the School .....	3 hours
ED 4123 Classroom Methods & Resources: 4-8 .....	3 hours
ED 4133 Measurement and Evaluation in the School .....	3 hours
ED 4173 Reading in the Content Area .....	3 hours

**Clinical Internship – [16 hours]**

ED 4518 Clinical Internship: 4-8 .....	8 hours
ED 4518 Clinical Internship: 4-8 .....	8 hours

<b>Total</b>	<b>132/137 hours</b>
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**K-6 ELEMENTARY EDUCATION COURSE DESCRIPTIONS**

**ED 2203 Introduction to Teaching**

A course which is especially designed to inform prospective teachers of school purposes, functions, and the work of school personnel. Addressed are basic aspects of school governance, administration, and finance. Fifteen hours of field experience are required. Only students who are classified as sophomores or higher may enroll in this course. **Fall and Spring.**



**ED 2253 Introduction to Exceptional Child**

A course which presents the historical and contemporary social, legal, and educational concepts and trends related to the exceptional child. **Fall and Spring.**

**ED 3012 Field Experience I: K-6**

A course designed that provides teacher candidates with the opportunity to observe and teach in a structured environment within the public school systems. **Fall.**

**ED 3042 Field Experience II: K-6**

This course will provide teacher candidates with the opportunity to observe and teach in a structured environment within the public school systems. **Spring.**

**ED 3043 Studies in Early Childhood**

An introductory course that reviews and analyzes research findings, experimentation, current trends in curriculum organization, and developmentally appropriate materials recommended for early childhood programs. **Spring.**

**ED 3053 Emergent Literacy**

A course designed to familiarize the K-6 teacher candidate with early literacy learning. It provides underlying theories and effective strategies currently used in the preschool, kindergarten, and early first grade classrooms. Specifically included are the rationale and essential components of guided reading and how to use it within a balanced literacy program. Particular attention is given to the importance of developmentally appropriate instruction, reflective practice, and the nurturing of an anti-bias approach to teaching emergent readers. **Spring**

**ED 3133 Social Studies: K-6**

A course designed to prepare the K-6 teacher candidate in the multifaceted area of school social studies. This course will acquaint the K-6 teacher candidate with a solid knowledge of the purposes of social studies and the methods most likely to promote growth toward informed and responsible citizenship in a global society. **Fall.**

**ED 3233 Reading Instruction: K-6**

An introductory course offering a wide-range of definitions and theories related to the nature of decoding and processing print. Specifically addressed are general instructional strategies, reading curriculum, and current approaches used in the elementary school. **Fall.**

**ED 3333 Language Arts and Literature: K-6**

Designed to prepare K-6 teachers with contemporary methods, materials, and procedures commonly used in teaching the broad spectrum of literature commonly associated with infants and young children as it is integrated with the skills of writing, speaking, listening, and spelling. **Spring.**

**ED 4113 Study of the School**

A course in which a comprehensive body of information is explored from a broad, substantive, and interdisciplinary perspective. Intent is to provide a balanced treatment of many contemporary educational issues from the synthesis of philosophical analysis, research findings and significant concepts. Practical uses and working strategies for technology in the 21<sup>st</sup> century classroom are included in this course. Five hours of field experiences are required. **Fall and Spring.**

**ED 4133 Measurement and Evaluation in the School**

A course in which the broad field of evaluation and assessment is investigated regarding student and school progress. Emphasis is on the acquisition of skills and knowledge needed to be a competent consumer and producer of measurement and evaluation tools and techniques. Twenty-four hours of field experiences are required. **Fall and Spring.**

**ED 4163 Classroom Management, Methods, and Resources: K-6**

Designed to prepare K-6 teachers to structure routines and procedures in a manner that enhances students' performance and progress. Emphasis will be on the selection and use of age, interest, and ability appropriate materials, resources and teaching strategies. The course is designed to help the K-6 teacher candidate develop systematic strategies and techniques for organizing and managing activities. Research and practitioner-based models for classroom management will be reviewed and explored. Assessment of integrated thematic units will occur during this course. **Fall and Spring.**

**ED 4173 Reading in the Content Area**

A course in which an investigation is made of diagnostic and prescriptive instructional methods. Emphasis is on promoting reading success in each content area text. Designed to prepare teachers to teach math, science, language, literature, and social studies content specific vocabulary, skills of interpretation, and strategies for comprehension and understanding. A case study with a specific student will include interaction, observations, data gathering, analysis, and documentation requiring a minimum of ten hours of interaction. **Fall and Spring.**

**ED 4332 Educational Technology**

A course designed to prepare teacher candidates to analyze, select, create, and use computer software, hardware, video, and audio technology in the K-12 classroom. Technology will be used as a teaching tool in content specific and in interdisciplinary microteaching and classroom experiences. **Fall and Spring.**

**ED 4428 Clinical Internship: K-3**

An application course for teacher candidates who will be placed in area schools for one semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in K-3 will be assigned to ED 4438 the second half of the semester to allow for a range of experiences in K-6 classrooms. **Fall and Spring.**

**ED 4438 Clinical Internship: 4-6**

An application course for teacher candidate who will be placed in area schools and in childhood centers for one half of a semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the teacher candidate's progress as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. **Fall and Spring.**

**4-8 MIDDLE LEVEL: LANGUAGE, LITERATURE, AND SOCIAL STUDIES COURSE DESCRIPTIONS****ED 2203 Introduction to Teaching**

A course which is especially designed to inform prospective teachers of school purposes, functions, and the work of school personnel. Addressed are basic aspects of school governance, administration, and finance. Fifteen hours of field experience are required. Only students who are classified as sophomores or higher may enroll in this course. **Fall and Spring.**

**ED 2253 Introduction to Exceptional Child**

A course which presents the historical and contemporary social, legal, and educational concepts and trends related to the exceptional child. **Fall and Spring.**

**ED 3163 Social Studies: 4-8**

Designed to prepare the middle level teacher candidate in the multifaceted area of school social studies. This course will acquaint the middle level teacher candidate with a solid knowledge of the purposes of social studies and the methods most likely to promote growth toward informed and responsible citizenship in a global society. **Fall**

**ED 3343 Language Arts and Literature: 4-8**

Designed to prepare 4-8 teacher candidates with contemporary methods, resources, and procedures commonly used in teaching the broad spectrum of literature commonly associated with children and adolescents as it is integrated with the skills of writing, speaking, listening, and spelling. **Spring.**

**ED 4113 Study of the School**

A course in which a comprehensive body of information is explored from a broad, substantive, and interdisciplinary perspective. Intent is to provide a balanced treatment of many contemporary educational issues from the synthesis of philosophical analysis, research findings and significant concepts. Practical uses and working strategies for technology in the 21<sup>st</sup> century classroom are included in this course. Five hours of field experiences are required. **Fall and Spring.**

**ED 4123 Classroom Methods and Resources: 4-8**

Designed to prepare 4-8 teachers to structure routines and procedures in an manner that enhances students' performance and progress. Emphasis will be on the selection and use of age, interest, and ability appropriate materials, resources and teaching strategies. The senior comprehensive assessment is an integrated thematic unit. Fifteen hours of field experiences are required. **Fall**

**ED 4133 Measurement and Evaluation in the School**

A course in which the broad field of evaluation and assessment is investigated regarding student and school progress. Emphasis is on the acquisition of skills and knowledge needed to be a competent consumer and producer of measurement and evaluation tools and techniques. Twenty-four hours of field experiences are required. **Fall and Spring.**

**ED 4173 Reading in the Content Area**

A course in which an investigation is made of diagnostic and prescriptive instructional methods. Emphasis is on promoting reading success in each content area text. Designed to prepare teachers to teach math, science, language, literature, and social studies content specific vocabulary, skills of interpretation, and strategies for comprehension and understanding. A case study with a specific student will include interaction, observations, data gathering, analysis, and documentation requiring a minimum of fifteen hours of interaction. **Fall and Spring.**

**ED 4332 Educational Technology**

A course designed to prepare teacher candidates to analyze, select, create, and use computer software, hardware, video, and audio technology in the P-12 classroom. Technology will be used as a teaching tool in content specific and in interdisciplinary microteaching and classroom experiences. **Fall and Spring.**

**ED 4518 Clinical Internship: 4-8**

An application course for teacher candidate who will be placed in area schools for one half of a semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in middle level (grades 4-8) will repeat ED 4518 the second half of the semester to allow for a range of experiences in 4-8 classrooms. **Fall and Spring.**

**4-8 MIDDLE LEVEL: SCIENCE AND MATHEMATICS****COURSE DESCRIPTIONS****ED 2203 Introduction to Teaching**

A course which is especially designed to inform prospective teachers of school purposes, functions, and the work of school personnel. Addressed are basic aspects of school governance, administration, and finance. Fifteen hours of field experience are required. Only students who are classified as sophomores or higher may enroll in this course. **Fall and Spring.**

**ED 2253 Introduction to Exceptional Child**

A course which presents the historical and contemporary social, legal, and educational concepts and trends related to the exceptional child. **Fall and Spring.**

**ED 4113 Study of the School**

A course in which a comprehensive body of information is explored from a broad, substantive, and interdisciplinary perspective. Intent is to provide a balanced treatment of many contemporary educational issues from the synthesis of philosophical analysis, research findings and significant concepts. Practical uses and working strategies for technology in the 21<sup>st</sup> century classroom are included in this course. Five hours of field experiences are required. **Fall and Spring.**

**ED 4123 Classroom Methods and Resources: 4-8**

Designed to prepare 4-8 teachers to structure routines and procedures in an manner that enhances students' performance and progress. Emphasis will be on the selection and use of age, interest, and ability appropriate materials, resources and teaching strategies. The senior comprehensive assessment is an integrated thematic unit. Fifteen hours of field experiences are required. **Fall.**

**ED 4133 Measurement and Evaluation in the School**

A course in which the broad field of evaluation and assessment is investigated regarding student and school progress. Emphasis is on the acquisition of skills and knowledge needed to be a competent consumer and producer of measurement and evaluation tools and techniques. Twenty-four hours of field experiences are required. **Fall and Spring.**

**ED 4173 Reading in the Content Area**

A course in which an investigation is made of diagnostic and prescriptive instructional methods. Emphasis is on promoting reading success in each content area text. Designed to prepare teachers to teach math, science, language, literature, and social studies content specific vocabulary, skills of interpretation, and strategies for comprehension and understanding. A case study with a specific student will include interaction, observations, data gathering, analysis, and documentation requiring a minimum of fifteen hours of interaction. **Fall and Spring.**

**ED 4332 Educational Technology**

A course designed to prepare teacher candidates to analyze, select, create, and use computer software, hardware, video, and audio technology in the P-12 classroom. Technology will be used as a teaching tool in content specific and in interdisciplinary microteaching and classroom experiences. **Fall and Spring.**

**ED 4518 Clinical Internship: 4-8**

An application course for teacher candidate who will be placed in area schools for one half of a semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in middle level (grades 4-8) will repeat ED 4518 the second half of the semester to allow for a range of experiences in 4-8 classrooms. **Fall and Spring.**

## **SECONDARY LEVEL: ENGLISH LANGUAGE ARTS, SOCIAL STUDIES COURSE DESCRIPTIONS**

### **ED 4233 Methods and Resources for Secondary School English**

This professional block course for students pursuing the BSE English degree is a study of the integration of methods and resources which teacher candidates will use in the classroom. Emphasis is placed on curriculum development, learning theory, action research, leadership roles of teachers, professionalism, and teaching models appropriate to the integration of the multiple areas of study within the discipline of English Language Arts, as well as the integration of cross-discipline, team-teaching models. **Fall.**

### **ED 4243 Methods and Resources for Secondary School Social Studies**

This professional block course for students pursuing the BSE Social Studies degree is a study of the integration of methods and resources which teacher candidates will use in the classroom. Emphasis is placed on curriculum development, learning theory, action research, leadership roles of teachers, professionalism, and teaching models appropriate to the integration of the multiple areas of study within the discipline of Social Studies, as well as the integration of cross-discipline, team-teaching models. **Fall.**

## **WTEP CLINICAL INTERNSHIP COURSE DESCRIPTIONS**

### **ED 4518 Clinical Internship: 4-8**

An application course for teacher candidate who will be placed in area schools for one half of a semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in middle level (grades 4-8) will repeat ED 4518 the second half of the semester to allow for a range of experiences in 4-8 classrooms. **Fall and Spring.**

### **ED 4428 Clinical Internship: K-3**

An application course for teacher candidates who will be placed in area schools for one semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in K-3 will be assigned to ED 4438 the second half of the semester to allow for a range of experiences in K-6 classrooms. **Fall and Spring.**

### **ED 4438 Clinical Internship: 4-6**

An application course for teacher candidates who will be placed in area schools for one semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. **Fall and Spring.**

**ED 4568 Clinical Internship: K-12**

An application course for teacher candidate who will be placed in area schools for one semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. K-12 teacher candidates will repeat ED 4568 the second half of the semester to allow for a range of experiences in K-12 classrooms. **Fall and Spring.**

**ED 4548 Clinical Internship in Secondary School**

An application course for teacher candidate who will be placed in area schools for one semester. During the teaching assignments, the Williams Teacher Education Program Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities in grade 7-12. Teacher candidates will repeat ED 4548 the second half of the semester to allow for a range of experiences in 7-12 classrooms. **Fall and Spring.**

**FACTS ABOUT WILLIAMS TEACHER EDUCATION PROGRAM (2017-2018)**

- Nineteen students were enrolled in the teacher preparation program during the academic year 2017-2018 with 12 of those students in programs of clinical internship.
- The total number of hours required for WTEP was 640 hours, 16 weeks of supervised student teaching averaging 40.00 hours per week of student participation.
- WTEP is currently accredited by the Arkansas Department of Education and NCATE.
- The passing of the Praxis Core Assessment, or substitution of appropriate ACT/SAT scores, is required for entry into and completion of the WTEP.
- The appropriate Praxis II Content test(s) must be **passed** prior to application of Arkansas Teaching license. of WTEP.

## DEPARTMENT OF ENGLISH AND COMMUNICATION ARTS

### English, Language, and Communication Arts

#### *Division of Arts and Sciences*

*Jerry D. Gibbens, Chair*

*Karen Marlow*

*Josh Richards*

*Amy Schmidt*

*Heather Watson*

*Melinda Williams*

The major in English is suitable for many purposes, both professional and cultural. By properly selecting courses, the student may prepare for postgraduate work in literature and language; meet the English requirement for secondary teaching certification; develop writing skills, both in creative and expository writing; obtain appropriate pre-professional training for areas such as law; or study the literary culture of English-speaking peoples.

The Department of English offers courses which provide instruction in grammar, composition, critical thinking, and the analysis of literature. Through language and literature, we reflect on the fundamental question: what does it mean to be human? Literature offers clues but never a complete answer to the human dilemmas. Writers reveal how individuals have attempted to make moral, spiritual, and intellectual sense of a world in which loneliness, despair, irrationality, and death are as conspicuous as friendship, hope, reason, and birth. Through literature we learn what it would be like to be Antigone, Hamlet, Huck Finn, Job, or the apostle Paul, or to live in other cultures.

### BACHELOR OF ARTS IN ENGLISH

To earn the BA in English, Williams students must complete 30 hours in English course work beyond the General Education core requirements of English Composition I and II and World Literature I and II. All English majors must take 6 hours of American Literature and 6 hours of English Literature, Systems of Grammar, Advanced Composition, Literary Theory and Analysis, Studies in Shakespeare, one genre course from among the following: Modern Drama, Modern American Poetry, or Studies in the Twentieth-Century Novel, and 3 hours of upper-level English electives. English majors must also take Microcomputer Applications I, 6 hours of foreign language study, a formal minor, and 12 hours of upper-level electives for a total of 123 hours.

To earn a minor in English, students must complete 18 hours in English course work beyond English Composition I and II and World Literature I and II. Required courses include the following: American Literature I or II, English Literature I or II, Systems of Grammar or Advanced Composition and 9 hours of upper-level English electives.



## BACHELOR OF SCIENCE IN EDUCATION IN ENGLISH

For the admission requirements, retention procedures, dismissal procedures, and exit requirements of the Teacher Education Program, see *Department of Education*.

### General Education Requirement\*

(See <i>Baccalaureate Degree General Education Requirement</i> ) .....	54/55 hours
Specialization Requirements .....	27 hours
Professional Requirements .....	31 hours
Departmental Requirements .....	1-3 hours
General Electives .....	9-11 hours

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**124/125 hours**

*\*Students earning this degree must take GT 2273 and PY 1113 to satisfy the social science requirement, MT 1123 (only if Math ACT score is less than 19) and MT 1133 or MT 1153 or higher to satisfy the mathematics requirement, and PE 2213 plus 2 hours of activity to satisfy the physical education requirement.*

**Specialization Requirements - [27 Hours] 21 hours of English Specialization courses must be taken at WBU. Specialization courses to be transferred must be approved by the English Department Chair.**

### American Literature - [6 Hours]

American Literature I or II.....	3 hours
Survey, genre, or author course .....	3 hours

### English Literature - [6 Hours]

English Literature I or II .....	3 hours
Survey, genre, or author course .....	3 hours

### General - [15 Hours]

EN 3243 Adolescent Literature .....	3 hours
EN 3633 Systems of Grammar .....	3 hours
EN 3733 Advanced Composition .....	3 hours
Genre (May choose EN 4123 Modern Drama, EN 4333 Modern American Poetry, or EN 4433 Studies in the 20th Century Novel.....)	3 hours
English elective (upper level) .....	3 hours

### Professional Requirements - [31 Hours]

ED 2203 Introduction to Teaching .....	3 hours
ED 4113 A Study of the School.....	3 hours
ED 4133 Measurement and Evaluation .....	3 hours
ED 4548 Clinical Internship in Secondary School .....	8 hours
ED 4548 Clinical Internship in Secondary School .....	8 hours
EN 4543 Methods and Resources for Secondary Teachers .....	3 hours
PY 3123 Adolescent Development and Learning Process .....	3 hours

**Departmental Requirements - [3 Hours]**

DP 2253 Microcomputer Applications I or

ED 4332 Educational Technology ..... 2-3 hours

**ENGLISH COURSE DESCRIPTIONS****EN 1113 Composition I**

Emphasis on the development of effective written communication skills and critical thinking skills. The development of these skills is enhanced by the reading and analysis of model essays ranging across the curriculum. **Fall, Spring.**

**EN 1123 Composition II**

Continuation of EN 1113. Emphasis placed on advanced composition and quality of writing growing out of parallel reading and literary works. Students are introduced to poetry, fiction, drama. Skills developed in EN 1113 are employed in writing a research paper on one of the works of literature. Prerequisite: Completion of English Composition I with a grade of "C" or better. **Fall, Spring.**

**EN 2213 Masterworks of World Literature I**

Selected readings from both eastern and western authors from Gilgamesh and Homer through Shakespeare. Prerequisite: EN 1113 and 1123 with a grade of "C" or better. **Fall, Spring.**

**EN 2223 Masterworks of World Literature II**

Selected readings in both eastern and western authors from the Seventeenth century to the present. Prerequisite: EN 1113 and 1123 with a grade of "C" or better. **Fall, Spring.**

**EN 3243 Adolescent Literature**

Selected readings in young adult literature, from the eighteenth and nineteenth centuries to the present, with emphasis on post-1950 works. Students undertake independent reading in addition to the assigned works. Prerequisite: Three hours of World Literature. **Spring, odd.**

**EN 3333 English Literature I**

Selected readings from Beowulf to the 18th century. Prerequisite: Three hours of World Literature. **Fall, odd.**

**EN 3343 English Literature II**

Selected readings from the 18th century to the present. Prerequisite: Three hours of World Literature. **Spring, even.**

**EN 3353 American Literature I**

To 1865 Major American authors, genres, and movements from the beginning through the Civil War. Prerequisite: Three hours of World Literature. **Fall, even.**

**EN 3363 American Literature II**

Since 1865 Major American authors, genres, and movements from the Civil War to the present. Prerequisite: Three hours of World Literature. **Spring, odd.**

**EN 3633 Systems of Grammar**

Study of major grammatical systems: traditional, structural and transformational. Prerequisites: Junior or Senior standing, or consent of instructor. **Fall.**

**EN 3733 Advanced Composition**

Continued development of writing beyond the introductory level, with emphasis on advanced stylistic techniques. Students undertake personal essays, scholarly reviews, business correspondence, formal proposals, and other genres, as well as peer reviewing. Prerequisite: Successful completion of Composition I and II; Junior or senior standing, or consent of instructor. **Fall, odd.**

**EN 3833 Creative Writing**

Introduction to the theory of fiction and poetry; thrust of the course will be original student fiction/poetry and the workshopping thereof. Prerequisites: Successful completion of English Composition 1113 and 1123; Sophomore standing, or consent of instructor. **Spring, odd.**

**EN 3843 Advanced Creative Writing**

Advanced work in original student fiction/poetry and the workshopping thereof. Prerequisite: Successful completion of EN 3833. **Spring, odd.**

**EN 4123 Modern Drama**

Study of the late 19th and 20th century European and American drama. Prerequisites: Junior or Senior standing, or consent of instructor. **Fall, even.**

**EN 4223 Studies in Shakespeare**

Study of the tragedies, comedies, and histories of Shakespeare. Prerequisite: Junior or Senior standing, or consent of instructor. **Spring, odd.**

**EN 4333 Modern American Poetry**

Study of American poetry from Whitman to the beat generation of the 1960s and selected contemporary poets. Prerequisite: Junior or Senior standing, or consent of instructor. **Fall, odd.**

**EN 4433 Studies in the Twentieth-Century Novel**

Study of selected 20th century American and British novels. Prerequisites: Junior or Senior standing, or consent of instructor. **Spring, even.**

**EN 4533 Directed Readings in Literature**

Readings which focus on themes in literature, genre studies, particular writers, or a combination of these areas. This course will be offered on student demand or by independent study. Prerequisite: For English majors and minors of Junior or Senior standing, or consent of instructor.

**EN 4633 Studies in Major Writers/Movements of Literature**

Study of major writers, groups of writers, major movements, themes, or periods of literature. This course will be offered on student demand or by independent study. Prerequisites: Junior or Senior standing or consent of instructor.

**EN 4733 Online Journalism**

This is a journalism course in which we'll use computers and discussions to learn about digital news production and writing. The class will include discussions on emerging media themes, such as the ethical and legal implications of publishing online and the impact of social media on the news stream and mainstream media. **Spring, even.**

**EN 4933 Literary Theory and Analysis**

Seminar focusing on concepts of literary research and scholarship, with study of major literary theories and theorists a major emphasis. Prerequisite: Successful completion of Composition I and II; Junior or senior standing, or consent of instructor. **Spring, even.**

**LANGUAGE COURSE DESCRIPTIONS****LG 1113 Elementary Spanish I**

A course in beginning Spanish with emphasis on listening, speaking, reading, and writing. Language laboratory includes use of tapes related to text. **Fall.**

**LG 1123 Elementary Spanish II**

Continuation of Elementary Spanish I with emphasis on pronunciation and reading. Prerequisite: LG 1113 or equivalent. **Spring.**

**COMMUNICATION ARTS**

The study of speech communications and the celebration of great orators and theater artists date back to ancient Greece. Williams offers a minor in Communication Arts and a Communication Arts concentration block in the BA in Liberal Arts. Students completing this study will have a command of communication skills, including organization, language usage, audience analysis, and effective delivery, and will have studied theater history, plays, playwrights, and production techniques.

To earn a minor in Communication Arts, Williams' students must complete 18 hours from one of the following emphasis areas:

**Journalism Emphasis** - Nine hours required from the following: JL 1113 Basic News Writing and Reporting, JL 4733 Online Journalism, JL 3633 Systems of Grammar, or JL 3733 Advanced Composition. Nine hours chosen from electives listed below\*.

**Speech and Theatre Emphasis** - Nine hours required from the following: SP 2354 Voice and Diction, SP 3253 Oral Interpretation, SP 4123 Modern Drama, or SP 4223 Studies in Shakespeare. Nine hours chosen from electives listed below\*.

**\*Electives** - JL 1113 Basic News Writing and Reporting, JL 3833 Creative Writing, JL 3843 Advanced Creative Writing, JL 3733 Advanced Composition, JL 4113-6 Internship, JL 4733 Online Journalism, BA 3213 Principles of Marketing, BA 4313 Advertising and Promotion, SP 2353 Voice and Diction, SP 3253 Oral Interpretation, SP 4123 Modern Drama, SP 4223 Studies in Shakespeare, SP 1111/SP 4111 Theatre Workshop, SP1211/SP4211 Acting Workshop, SP 4113-6 Theatre Production, and SP 2153 Theater Appreciation if not used to fulfill the humanities requirement.

## COMMUNICATION ARTS COURSE DESCRIPTIONS

### **JL 1113 Basic News Writing and Reporting**

Introduces students to basic reporting and newswriting skills, including interviewing, researching public records, fact-checking and covering spot news, obituaries, speeches, court cases, public meetings and other hard news. This class includes numerous in-class and out-of-classroom reporting and writing assignments. The Associated Press Stylebook is taught. **Fall, even.**

### **JL 2103 Intro to Mass Communication**

This course covers the role and responsibilities of the media in American society. Students will gain an understanding of specific areas of mass communication, including newspapers, television, magazines, radio, internet, movies, advertising and public relations. The course provides an overview of the evolution of mass communication and emphasizes how media messages interact with culture. **May/Summer**

### **JL 2113 News Editing**

Copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading and page makeup. Prerequisite: JL 1113. **Winter**

### **JL 3633 Systems of Grammar**

Study of major grammatical systems: traditional, structural and transformational. Prerequisites: Junior or Senior standing, or consent of instructor. **Fall.**

### **JL 3733 Advanced Composition**

Continued development of writing beyond the introductory level, with emphasis on advanced stylistic techniques. Students undertake personal essays, scholarly reviews, business correspondence, formal proposals, and other genres, as well as peer reviewing. Prerequisite: Successful completion of Composition I and II; Junior or senior standing, or consent of instructor. **Fall, odd.**

### **JL 3833 Creative Writing**

Introduction to the theory of fiction and poetry; thrust of the course will be original student fiction/poetry and the work shopping thereof. Prerequisites: Successful completion of English Composition 1113 and 1123; Sophomore standing or consent of instructor. **Spring, odd.**

### **JL 3843 Advanced Creative Writing**

Advanced work in original student fiction/poetry and the work shopping thereof. Prerequisite: Successful completion of EN 3833. **Spring, odd.**

**JL 4113-6 Internship**

Students will be assigned as interns in area newspapers under the supervision of the newspaper's personnel. **Offered Spring, odd, and Fall, odd and by the consent of the instructor.**

**JL 4733 Online Journalism**

Enables students to build on reporting and writing skills while gaining the technical skills for storytelling in online platforms, such as basic web production, using digital images, and creating audio podcasts. **Spring, odd.**

**SP 1111/SP 4111 Theater Workshop**

Practical experience in theatrical productions, dealing with technical experience. May be repeated up to four times. **Fall, Spring.**

**SP 1211/SP 4211 Acting Workshop**

Practical experience in theatrical production, dealing primarily with performance. Open to the cast of each major play. By audition only. May be repeated up to four times. **Fall, Spring.**

**SP 2113 Fundamentals of Communication**

Communication theories and models applied to intrapersonal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms. **May/Summer**

**SP 2153 Theater Appreciation**

General introduction and orientation to the areas of theater arts: plays and playwrights, acting, directing, designing, stage movement, and stage traditions. **Spring.**

**SP 2183 Speech and Communication**

Study of basic principles of oral communication with emphasis placed upon introducing the student to elementary factors of interpersonal communication. **Fall, Spring.**

**SP 2353 Voice and Diction**

A course for improving the use of a normal speaking voice, articulation, and pronunciation, and the study of the recognition and correction of substandard and regional elements in speech. Prerequisite: SP 2183. **Fall, odd.**

**SP 3253 Oral Interpretation**

Theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature and its communication. **Spring, even.**

**SP 4113-6 Theater Production**

Using the framework of theater production, students explore the process of translating a script into a performance. Also, students will work under the supervision of the director of theater to design, manage, or supervise a portion of a live production. **Enrollment by permission only. Spring, even, and Fall, even.**

**SP 4123 Modern Drama**

Study of the late 19th and 20th century European and American drama. Prerequisites: Junior or Senior standing, or consent of instructor. **Fall, even.**

**SP 4223 Studies in Shakespeare**

Study of the tragedies, comedies, and histories of Shakespeare. Prerequisite: Junior or Senior standing, or consent of instructor. **Spring, odd.**

**SP 4933 Communication Theory and Analysis**

This course introduces learners to major contemporary communication theories and theorists. This course requires an undergraduate thesis which applies communication theory to media influences in culture through presentation of contemporary issues. **Junior or senior standing or consent of instructor. Spring.**

**Courses from the English Department may be counted toward the Communication Arts minor and Concentration block in liberal arts degree. These are dual numbered: Advanced Composition, Systems of Grammar, Creative Writing, Advanced Creative Writing, Modern Drama, and Studies in Shakespeare. (The use of the English classes cannot be counted as hours for both a major and minor.)**

## DEPARTMENT OF FINE ARTS

*Studio Art, Art Education, Music, Church Music, Choral Music Education*

### *Division of Arts and Sciences*

*Bob G. Magee, Chair*

Carl Mason

Brady Massey

Lynn Pennington

Christopher Thompson

The Department of Fine Arts consist of two major degree programs, Art and Music, and offers the following majors: BA in Art, BSE in Art K-12, BA in Music, BA in Church Music and BSE in Choral Music K-12. Minors in both Art and Music are also offered.

## ART

The study of Art at Williams is designed to enrich the artistic understanding of all students, to develop greater proficiency in art, to supply the art training required by various disciplines, and to prepare teachers of art. The art program has as its mission the preservation, transmission, and advancement of knowledge and practice in the visual arts.

The art program offers courses leading to the bachelor's degree for students pursuing professional and academic career objectives in art with a concentration in a choice of fields. Two degrees are offered: Bachelor of Arts with an emphasis in studio art; and Bachelor of Science in Education with teacher certification in art, kindergarten through grade twelve.

As a graduation requirement, each art major will present a senior exhibition as a component of his/her final studio course. BA exhibits will be presented during the final semester, and BSE exhibits will be presented during the final semester before directed student teaching.

## DEGREE REQUIREMENTS FOR BA IN ART

### General Education Requirements

(See Baccalaureate Degree General Education Requirements) .....	54/55 hours
<b>Art Requirements</b> (See below) .....	42-45 hours
<b>Foreign Language</b> .....	6 hours
<b>Minor</b> .....	18-21 hours

**TOTAL**      123-127 Hours

### ART REQUIREMENTS

AR 1103 Design I .....	3 hours
AR 1113 Design II .....	3 hours
AR 1123 Drawing I .....	3 hours
AR 1133 Drawing II .....	3 hours
AR 2113 Introduction to Ceramics .....	3 hours
AR 2223 Painting I .....	3 hours



AR 2233 Painting II .....	3 hours
AR 3213 Sculpture.....	3 hours
AR 3333 Illustration .....	3 hours
AR 3613 Advanced Studio .....	9-12 hours
AR 4213 Art History I .....	3 hours
AR 4223 Art History II.....	3 hours

**TOTAL**     42-45 Hours

### DEGREE REQUIREMENTS FOR BSE IN ART K-12

#### General Education Requirements

(See Baccalaureate Degree General Education Requirements) .....	54/55 hours
<b>Specialization</b> (See below).....	39 hours
<b>Professional</b> (See below) .....	34 hours

**TOTAL**     127/128 Hours

#### SPECIALIZATION

AR 1103 Design I .....	3 hours
AR 1113 Design II.....	3 hours
AR 1123 Drawing I.....	3 hours
AR 1133 Drawing II .....	3 hours
AR 2223 Painting I .....	3 hours
Choose two of the following:.....	6 hours
AR 2113 Introduction to Ceramics	
AR 2233 Painting II	
AR 3213 Sculpture	
AR 3333 Illustration	
AR 3613 Advanced Studio .....	6 hours
AR 4113 Art Education I.....	3 Hours
AR 4123 Art Education II.....	3 Hours
AR 4213 Art History I .....	3 hours
AR 4223 Art History II.....	3 hours

**TOTAL**     39 Hours

#### PROFESSIONAL

ED 2203 Introduction to Teaching .....	3 hours
ED 2253 Introduction to the Exceptional Child .....	3 hours
PY 3113 Child Development and Learning Process.....	3 hours
PY 3123 Adolescent Development and Learning Process .....	3 hours
ED 4113 A Study of the School.....	3 hours
ED 4133 Measurement and Evaluation .....	3 hours
ED 4568 Clinical Internship: Art K-12.....	8 hours
ED 4568 Clinical Internship: Art K-12.....	8 hours

**TOTAL**     34 Hours

**MINOR IN ART**

AR 1103 Design I .....	3 hours
AR 1113 Design II .....	3 hours
AR 1123 Drawing I .....	3 hours
AR 1133 Drawing II .....	3 hours
AR 2223 Painting I .....	3 hours
Choose one of the following: .....	3 hours
AR 2113 Introduction to Ceramics	
AR 2233 Painting II	
AR 3213 Sculpture	
Choose one of the following: .....	3 hours
AR 4213 Art History I	
AR 4223 Art History II	
<b>TOTAL</b>	<b>21 Hours</b>

**ART COURSE DESCRIPTIONS****AR 1103 Design I**

Two-dimensional studio problems and color theory in the use of the elements of art and principles of design and their interrelationships. **Fall**

**AR 1113 Design II**

Three-dimensional studio problems in the use of the elements of art and principles of design, with emphasis on technical and conceptual development. Prerequisite: AR 1103 Design I. **Spring.**

**AR 1123 Drawing I**

Fundamentals in drawing techniques and media. Emphasis is on accurate representation as it relates to the form and perspective. Principles of line, form, and value are studied in context of the traditional still life. **Fall.**

**AR 1133 Drawing II**

Development of skills concerning objective and subjective representation and the ability to communicate visually through a variety of media. Emphasis is on the human form and refinement of technique. Prerequisite: AR 1123 Drawing I. **Spring.**

**AR 2113 Introduction to Ceramics**

Introduction to ceramic materials and techniques, hand built and wheel-thrown forms, glazing, and firing. Prerequisite (Art Majors/Minors): AR 1113 Design II and AR 1123 Drawing I. Open to Non-Majors. **Fall.**

**AR 2143 Art Appreciation**

Introduction to visual art for all students regardless of major or background, designed to develop effective criteria for criticism and for the appreciation of artistic expression. **Fall, Spring.**

**AR 2223 Painting I**

Fundamentals in painting materials, media, and techniques. Work from still life with application of basic color theory, color mixing, and rendering techniques. Prerequisites: AR 1103 Design I and AR 1123 Drawing I. **Fall.**

**AR 2233 Painting II**

Development of skills regarding advanced painting techniques. Emphasis on the human form as it relates to the interior and exterior environment. Prerequisites: AR 1133 Drawing II and AR 2223 Painting I. **Spring.**

**AR 3213 Sculpture**

Three-dimensional problem-solving in clay with further study in sculpting materials and techniques. Both abstract forms and representational subject matter will be explored, including abstract expressionism, portraits and fantasy themes. Prerequisites: AR 1113 Design II and AR 1133 Drawing II. **Spring**

**AR 3333 Illustration I**

Fundamentals in visual storytelling and digital media with emphasis on visual communication and personal style. Prerequisite: AR 2233 Painting II. **Fall.**

**AR 3613 Advanced Studio**

Further development in student's choice of drawing, painting, ceramics, sculpture, or illustration with emphasis on technical refinement and individual expression, providing an opportunity to produce a coherent body of work that explores a creative artistic vision. May be repeated for credit. Prerequisite: Consent of Instructor. **Fall, Spring.**

**AR 4113 Art Education I**

Prepares students to teach children the fundamentals of art. Emphasis on integrating concepts from Discipline-Based Art Education with studio methods and techniques. **Spring, even years.**

**AR 4123 Art Education II**

Curriculum development for teachers of art in the secondary school, integrating concepts of Discipline-Based Art Education with studio methods. **Spring, odd years.**

**AR 4213 Art History I**

A study of the great originative styles and developments in Western art from the Paleolithic period through the Baroque era in Europe. Students will gain hands-on experience with techniques and styles of art from the various time periods. Prerequisite: AR 2233 Painting II. **Fall, even years.**

**AR 4223 Art History II**

A study of the history of art from Rococo-era Europe through the European and American modernist and post-modernist movements of the 20<sup>th</sup> century. Students will gain hands-on experience with techniques and styles of art from the various time periods. Prerequisite: AR 2233 Painting II. **Fall, odd years.**

### **AR 4513 Special Studies in Art**

Selected topics of interest in area of Art. May be repeated for credit. **On demand and with consent of the instructor.**

## **MUSIC**

The study of music at Williams is essentially a three-fold program, including studies in the liberal arts, training in basic musicianship, and specialized courses pertaining to each degree. The liberal arts requirements include general education in the humanities, history, the social and natural sciences, Christian Ministries, and health and physical education. The core of the music program is musicianship: applied music, ensemble experience, music literature and history, music education, conducting, and four semesters each of music theory and aural skills (ear training).

Williams offers three degrees in music: a Bachelor of Arts in Music, a Bachelor of Arts in Church Music, and a Bachelor of Science in Education: Choral Music K-12. The Bachelor of Arts in Music includes a non-music minor in related fields. The Bachelor of Arts is the degree for students who wish to combine music and another field, such as psychology, business, Christian Ministries, or English as a minor. The Bachelor of Arts in Church Music prepares a student to enter graduate school, seminary, or a church music vocation. The Bachelor of Science in Education: Choral Music K-12 includes course work in education and culminates with student teaching the last semester. It emphasizes a choral/vocal track and prepares a student for a career in K-12 music education immediately following graduation.

All prospective music majors must audition/interview with the music faculty in their proposed principal applied area, (e.g., voice, piano, or other area). It is the responsibility of the student to contact the music department to arrange for an audition/interview.

At the completion of the four-semester music theory sequence, music majors must pass an upper-level music theory examination consisting of two parts: (1) a comprehensive written exam; and (2) a listening and score study exam.

Before a music major may qualify for graduation, a student must pass a piano proficiency exam and must enroll in applied piano until the piano proficiency requirement is satisfied.

All students pursuing the degree Bachelor of Science in Education: Choral Music K-12 must take a minimum of **four** semester hours of piano which may be declared as either a principal or secondary applied area.

All students wanting to register for applied music (private lessons) must have the permission of the instructor. The instructor will accept music majors/minors first and non-music major/minors as instruction time is available. An applied music fee will be assessed each semester of applied study. (See the "Financial Information" section in the current catalog.)

All students taking applied music are required to take a jury examination at the end of each semester of study. Students will also be required, at the request of the instructor, to appear in at least one general recital performance each semester of applied study.

All students pursuing the degrees Bachelor of Arts in Music and Bachelor of Arts in Church Music will be required to give either a public presentation of a senior project or a public senior recital in their applied principal area prior to graduation.

Students must present the senior project or recital at a hearing at least two weeks prior to the scheduled presentation. Students must receive approval by performing their entire recital program from memory before the music faculty. The nature and scope of the student's senior

project is to be worked out with the student's advisor and the approval of the Chair of the Department of Music. The faculty reserves the right to cancel or delay any recital or project that does not meet standards of excellence set by the music faculty.

## BACHELOR OF ARTS: MUSIC

### General Education Requirement - [54/55 hours]

(See *Baccalaureate Degree General Education Requirement*)

**Note: Music majors must include Music Appreciation MU 2143 as one of the Humanities electives and must choose either College Algebra MT 1133 or Contemporary Mathematics MT 1153 to meet the mathematics requirement.**

**Note: Music majors and minors who have not successfully completed the Music Diagnostic Exam must enroll in Fundamentals of Music MU 1011 in the spring semester of their freshman year. A grade of C or better is required for students to enroll in Aural Skills I MU 1111 and/or Creative and Analytical Concepts I MU 1113.**

**Specialization Requirements - [46 hours Project Track; 47 hours, Recital Track] 21 hours must be WBU Specialization courses. Specialization courses to be transferred must be approved by the Department Chair.**

**(Grade C or better)**

MU 1001 Class Piano .....	1 hour
MU 1__1-02 Applied Principal .....	4 hours*
*To be chosen from "Applied Music" section	
MU 3__1-02 Applied Principal .....	4 hours*
*To be chosen from "Applied Music" section	
MU 4701 Senior Recital or MU 4241 Senior Project.....	1 hour
MU 1__1-02 Applied Secondary .....	3-4 hours
(3 hours if MU 1001 taken; 4 hours if MU 1001 not taken)	
MU 1011 Fundamentals of Music .....	1 hour
MU 1111 Aural Skills I.....	1 hour
MU 1113 Creative and Analytical Concepts I.....	3 hours
MU 1121 Aural Skills II .....	1 hour
MU 1123 Creative and Analytical Concepts II.....	3 hours
MU 2211 Aural Skills III.....	1 hour
MU 2213 Creative and Analytical Concepts III .....	3 hours
MU 2221 Aural Skills IV.....	1 hour
MU 2223 Creative and Analytical Concepts IV .....	3 hours
MU 3213 Music History I.....	3 hours
MU 3223 Music History II .....	3 hours
MU 2813 Choral Conducting I .....	3 hours
MU 3322 Conducting II.....	2 hours
MU 1__1 Ensemble .....	6 hours
(Must be chosen from MU 1141, MU 1601, or MU 1621)	

MU 1010 Class Recital (8 semesters).....0 hours

Minor..... 18/21 hours

**Modern Foreign Language (Grade C or better) .....6 hours**

<b>Total Senior Project Track</b>	<b>125/128 hours</b>
<b>Total Senior Recital Track</b>	<b>126/129 hours</b>

## **BACHELOR OF ARTS: CHURCH MUSIC**

**General Education Requirement - [54/55 hours]**

*(See Baccalaureate Degree General Education Requirement)*

**Note: Music majors must include Music Appreciation MU 2143 as one of the Humanities electives and must choose either College Algebra MT 1133 or Contemporary Mathematics MT 1153 to meet the mathematics requirement.**

**Note: Music majors and minors who have not successfully completed the Music Diagnostic Exam must enroll in Fundamentals of Music MU 1011 in the spring semester of their freshman year. A grade of C or better is required for students to enroll in Aural Skills I MU 1111 and/or Creative and Analytical Concepts I MU 1113.**

**Specialization Requirements - [46 hours Project Track; 47 hours Recital Track] 21 hours must be WBU Specialization courses. Specialization courses to be transferred must be approved by the department chair.**

**(Grade C or better)**

MU 1001 Class Piano ..... 1 hour

MU 1\_\_1-02 Applied Principal .....4 hours\*

\*To be chosen from “Applied Music” section

MU 3\_\_1-02 Applied Principal .....4 hours\*

\*To be chosen from “Applied Music” section

MU 4701 Senior Recital or MU 4241 Senior Project..... 1 hour

MU 1\_\_1-02 Applied Secondary ..... 3-4 hours

(3 hours if MU 1001 taken; 4 hours if MU 1001 not taken)

MU 1011 Fundamentals of Music ..... 1 hour

MU 1111 Aural Skills I..... 1 hour

MU 1113 Creative and Analytical Concepts I.....3 hours

MU 1121 Aural Skills II ..... 1 hour

MU 1123 Creative and Analytical Concepts II.....3 hours

MU 2211 Aural Skills III..... 1 hour

MU 2213 Creative and Analytical Concepts III .....3 hours

MU 2221 Aural Skills IV..... 1 hour

MU 2223 Creative and Analytical Concepts IV .....3 hours

MU 3213 Music History I.....3 hours

MU 3223 Music History II .....3 hours

MU 2813 Choral Conducting I .....3 hours

MU 3322 Conducting II.....	2 hours
MU 1__1 Ensemble .....	9 hours
(Must be chosen from MU 1141, MU 1601, or MU 1621)	
MU 1010 Class Recital (8 semesters).....	0 hours

**Professional Requirements – (18 hours) Grade C or better**

DP 2253 Microcomputer Applications I .....	3 hours
RL 2113 Introduction to Christian Ministry .....	3 hours
MU 3113 Music and Worship .....	3 hours
MU 4113 Methods and Resources I.....	3 hours
MU 4122 Methods and Resources II .....	2 hours
MU 4642 Introduction to Music Ministry .....	2 hours
MU 4832 Hymnology .....	2 hours

Modern Foreign Language (Grade C or better) .....6 hours

<b>Total Senior Project Track</b>	<b>124/125 hours</b>
<b>Total Senior Recital Track</b>	<b>125/126 hours</b>

**BACHELOR OF SCIENCE IN EDUCATION: CHORAL MUSIC K-12**

For the admission requirements, retention procedures, dismissal procedures, and exit requirements of the Teacher Education Program, see *Department of Education*.

**General Education Requirement - [54/55 hours]**

(See *Baccalaureate Degree General Education Requirement*)

**Note: Music majors must include Music Appreciation MU 2143 as one of the Humanities electives and must choose Intermediate Algebra MT 1123 (only if Math ACT score is less than 19) and College Algebra MT 1133 or Contemporary Mathematics MT 1153 to meet the Mathematics requirement. Students earning this degree must take American Government GT 2263 and General Psychology PY 1113 to satisfy the social science requirement.**

**Note: Music majors and minors who have not successfully completed the Music Diagnostic Exam must enroll in Fundamentals of Music MU 1011 in the spring semester of their freshman year. A grade of C or better is required for students to enroll in Aural Skills I MU 1111 and/or Creative Analytical Concepts I MU 1113.**

**Specialization Requirements - [46 Hours] 21 hours must be WBU Specialization courses. Specialization courses to be transferred must be approved by department chair.**

MU 1001 Class Piano .....	1 hour
MU 1__1-02 Applied Principal .....	4 hours
To be chosen from “Applied Music” section	

MU 1__1-02 Secondary Applied.....	3-4 hours
(3 hours if MU 1001 taken; 4 hours if MU 1001 not taken)	
MU 1011 Fundamentals of Music .....	1 hour
MU 1111 Aural Skills I.....	1 hour
MU 1113 Creative and Analytical Concepts I.....	3 hours
MU 1121 Aural Skills II.....	1 hour
MU 1123 Creative and Analytical Concepts II.....	3 hours
MU 2211 Aural Skills III.....	1 hour
MU 2213 Creative and Analytical Concepts III.....	3 hours
MU 2221 Aural Skills IV.....	1 hour
MU 2223 Creative and Analytical Concepts IV.....	3 hours
MU 2813 Choral Conducting I.....	3 hours
MU 3322 Conducting II.....	2 hours
MU 3213 Music History I.....	3 hours
MU 3223 Music History II.....	3 hours
MU 4113 Methods and Resources I.....	3 hours
MU 4123 Methods and Resources II.....	3 hours
MU 1141 Ensemble .....	4 hours
(Must be chosen from MU 1141, MU 1601, or MU 1621)	
MU 1010 Class Recital (7 semesters).....	0 hours

### Professional Requirements - [34 Hours]

ED 2203 Introduction to Teaching .....	3 hours
ED 2253 Introduction to Exceptional Child .....	3 hours
ED 4113 A Study of the School.....	3 hours
PY 3123 Adolescent and Adult Development.....	3 hours
PY 3113 Child Development and Learning Processes .....	3 hours
ED 4133 Measurement and Evaluation .....	3 hours
ED 4568 Clinical Internship: K-12.....	8 hours
ED 4568 Clinical Internship: K-12.....	8 hours

**Total**      134/135 hours

### MINOR

The Department of Music offers a minor in music which requires 20-21 hours distributed as follows:

#### Required Courses: 21 Hours

##### (Grade of C or better)

MU 1010 Recital (4 semesters) .....	0 hours
MU 1011 Fundamentals of Music .....	1 hour
MU 1111 Aural Skills I.....	1 hour
MU 1113 Creative/Analytical Concepts I.....	3 hours
MU 1123 Creative/Analytical Concepts II.....	3 hours
MU 1__1 Ensemble .....	3 hours

(To be chosen from Williams Singers MU 1141, Chorale MU 1601,



Handbells MU 1211, or Piano Ensemble MU 1621)	
MU 1__1 Applied Principal.....	4 hours
(To be chosen from the Applied Music section)	
MU 2813 Choral Conducting I.....	3 hours
<b>Choose one of the following: 3 Hours</b>	
MU 2213 Creative/Analytical Concepts III.....	3 hours
MU 3213 Music History I.....	3 hours
(Prerequisite: MU 2143 Music Appreciation or consent of instructor)	
MU 3223 Music History II.....	3 hours
(Prerequisite: MU 3213 Music History I or consent of instructor)	
MU 3322 Conducting II.....	2 hours
<b>Total</b>	<b>20-21 hours</b>

## COURSE DESCRIPTIONS - MUSICIANSHIP STUDIES

### MU 1011 Fundamentals of Music

Intensive study of basic notation, rhythm, meter, scales, key signatures, intervals, triads, and simple musical structures. Designed for students who do not read music and required of all music majors and minors who have not satisfactorily completed the Music Diagnostic Exam. Must complete MU 1011 with a grade of C or better to enroll in Aural Skills I MU 1111 and/or Creative and Analytical Concepts I MU 1113. **Spring.**

### MU 1111 Aural Skills I

To be taken concurrently with Creative and Analytical Concepts in Music I. Sight singing, ear-training through directed listening and dictation, and keyboard experiences which augment the written musicianship experiences. Melodic, rhythmic, harmonic structures of the early music period (ca. 800-1400). **Prerequisite:** Completion of Fundamentals of Music MU 1011 with a grade of C or better. **Fall.**

### MU 1113 Creative and Analytical Concepts in Music I

Study of music through music literature from the early music period (ca. 800-1400), with analysis of musical compositions and original compositions in the styles under study. **Prerequisite:** Completion of Fundamentals of Music MU 1011 with a grade of C or better. **Fall.**

### MU 1121 Aural Skills II

To be taken concurrently with Creative and Analytical Concepts in Music II. Continuation of Aural Skills I, with melodic, rhythmic, and harmonic structures of the Renaissance and Baroque periods (ca. 1450-1750). **Prerequisite:** Completion of Aural Skills I MU 1111 with grade of C or better. **Spring.**

### MU 1123 Creative and Analytical Concepts in Music II

Continuation of Creative and Analytical Concepts in Music I. Study of music through music literature of the Renaissance and Baroque periods (ca. 1450-1750), with analysis of musical

compositions and original compositions in the styles under study. **Prerequisite:** Completion of Creative and Analytical Concepts in Music I MU 1113 with grade of C or better. **Spring.**

### **MU 2211 Aural Skills III**

To be taken concurrently with Creative and Analytical Concepts in Music III. Continuation of Aural Skills II, with melodic, rhythmic, and harmonic structures of the Classical and early Romantic periods (ca. 1750-1850). **Prerequisite:** Completion of Aural Skills II MU 1121 with grade of C or better. **Fall.**

### **MU 2213 Creative and Analytical Concepts in Music III**

Continuation of Creative and Analytical Concepts in Music II. Study of music through music literature of the Classical and early Romantic periods (ca. 1750-1850), with analysis of musical compositions and original compositions in the style under study. **Prerequisite:** Completion of Creative and Analytical Concepts in Music II MU 1123 with grade of C or better. **Fall.**

### **MU 2221 Aural Skills IV**

To be taken concurrently with Creative and Analytical Concepts in Music IV. Continuation of Aural Skills III, with melodic, rhythmic, and harmonic structures of the later Romantic and 20th Century periods (ca. 1850-present). **Prerequisite:** Completion of Aural Skills III MU 2211 with grade of C or better. **Spring.**

### **MU 2223 Creative and Analytical Concepts in Music IV**

Continuation of Creative and Analytical Concepts in Music III. Study of music through music literature of the later Romantic and 20th Century periods (ca. 1850-present), with analysis of musical compositions and original compositions in the style under study. **Prerequisite:** Completion of Creative and Analytical Concepts in Music III MU 2213 with grade of C or better. **Spring.**

## **MUSIC HISTORY AND LITERATURE**

### **MU 2143 Music Appreciation**

An introduction to the elements of music, various musical forms, and stylistic periods of music. Emphasis is given to the cultivation of listening skills. **Fall, Spring.**

### **MU 3213 Music History I**

Historical survey of western music from the Middle Ages through the Baroque period, based on the study of important composers and their style of composition. **Prerequisite:** Music Appreciation MU 2143 or consent of instructor. **Fall, odd years.**

**MU 3223 Music History II**

Continuation of Music History II with study focused on Classical period to present. **Prerequisite:** Music History I MU 3213 or consent of instructor. **Spring, even years.**

**CHURCH MUSIC****MU 3113 Music and Worship**

A study of the meaning of worship and the role of music in worship with an emphasis on relating music to the total ministries of the church. Students are introduced to the church music program of the local church and denomination. **Spring, odd years.**

**MU 4642 Introduction to Music Ministry**

A study of administration procedures of a music ministry in a local church including the church-wide program of music, its basic organization, and objectives. **Fall, odd years.**

**MU 4832 Hymnology**

A study of the hymns of the Christian church and their use in Christian worship. **Fall, even years.**

**MUSIC EDUCATION****MU 2813 Choral Conducting I**

A course in the fundamentals of conducting, utilizing choral anthems for study. Includes score reading, score study, and rehearsal techniques. **Prerequisite:** Fundamentals of Music MU 1011 or consent of instructor. **Fall, even years.**

**MU 3322 Conducting II**

A course designed to equip the student to conduct various types of choral music which may include larger works accompanied by instrumental ensemble or orchestra. **Prerequisite:** Choral Conducting I MU 2813 or consent of instructor. **Spring, odd years.**

**MU 4113 Methods and Resources I**

A practical course for music teachers, emphasizing selection of music and methods of teaching music to children in the elementary school. **Fall, even years.**

**MU 4123 Methods and Resources II**

An examination of methods and materials employed in junior high and high school music education, both for the performance class and the general music program. **Spring, odd years.**

**MU 4513 Special Studies in Music**

This course allows students to explore an important topic in a seminar setting. Topics in special studies are selected by senior department faculty. **On demand and with the consent of the instructor.**

**RECITAL****MU 1010 Recital**

Attendance and participation in recitals. Required for music majors and minors for every semester enrolled at Williams and for all other students who enroll in applied study. Exemptions are made for Music Education students who student teach their final semester.

**APPLIED MUSIC**

**All students enrolled in applied music must enroll concurrently in Recital MU 1010.**

Applied music means the private study of brass, composition, conducting, percussion, piano, voice, or woodwinds. Course placement for all applied music students will be determined by an audition/interview by an applied music faculty member.

"Principal" is the designation for the principal area of private study in which the student will present a senior recital, i.e., "music major, voice principal" or "music major, piano principal."

"Secondary" is the designation for secondary area of private study.

Credit for applied music is calculated on the following basis: one hour credit, one thirty-minute lesson per week; two hours credit, two thirty-minute lessons per week. Students wishing to enroll for two credit hours of applied instruction must first obtain consent from the applied instructor. Students must declare their principal area of study by the beginning of the third semester of study.

**APPLIED PIANO****MU 1001 Class Piano**

For students with no previous training in piano. Pieces in the five-finger position in various keys. **Must enroll concurrently in Recital MU 1010.**

**MU 1401-02 Private Piano**

Individual instruction in technique, literature, musical styles, and interpretation. May be taken four times. **Must enroll concurrently in Recital MU 1010. Prerequisite:** Class Piano MU 1001 or consent of instructor.

**MU 3401-02 Private Piano**

Continuation of MU 1401-02. **Must enroll concurrently in Recital MU 1010.** May be repeated. **Prerequisite:** At least two semester hours of Private Piano MU 1401-02 or consent of instructor.

## **APPLIED VOICE**

### **MU 1501-02 Private Voice**

Individual instruction of vocal production, song literature, musical style and interpretation. May be taken four times. **Must enroll concurrently in Recital MU 1010. Prerequisite:** Class Voice MU 1001 or consent of instructor.

### **MU 3501-02 Private Voice**

Continuation of MU 1501-02. **Must enroll concurrently in Recital MU 1010.** May be repeated. **Prerequisite:** At least four semesters of Private Voice MU 1501-02 or consent of instructor.

## **APPLIED BRASS**

### **MU 1301-02 Private Brass**

Individual instruction on technique, scales, exercises, literature, and interpretation on selected instrument. May be taken four times. **Must enroll concurrently in Recital MU 1010.**

### **MU 3301-02 Private Brass**

Continuation of MU 1301-02. **Must enroll concurrently in Recital MU 1010.** May be repeated. **Prerequisite:** At least four semesters of Private Brass MU 1301-02 or consent of instructor.

## **APPLIED WOODWINDS**

### **MU 1101-02 Private Woodwinds**

Individual instruction on technique, scales, exercises, literature, and interpretation on selected instruments. May be taken four times. **Must enroll concurrently in Recital MU 1010.**

### **MU 3101-02 Private Woodwinds**

Continuation of MU 1101-02. **Must enroll concurrently in Recital MU 1010.** May be repeated. **Prerequisite:** At least four semesters of Private Woodwinds MU 1101-02 or consent of instructor.

## **APPLIED PERCUSSION**

### **MU 1201-02 Private Percussion**

Individual instruction in the fundamentals of playing techniques, exercises, and literature on major percussion instruments. May be taken four times. **Must enroll concurrently in Recital MU 1010.**

### **MU 3201-02 Private Percussion**

Continuation of MU 1201-02. **Must enroll concurrently in Recital MU 1010. Prerequisite:** At least four semesters of MU 1201-02 Private Percussion or consent of instructor.

## APPLIED CONDUCTING

### **MU 1801-02 Private Conducting**

Individual instruction in advanced conducting techniques and rehearsal procedures. To be taken by conducting principals only. May be taken four times. **Must enroll concurrently in Recital MU 1010.**

### **MU 3801-02 Private Conducting**

Continuation of MU 1801-02. **Must enroll concurrently in Recital MU 1010. Prerequisite:** At least four semester hours of Private Conducting MU 1801-02 or consent of instructor.

## APPLIED STRINGS

### **MU 1901-02 Private Strings**

Individual instruction on technique, scales, exercises, literature, and interpretation on selected instruments. May be taken four times. **Must enroll concurrently in Recital MU 1010.**

### **MU 3901-02 Private Strings**

Continuation of MU 1901-02. **Must enroll concurrently in Recital MU 1010.** May be repeated. **Prerequisite:** At least four semester hours of Private Strings MU 1901-02 or consent of instructor.

## APPLIED COMPOSITION

### **MU 2101-02 Private Composition**

Individual instruction in the composition of original works for various media. **Must enroll concurrently in Recital MU 1010.** May be repeated. **Prerequisite:** Completion of Creative and Analytical Concepts in Music I, II and Aural Skills I, II with grade of B or better, or permission of instructor.

### **MU 4101-02 Private Composition**

Continuation of MU 2101-02. **Must enroll concurrently in Recital MU 1010.** May be repeated. **Prerequisite:** At least two semester hours of Private Composition MU 2101-02 or consent of instructor.

## CAPSTONE COURSES

### **MU 4211 Music Seminar I**

This course is the first in a series of three courses that must be taken as prerequisites to Senior Project MU 4241. **Prerequisites:** Successful completion of applied studies during the freshman and sophomore years. **Must enroll in Recital MU 1010.**

**MU 4221 Music Seminar II**

This course is the second in a series of three courses that must be taken as prerequisites to Senior Project MU 4241. **Prerequisites:** Successful completion of Music Seminar I MU 4211. **Must enroll in Recital MU 1010.**

**MU 4231 Music Seminar III**

This course is the third in a series of three courses that must be taken as prerequisites to Senior Project MU 4241. **Prerequisites:** Successful completion of Music Seminar II MU 4221. **Must enroll in Recital MU 1010.**

**MU 4241 Senior Project**

This course takes the form of a project which may be presented as a senior thesis and/or an oral presentation. This project may be in the form of multimedia presentations, PowerPoint in superscript, video or music. It will be presented publicly during the last semester of the senior year. **Must enroll in Recital MU 1010.**

**MU 4701 Senior Recital**

Graduation requirement for the degrees Bachelor of Arts in Music and Bachelor of Arts in Church Music. Includes exit interview with music faculty. See music faculty for complete information. **Must enroll in Recital MU 1010.**

**ENSEMBLES****MU 1141 Williams Singers**

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus, including annual spring trips. Members should be able to read music and should have had prior choral experience. Members are expected to remain in the ensemble for a minimum of two consecutive semesters, commencing with the fall semester. Three rehearsals per week. May be repeated.

**MU 1211 Handbells**

A laboratory experience in which the study of various ways of playing handbells, of handbell literature, and the care and maintenance of handbells are introduced. One hour rehearsal per week. May be repeated. **On Demand**

**MU 1311 University Band**

Open to all WBU students by audition. Three rehearsals per week. May be repeated.

**MU 1601 Chorale**

A large, non-select choral ensemble from Williams and surrounding communities which performs a variety of repertoire including musicals, standard choral works, and oratorios accompanied by orchestra. One two-hour rehearsal per week. May be taken eight times for credit. **Fall.**

**MU 1621 Piano Ensemble**

Study and performance of literature written for two or more pianists. Students should be able to play pieces on at least the intermediate to early advanced level before enrolling for piano ensemble. **Prerequisite:** At least two semesters of Private Piano MU 1401-02 or consent of instructor. May be repeated. **Must enroll concurrently in Recital MU 1010.**

**DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION**

*Division of Professional Studies*

*Carol Halford, Chair*



*Steven Abanathy*  
*Todd Allen*  
*Josh Austin*  
*Misty Colvey*  
*Jeff Rider*  
*Gabriel Sitibaldi*  
*David Tackett*

The Department of Health and Physical Education offers instruction designed to assist students in their personal discovery of the relevance, diversity, and importance of the role of health and physical education. The knowledge, appreciation, and skill students obtain through the study of health and physical education will benefit not only the health and physical education major but also the student in general.

Students may obtain a minor/concentration block in Physical Education by completing 19/20 hours of required coursework.

### **BACHELOR OF SCIENCE IN HEALTH AND PHYSICAL EDUCATION K-12**

The department offers a major in Health and Physical Education, which is designed for students pursuing the Bachelor of Science in Education degree. This degree will lead to teacher certification in Health and Physical Education K-12 and a coaching endorsement. Students desiring a degree in Health and Physical Education are required to complete significant general education course work outside of the Department of Health and Physical Education.

**For the admission requirements, retention procedures, dismissal procedures and exit requirements of the teacher education program, see *Department of Education*.**

#### **Admission requirements exceptions specific to the K-12 Health and Physical Education Program:**

- (a) Complete ED 2203, PY 3113, PY 3123, PE 2213, and PE 2233 with a minimum grade of 2.00 (4.00 scale).
- (b) 45 semester hours must be completed prior to admission into the Teacher Education Program.

#### **Exit requirements exceptions specific to the K-12 Health and Physical Education Program:**

- (a) The student must earn at least a B in four activity classes.
- (b) Complete the portfolio process.

### **BACHELOR OF SCIENCE IN EDUCATION DEGREE, HEALTH AND PHYSICAL EDUCATION K-12 REQUIREMENTS**

General Education Requirements

(See Baccalaureate Degree General Education Requirement).....54/58 hours

(Students earning this degree must take GT 2273 and PY 1113 to satisfy the social science requirement, MT 1123 (only if Math ACT is less than 19) and MT 1133 or MT 1153 or higher to satisfy the mathematics requirement, and PE 2213, along with 2 hours of activity to satisfy the physical education requirement. Activity classes taken to satisfy the General Education Requirements may not be used to satisfy the Specialization Requirements.)

**Specialization Requirements - [41 hours] 21 hours must be WBU Specialization courses. Specialization courses to be transferred must be approved by department chair.**

PE 1__1 - PE 2__1 Activity Courses .....	2 hours
PE 2232 Concepts of Athletic Injuries.....	2 hours
PE 2233 Principles of Physical Education.....	3 hours
PE 4213 Kinesiology .....	3 hours
BS 2214 Anatomy and Physiology .....	4 hours
PE 3113 Exercise Physiology .....	3 hours
PE 3122 Rhythmical Activities for Elementary Grades .....	2 hours
PE 4112, 4122, 4132, 4142, or 4152 Theory and Practice of Coaching.....	4 hours
PE 4313 School Health Education K-12.....	3 hours
PE 3213 Motor Skills Development for Children.....	3 hours
PE 3223 Adaptive Physical Education .....	3 hours
PE 4243 Health and Physical Education Methods I .....	3 hours
PE 4353 Health and Physical Education Methods II .....	3 hours
PE 4223 Organization and Administration of Physical Education .....	3 hours

*\*For coaching endorsement 4 hours of coaching theory must be completed.*

**Professional Requirements - [31 hours]**

ED 2203 Introduction to Teaching .....	3 hours
ED 4113 A Study of the School.....	3 hours
ED 4133 Measurement and Evaluation .....	3 hours
PY 3113 Child Development and Learning.....	3 hours
PY 3123 Adolescent Development and Learning Process .....	3 hours
ED 4568 Clinical Internship: K-6.....	8 hours
ED 4568 Clinical Internship: 7-12.....	8 hours

**TOTAL** **126/130 hours**

## **BACHELOR OF ARTS IN HEALTH AND PHYSICAL EDUCATION**

The Bachelor of Arts program offers instruction to students seeking a career in recreation or sports related fields. Upon completion of the baccalaureate degree, graduates are prepared for study on the graduate level in Health and Physical Education, the Master of Arts in Teaching or for employment in a variety of professions.

Students who do not accomplish the 2.7 GPA and/or Praxis core cut off score required by the state department for licensure, can complete this degree and pursue a non-traditional teaching certificate.

## **BACHELOR OF ARTS IN**

## HEALTH AND PHYSICAL EDUCATION DEGREE REQUIREMENTS

The Health and Physical Education Bachelor of Arts (non-teaching) degree includes the following:

General Education Requirements

(See Baccalaureate Degree General Education Requirement).....54/58 hours

HPE Specialization Requirements.....50 hours

(See HPE Specialization Requirements)

Electives (9 Hours upper level).....21 hours

PE 3133 Special Topics.....3 hours

**TOTAL 125/126**

The electives include any upper levels listed in the catalog (excluding HPE courses required in the specialization area.)

Other requirements would include:

(a) Earn at least a 2.0 GPA.

(b) Pass the English Proficiency Test.

(c) Indication of desirable attitude and character through disposition assessment administered by the Department chair.

(d) Exit interview.

(e) Complete portfolio process.

## MINOR/CONCENTRATION BLOCK IN PHYSICAL EDUCATION

Student may obtain a minor/concentration block in Physical Education by completing 19/20 hours of coursework.

### Requirements

PE 2232 Concepts of Athletic Injuries.....2 hours

PE 2233 Principles of Physical Education.....3 hours

PE 3113 Exercise Physiology, PE 4213 Kinesiology, *or*

BS 2214 Anatomy and Physiology .....3/4hours

PE 4112 Theory and Practice of Coaching Basketball *or*

PE 4122 Theory and Practice of Coaching Football *or*

PE 4132 Theory and Practice of Coaching Volleyball *or*

PE 4142 Theory and Practice of Coaching Baseball/Softball, *or*

PE 4152 Theory and Practice of Coaching Track and Field.....2 hours

PE 4223 Organization and Administration of Physical Education.....3 hours

PE 4243 Health and Physical Education Methods I .....3 hours

PE 4353 Health and Physical Education Methods II .....3 hours

**TOTAL 19/20 hours\***

**\*Program of Study for Coaching Endorsement.** An additional theory and practice of coaching course and PE 3213 Motor Skills for a total of 24/25 hours is required.

## PHYSICAL EDUCATION COURSE DESCRIPTIONS

### PE 1111 Volleyball

Introduction to the basic skills, rules and strategy in volleyball. **On demand.**

### **PE 1113 Sport Nutrition**

This course will provide current and accurate recommendations for the role of nutrition in fitness and sport performance, as nutrition can help maximize performance, prevent injury, enhance recovery from exercise, achieve and maintain optimal body weight, improve daily training workouts and maintain overall good health. **On demand with consent of instructor.**

### **PE 1121 Physical Conditioning**

The course includes activity related to one's physical health pertaining to: muscular strength and endurance, cardiovascular endurance, and body fat measurement. **Fall, Spring.**

### **PE 1141 Golf**

Introduction to the basic skills, rules and strategy in golf. Fee: \$30. **Fall, Spring.**

### **PE 1161 Team Sports**

Introduction to the basic skills, rules, and strategy in basketball, softball and soccer. **Spring.**

### **PE 2111 Badminton and Tennis**

Introduction to the basic skills, rules, and strategy in badminton and tennis. **Fall, Spring.**

### **PE 2121 Archery**

The course emphasizes the fundamentals of archery with attention given to techniques, rules, terminology, scoring, and safety. **Fall, Spring.**

### **PE 2131 Racquetball**

Introduction to the basic skills, rules, and strategy in racquetball. **Fall, Spring.**

### **PE 2213 Health and Safety**

Principles, problems, and practices in the development of positive health behavior. **Fall, Spring.**

### **PE 2232 Concepts of Athletic Injuries**

This course will enable the student to recognize the signs and symptoms of common athletic injuries, learn how to care for common athletic injuries, and understand the importance of risk management plans and procedures. **Fall, Spring.**

### **PE 2233 Principles of Physical Education**

An introductory course providing insight into the perspective of physical education, professional and vocational opportunities, and the objectives of physical education and sport. **Fall.**

### **PE 3113 Exercise Physiology**

The physiology of exercise and its effect on human performance, literature in physical fitness, athletic training and rehabilitation, and improving work performance. **Spring.**

**PE 3122 Rhythmical Activities for Elementary Grades**

Development of knowledge, understanding, techniques, and skill in fundamental movement/patterns. **Fall.**

**PE 3133 Special Topics**

This course will examine selected special and/or contemporary issues which affect health, physical education, and sport-related careers. The study of a topic or inquiry not fully treated in other courses. **Fall & Spring**

**PE 3213 Motor Skills Development for Children**

The analysis of basic motor skills with emphasis on appropriate content and skill performance levels in basic game skills. **Spring.**

**PE 3223 Adaptive Physical Education**

A course designed to help prepare the physical educator to meet the needs of the handicapped student. **Spring.**

**PE 4112 Theory and Practice of Coaching Basketball**

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Spring, even years.**

**PE 4122 Theory and Practice of Coaching Football**

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Fall, odd years.**

**PE 4132 Theory and Practice of Coaching Volleyball**

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Fall, even years.**

**PE 4142 Theory and Practice of Coaching Baseball/Softball**

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Spring, odd years.**

**PE 4152 Theory and Practice of Coaching Track and Field**

The study of rules, strategies, methods, and techniques necessary for successful coaching. **On demand.**

**PE 4213 Kinesiology**

Mechanics of human movement and its application to physical activity. **Fall.**

**PE 4223 Organization and Administration of Physical Education**

A study of the administrative programs, practices, and procedures for elementary and secondary schools. **Fall.**

**PE 4243 Health and Physical Education Methods I**

A methods course designed to assist the prospective physical educator in developing a credible elementary health and physical education program. **Spring.**

**PE 4313 School Health Education K-12**

Curriculum for and methods of teaching health education in elementary, middle, and secondary schools. **Fall.**

**PE 4353 Health and Physical Education Methods II**

A methods course designed to assist the prospective physical educator in developing a credible secondary health and physical education program. **Fall.**

## DEPARTMENT OF HISTORY AND GOVERNMENT

### History, Government

#### *Division of Arts and Sciences*

*Blake Perkins, Chair*

*Judy Blevins*

*Rodney Harris*

There is little understanding of the present without a mature understanding of the past. Such an insightful understanding of the present is only one of the benefits the study of history confers. At Williams the study of history also involves students in the intensive development of their critical thinking and communication skills. The understanding and skills students obtain through the study of history will benefit them in every potential career and in their lives generally.

Taken together, the study of history broadens the student's horizons while encouraging a reasoned and responsible approach to national and global social, political, and cultural institutions.

### **BACHELOR OF ARTS IN HISTORY**

To earn a Bachelor of Arts degree in history students must complete 33 hours of history course work beyond the General Education Requirement in history. All history majors must complete with a passing grade all of the survey courses in history; HT 1133, Western Civilization I, HT 1143, Western Civilization II, HT 2233, U.S. History Before 1865, and HT 2243, U. S. History Since 1865. Twenty-one of the 33 hours must be taken in courses at or above the 3000 level. All history majors are required to complete DP 2253, Microcomputer Applications I (this requirement may be waived if the department determines that the student is already competent in computer use. If the DP 2253 requirement is waived the student will substitute an elective 3 hour course). History majors are also required to take HT 3033, Historical Research and Philosophy. History majors are also to complete a minor or second major, earn at least 6 hours of credit in a modern foreign language, and 9 hours of upper-level elective credit. The student will be required to take an assessment exam during the senior year to complete the program.

Students at Williams may obtain a minor in history by completing 18 hours of course work in the discipline beyond the 6 hours of history required of all students.

### **BACHELOR OF SCIENCE IN EDUCATION IN SOCIAL STUDIES**

**For the admission requirements, retention procedures, dismissal procedures, and exit requirements of the teacher program, see *Department of Education*.**

#### **General Education Requirements\***

(See *Baccalaureate Degree General Education Requirement*) .....54/58 hours  
Specialization Requirements.....30 hours

Pre-Professional Requirements.....	15 hours
Professional Requirements.....	9 hours
Directed Student Teaching Requirements .....	16 hours
<b>Total</b>	<b>124/128 hours</b>

*\*Students earning this degree must take GT 2263 and PY 1113 to satisfy the social science requirement, MT 1123 (only if Math ACT score is less than 19) and MT 1133 or MT 1153 or higher to satisfy the mathematics requirement, and PE 2213 plus 2 hours of activity to satisfy the physical education requirement.*

**Specialization Requirements - [30 hours] 21 hours must be WBU specialization courses. Specialization courses to be transferred must be approved by department chair.**

### **U. S. HISTORY - [9 hours]**

(Students may choose from the following)

NOTE: Students seeking a BSE in Social Studies degree *may not* count courses taken in the General Education Requirements as part of the major. All social studies majors must take HT 3933 History of Arkansas.

HT 3323 - The Emergence of Modern America (1877-1919)

HT 4023 - The American Revolution

HT 3913 - The Civil War

HT 4113 - The American Republic: 1787 - 1860

HT 4443 - Recent U. S. History: 1919 - Present

### **WORLD HISTORY - [9 HOURS]**

(Students may choose from the following)

HT 1133 - Western Civilization I

HT 1143 - Western Civilization II

HT 3883 - Twentieth Century Europe

HT 3233 - Greco-Roman World

HT 4513 - Special Studies in History

HT 4103 - The History of Islam

### **GEOGRAPHY [3 Hours]**

GE 3253 - World Geography and Culture

HT ----- - World History Elective

### **POLITICAL SCIENCE [3 hours]**

GT 2263 - American Government

### **ECONOMICS [3 hours]**

EC 2273 - Principles of Macroeconomics

EC 2283 - Principles of Microeconomics



**SOCIOLOGY OR PSYCHOLOGY - [3 hours]**

(Students may choose from the following)

- PY 2413 - Positive Psychology
- PY 3103 - History and Systems of Psychology
- PY 3223 - Social Psychology
- PY 3253 - Abnormal Psychology
- SC 2253 - Introduction to Sociology
- SW 2283- Introduction to Social Work
- SW 3333- Adult Development and Aging
- SW 3343- Introduction to Social Policy

**Pre-Professional Requirements – [15 hours]**

- ED 2203 - Introduction to Teaching .....3 hours
- ED 2253 - Introduction to Exceptional Child .....3 hours
- HT 3033 - Historical Research and Philosophy.....3 hours
- HT 3933 - History of Arkansas.....3 hours
- PY 3123 - Adolescent Development and Learning Process .....3 hours

**NOTE: All BSE in Social Studies majors at Williams must complete HT 3033, Historical Research and Philosophy, a capstone course.**

**Provisional Requirements - [9 hours]**

- ED 4113 - A Study of the School .....3 hours
- ED 4133 - Measurement and Evaluation .....3 hours
- ED 4233 - Methods and Resources for Secondary Teachers.....3 hours

**Directed Student Teaching Requirements – [16 hours]**

- ED 4548 – Clinical Internship in Secondary School .....8 hours
- ED 4548 – Clinical Internship in Secondary School .....8 hours

**HISTORY COURSE DESCRIPTIONS****HT 1133 Western Civilization I**

This course surveys the development of western civilization from the Sumerians to the era of the Protestant Reformation. Students will review the artistic, philosophical, religious, political, and scientific characteristics of the cultures surveyed in this course. **Fall, Spring.**

**HT 1143 Western Civilization II**

This course surveys the development of western civilization and its interaction with major world communities and cultures from the Protestant Reformation to the end of the Cold War. Students will review the artistic, philosophical, religious, political, and scientific characteristics of the cultures surveyed in this course. **Fall, Spring.**

**HT 2233 United States History Before 1865**

A study of Colonial America, the American Revolution, the early national experience, and the Civil War. **Fall, Spring.**

**HT 2243 United States History Since 1865**

A Study of Reconstruction, westward expansion, the development of political parties, American diplomacy, economic development, and the conduct of United States wars. **Fall, Spring.**

**HT 3033 Historical Research and Philosophy**

This course reviews important philosophical principles and concepts associated with the mature study and practice of history while reviewing the corpus of historical study that students majoring in history have undertaken at Williams. This course is also intended to sharpen the student's research and communication skills. This course is required of all history and BSE majors. **Spring, even years.**

**HT 3133 Church History**

A survey of the history of Christianity from its founding and early development to the present, with primary emphasis upon theological developments and the church's impact upon world civilization. (This course *does not* satisfy General Education history requirements.) Prerequisite: Western Civilization recommended. **On demand.**

**HT 3233 Greco-Roman World**

Students in this course consider the major contributions of the Greek and Roman civilizations to western civilization. Beginning with the Emergence of Classical Greece and Alexander the Great, students will see the transition to the Roman Republic and Empire. Cultural focus will be on political, philosophical, religious, artistic and literary contributions. Prerequisites: Junior or Senior standing, HT 1133, or permission of the instructor: **On Demand.**

**HT 3323 The Emergence of Modern America: 1877-1919**

An examination of the political, economic, constitutional, and social/cultural changes and developments in the United States from the end of Reconstruction through World War I. Emphasis is placed upon industrialization and urbanization, science and technology, economic and constitutional laissez faire, national politics, and progressivism. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2243, or permission of the instructor. **On Demand.**

**HT 3883 Twentieth-Century Europe**

This course examines the history of Europe from the decade of the 1880's to the present. Close attention is given to the origins and impact of the two world wars, the rise of fascism and communism, the end of colonialism, the beginning and end of the Cold War, and the decline of Soviet power. **On Demand.**

**HT 3913 The Civil War**

Students in this course consider the sectional conflict in the decade of the 1850's, the problems of the Northern and Southern governments during the war, the major military campaigns of the war, and the impact of the war upon the civilian population. Prerequisites: Junior or senior standing, HT 2233, or permission of the instructor. **Spring, odd years.**

**HT 3163 Baptist History**

An examination of the history and heritage of the Baptist denomination from the English Baptists of the early seventeenth century to the creation and development of the Southern Baptist Convention. **Fall, even years.**

**HT 3933 History of Arkansas**

This course reviews the cultural, economic, and political history of Arkansas from the pre-territorial era to the present. Course objectives include the development of critical writing skills. **Fall.**

**HT 4023 The American Revolution**

An examination of the various factors leading to the American Revolution and in-depth analysis of the military, economic, political, and other difficulties faced by the newly-independent United States. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2233, or permission of the instructor. **Fall, even years.**

**HT 4103 History of Islam**

This course traces the rise and course of Islamic history with an emphasis on the life of Muhammad and the development of Islam's theological, political and social structures. The course also examines the Ottoman Empire, the Crusades and the vast and diverse geographical, religious, cultural and ethnic aspects of the modern Islamic world. **On Demand.**

**HT 4113 The American Republic: 1787-1860**

An analysis of the political, economic, military, constitutional, and social/cultural developments in the United States from the Philadelphia Convention through the antebellum period. Special emphasis is placed on the creation and development of the U.S. Constitution and its interpretation by the U.S. Supreme Court. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2233, or permission of the instructor. **On Demand.**

**HT 4443 Recent U.S. History: 1919-Present**

A close examination of the political, economic, military, and social/cultural developments of the United States from the post-World War I period through the mid-twentieth century. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2243, or permission of the instructor. **Fall, odd years.**

**HT 4503 Directed Readings in History**

This course is designed to provide the individual student with an intensive and rigorous reading program focused on a rather narrow topic in European history or United States history. Course requirements will be established by the faculty supervisor. Before enrolling the student must secure the approval of the appropriate instructor. Prerequisite: HT 1133 and HT 1143 for European history; HT 2233 and HT 2243 for United States history. **On demand with the consent of the instructor.**

**HT 4513 Special Studies in History**

This course allows students to explore an important topic in a seminar setting. Topics in special studies are selected by senior department faculty. **On demand with the consent of the instructor.**

**GEOGRAPHY****GE 3253 World Geography and Culture**

A survey course designed to familiarize the student with geographic regions of the world as well as the unique cultural aspects of those regions. **Spring.**

**GOVERNMENT****GT 2263 American Government**

Special attention is given to the Constitution and the organization, process, and function of the national government. **Fall, Spring.**

## LIBERAL ARTS DEGREE PROGRAM

The liberal arts degree program is predicated upon the realization that many students of the 21<sup>st</sup> century come to college with specialized professional goals that can best be met through a multidisciplinary curriculum. This program provides a unique, rigorous, and flexible learning pathway for that segment of the student population with specific educational and career interests. The Bachelor of Arts in Liberal Arts and the Bachelor of Science in Liberal Arts degree programs allow these students to complete a curriculum which equips them to be successful in an array of professional settings and provides an essential academic undergraduate foundation for those seeking to pursue a graduate-level degree for career advancement. The distinguishing requirement between the BA and BS is 6 hours of language for the BA and 6 hours of advanced Math/Science for the BS degree.

Students earning either of these degrees must complete at least two concentration blocks from those listed below. At least 9 elective hours must be in courses numbered 3000 or above. General Education courses or hours may not count toward any concentration requirements. Courses taken in one concentration block may not count for requirements in another block. Various combinations of concentration blocks are available with the specific courses indicated in the general education and concentration blocks to meet the undergraduate requirements for particular graduate-level degree programs.

### BACHELOR OF ARTS IN LIBERAL ARTS

#### Course Requirements

General Education Requirements .....	53/54Hours
Foreign Language .....	6 Hours
Microcomputer Applications .....	3 Hours
Core Concentration (2 blocks) .....	36/42 Hours
General Electives .....	25/18 Hours
<b>TOTAL</b>	<b>123 Hours</b>

### BACHELOR OF SCIENCE IN LIBERAL ARTS

#### Course Requirements

General Education Requirements .....	53/54Hours
Advanced Math/Science .....	6 Hours
(Above College Algebra, Contemporary Math, Biology, or Physical Science)	
Microcomputer Applications .....	3 Hours
Core Concentration (2 blocks) .....	36/42 Hours
General Electives .....	25/18 Hours
<b>TOTAL</b>	<b>123 Hours</b>

**CONCENTRATION BLOCKS****ART: 18 Hours Minimum**

AR 1103	Design I
AR 1123	Drawing I
AR 1133	Drawing II
AR 2223	Painting I
AR 2233	Painting II
AR 3333	Illustration

**STUDIO ART: 21 Hours Minimum**

AR 1103	Design I
AR 1113	Design II
AR 1123	Drawing I
AR 1133	Drawing II
AR 2223	Painting I
Choose one of the following:	
AR 2113	Introduction to Ceramics
AR 2223	Painting II
AR 3213	Sculpture
Choose one of the following:	
AR 4213	Art History I
AR 4223	Art History II

**BUSINESS ADMINISTRATION: 18 Hours Minimum**

BA 2243	Principles of Accounting I
BA 2253	Principles of Accounting II <i>or</i>
BA 2313	Business Statistics
BA 3213	Principles of Marketing
BA 3223	Organizational Behavior & Management
EC 2273	Principles of Macroeconomics
Upper level business elective	

**Human Relations: 18 Hours Minimum**

BA 2243	Principles of Accounting I
BA 2253	Principles of Accounting II
BA 3223	Organizational Behavior and Management
BA 3233	Human Resource Management
BA 3323	Business Communication Skills
EC 2283	Microeconomics

**CHRISTIAN EDUCATION: 18 Hours Minimum**

CE 2133	The Disciple-Making Church
RL 2113	Introduction to Christian Ministry
RL 2143	Biblical Interpretation
Any Christian Education course offering	

**CHRISTIAN MINISTRIES: 18 Hours Minimum**

RL 2113 Introduction to Christian Ministry

RL 2143 Biblical Interpretation

Any Biblical, Theological, Ministry, or Christian Education offering at the 3000 and/or 4000 level.

**COMMUNICATIONS ARTS: 18 Hours Minimum****Journalism Emphasis**

Nine hours required from the following:

JL 1113 Basic News Writing and Reporting

JL 4733 Online Journalism

JL 3633 Systems of Grammar

**OR** JL 3733 Advanced Composition.

Nine hours chosen from electives listed below\*.

**Speech and Theatre Emphasis**

Nine hours required from the following:

SP 2354 Voice and Diction

SP 3253 Oral Interpretation

SP 4123 Modern Drama

**OR** SP 4223 Studies in Shakespeare

Nine hours chosen from electives listed below\*.

\***Electives** - JL 1113 Basic News Writing and Reporting, JL 3833 Creative Writing, JL 3843 Advanced Creative Writing, JL 3733 Advanced Composition, JL 4113-6 Internship, JL 4733 Online Journalism, BA 3213 Principles of Marketing, BA 4313 Advertising and Promotion, SP 2353 Voice and Diction, SP 3253 Oral Interpretation, SP 4123 Modern Drama, SP 4223 Studies in Shakespeare, SP 1111/SP 4111 Theatre Workshop, SP1211/SP4211 Acting Workshop, SP 4113-6 Theatre Production, and SP 2153 Theater Appreciation if not used to fulfill the humanities requirement.

**COMPUTER INFORMATION SCIENCE: 18 Hours Minimum**

CS 2113 Management Information Systems

CS 2213 Programming Language I

CS 3313 Systems Analysis and Design

CS 3343 Networking I

CS 4113 Web Based Design and Development

CIS Elective

**HISTORY: 18 Hours Minimum**

May select any History offerings except HT 4133.

**LITERATURE: 18 Hours Minimum**

May select any six English offerings at the 3000 and/or 4000 level.

**MUSIC: 21 Hours Minimum**

- MU 1011 Fundamentals of Music  
 MU 1111 Aural Skills I  
 MU 1113 Creative and Analytical Concepts in Music I  
 MU 1123 Creative and Analytical Concepts in Music II  
 MU 2813 Choral Conducting

**3 hours** Ensemble, **4 hours** Applied Principal, **4 semesters** Recital (non-credit)

Choose 3 hours from: MU 2213, MU 3213, MU 3223, MU 3322

**NATURAL SCIENCES (Biology Emphasis): 18 Hours Minimum**

Must take 18 hours of biology classes (BS prefix) with at least 6 upper level elective hours. Must take BS 1113 Biological Science and BS 1111 Biological Science Lab or BS 1214 Principles of Biology I for the general education science lab requirement or in addition to the concentration block requirements.

Students who take Principles of Biology I must also take BS 1224 Principles of Biology II towards their concentration block requirements. BS 2113, BS 3913, GS 3213 and GS 3233 may not be used toward the concentration block credits.

**NATURAL SCIENCES (General Science and math Emphasis): 18 Hours Minimum**

Must take 18 hours of biology (BS prefix), general science (GS prefix), physical science (CH or PS prefix), or math (MT prefix) classes with at least 6 upper level elective hours. Students choosing this concentration block must submit a degree plan approved by the liberal arts advisor upon choosing the block. Due to the flexibility in the block, all degree plan changes must be approved in advance for courses to count towards the block.

**NATURAL SCIENCES (Mathematics Emphasis): 18 Hours Minimum**

May select any Math courses except MT 1123, MT 3133 and MT 4123 and must include six upper level hours.

**NATURAL SCIENCES (Physical Science Emphasis): 20 Hours Minimum**

Must take 16 hours of physical science classes (CH prefix or PS prefix) with four additional upper level science elective hours (BS, CH, GS, or PS prefix). GS 3223 and GS 3233 may not be used towards the concentration block credits. Must take PS 1114 for the general education science lab requirement or in addition to the concentration block requirements.

**PHYSICAL EDUCATION: 19 Hours Minimum**

- PE 2232 Concepts of Athletic Injuries  
 PE 2233 Principles of Physical Education  
 PE 4223 Organization and Administration of Physical Education  
 PE 4243 Health and Physical Education Methods I  
 PE 4353 Health and Physical Education Methods II  
 PE 3113 Exercise Physiology *or*  
 PE 4213 Kinesiology *or*  
 BS 2214 Anatomy & Physiology  
 PE 4112, 4122, 4132, 4142, *or* 4152 Theory and Practice of Coaching



**PSYCHOLOGY: 18 Hours Minimum**

Any Psychology offerings except (PY 1113) General Psychology.

**SOCIAL STUDIES: 18 Hours Minimum**

EC 3373      Macroeconomics  
GE 3253      World Geography and Culture  
GT 2263      American Government  
SC 2253      Introduction to Sociology  
3 hours upper level U. S. History elective  
3 hours upper level World History elective

**SOCIAL WORK: 18 Hours Minimum**

SW 2283 Introduction to Social Work  
SW 3253 Social Justice and Human Rights  
SW 3343 Introduction to Social Policy  
Any Social Work or Sociology Classes

## DEPARTMENT OF NATURAL SCIENCE

**Biology, Chemistry, Mathematics, Physical Science, Physics**

### *Division of Arts and Sciences*

*Ann V. Paterson, Nell I. Mondy Professor, Chair*

*Casey Clements*

*Cathy Coker*

*David Davis*

*Belina Dulaney*

*Melissa Hobbs*

*Steve McMann*

*Christopher Polachic*

*Lana Rhoads*

The Department of Natural Sciences seeks to provide students with an understanding of various scientific disciplines. All intelligent and responsible individuals need a basic knowledge of the physical and natural world. The department emphasizes the value of using the scientific method appropriately to increase understanding and critical thinking skills. Additionally, the department seeks to give students an appreciation of the natural world in the context of current environmental issues.

The Department of Natural Sciences offers a major in biology, a minor in biology, and a minor in mathematics. The major in biology prepares the student for a career in science, pre-professional programs including pre-med, pre-dental, pre-pharmacy and pre-physical therapy.

A minor in biology requires 18 hours of biology above the General Education requirement including six hours of upper-level biology credit.

A minor in mathematics requires 18 hours of mathematics above the General Education requirement including 6 hours of upper-level mathematics credits. It may not include MT 1123, MT 3133 or MT 4123.

### **BACHELOR OF SCIENCE: BIOLOGY**

The Department of Natural Sciences offers a major in biology that is suitable for students interested in a career in biology or in a pre-professional course of study.

### **DEGREE REQUIREMENTS**

#### **General Education Requirement**

*(See Baccalaureate Degree General Education Requirements)*.....54/56 hours

**Students must take: 1) BS 1111 and BS 1113 or BS 1214; 2) CH 1154; and 3) MT 1133, MT 1143 or MT 2214 to fulfill the science and math general education requirements.**

**In addition to the degree requirements listed below, students must also choose a track (e.g., “premedical” or “pre-graduate”) and follow the additional requirements for that track.**

**Core Requirements [73/74 hours]**

Students must choose one of the following options: .....12 hours\*

1) *BS 1214 Principles of Biology I and BS 1224 Principles of Biology II plus either BS 1134 Botany or BS 1154 General Zoology, OR*

2) *BS 1111 Biological Science Lab, BS 1113 Biological Science, BS 1134 Botany, and BS 1154 Zoology*

BS 2413 Genetics.....3 hours

BS 4812 Biology Seminar .....2 hours

CH 1164 Chemistry II.....4 hours

CH 3154 Organic Chemistry I.....4 hours

CH 3164 Organic Chemistry II.....4 hours

PS 2204 General Physics I or PS 2304 Physics I.....4 hours

PS 2214 General Physics II or PS 2314 Physics II.....4 hours

MT 1143 Trigonometry or a more advanced math elective if the equivalent of MT 1143 or more advanced work has already been completed ..... 3-4 hours

**Biology Electives** (15 hours of upper-level) .....19 hours

(Biology electives must include BS 2314, or BS 3514, or BS 3814)

**General Electives** (Must be upper-level with the exception of MT 2214, which may be used to meet this requirement) .....18 hours

**Total**                      131/134 HOURS

**BIOLOGY COURSE DESCRIPTIONS****BS 1111 Biological Science Lab**

A lab to accompany BS 1113. Must be taken simultaneously with BS 1113. The lab provides hands on exposure to the scientific method and basic laboratory techniques. The lab compliments lecture to reinforce concepts such as experimental design, interpretation of scientific studies, critical thinking, molecular genetics, organismal biology, and environmental issues. **Fall, Spring.**

**BS 1113 Biological Science**

A course for general education that provides an overview of the biological sciences. The course provides background knowledge in the scientific method, cell biology, genetics, taxonomy/systematics, organismal biology, and environmental issues. Three hours of lecture per week. **Fall, Spring.**

**BS 1121 Introduction to Science and Health Careers**

A course for students interested in learning more about careers in science and health professions, including a discussion of career options and information about what is required for different careers. This course is recommended for any student considering a career in these areas. The course will include lectures and discussion led by faculty and by visiting speakers. One hour of lecture per week. **Fall.**

**BS 1134 Botany**

A study of the form, structure, function, and reproduction of plants. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1111 and BS 1113 or BS 1214. **Fall, odd years.**

**BS 1154 General Zoology**

Fundamentals of the invertebrate and vertebrate organisms. Three hours of lecture hours and two hours of laboratory per week. Prerequisites: BS 1111 and BS 1113 or BS 1214. **Spring, odd years.**

**BS 1214 Principles of Biology I**

A course for biology majors that provides an overview of biology in conjunction with Principles of Biology II. The course provides a background knowledge for the study of cell, invertebrates, vertebrates, plants, human anatomy, and environment. This course provides basic biological knowledge, including an understanding of: 1) the scientific method, 2) the diversity of life on earth, 3) plant and animal structure and function, and 4) ecological issues. This course includes three hours of lab. **Fall**

**BS 1224 Principles of Biology II**

A course for biology majors that provides an overview of biology in conjunction with Principles of Biology I. The course provides a background knowledge for the study of the cell, molecular biology, genetics, and biotechnology. This course provides basic biological knowledge, including an understanding of: 1) cell biology, 2) molecular biology, 3) Mendelian genetics, 4) molecular genetics, 5) population genetics, and 6) biotechnology. The course includes three hours of lecture and three hours of lab. Prerequisite: BS 1214 or the combination of BS 1113 and BS 1111. **Spring, odd years.**

**BS 2001-4 Introductory Special Problems in Biology**

This course provides an introduction to research skills in biology. May be repeated for 1-4 credit hours. A maximum of 2 credits may be used towards the requirements for a biology major. Prerequisite: Permission of the advisor and of the department chair. **On demand.**

**BS 2113 Medical Terminology**

Provides the student with increased familiarity with medical terms (including suffixes, roots, prefixes) and with review of anatomical structures. May not be used to fulfill the natural sciences general education requirement, toward credits for the biology concentration block of the liberal arts degree, to fulfill biology elective credit requirements or toward credits for a biology minor. Prerequisite: BS 1111 and BS 1113 or BS 1214. **Spring; on demand.**

**BS 2214 Anatomy and Physiology I**

The structure and function of the different systems of the body. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1111 and BS 1113 or BS 1214. **Spring.**

**BS 2314 Microbiology**

The study of the taxonomy, morphology, and physiology of micro-organisms, their relation to medicine, industry, agriculture, and basic lab technique. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1111 and BS 1113 or BS 1214 and BS 1224. **Spring, even years.**

**BS 2413 Genetics**

The study of genetic material, the gene as a unit of recombination, mutation, function and regulation. Three hours of lecture per week. Prerequisite: BS 1111 and BS 1113 or BS 1214 and BS 1224. **Fall.**

**BS 3133 Science and Faith**

An introduction to the relationship between science and Christian faith, with emphasis on the Evangelical tradition: surveying the history of the science/religion dialogue, contemporary issues of relevance to the Church, and the way in which modern scientific discovery has informed Evangelical witness. Prerequisites: Completion of eight hours in the natural Sciences (BS, CH, or PS) and RL 1113. **Spring.**

**BS 3134 Entomology**

The study of the biology of insects. A study of the morphology, physiology, phylogeny, ontogeny, behavior, ecology and population biology of insects. Emphasis will also be placed on the importance of interaction with humans, from the potent roles of some insects in agriculture, to insects as vectors of disease. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1111 and BS 1113 or BS 1214. **Fall, even years.**

**BS 3214 Biochemistry**

An introduction to the organic structure of living systems. Concepts dealing with proteins, enzymes, metabolism and biosynthesis. Three hours of lecture and three hours of laboratory per week. Prerequisites: Introductory biology (BS 1111 and BS 1113 or BS 1214 and BS 1224) and chemistry through CH 3164 (which may be taken concurrently). **Spring, odd years.**

**BS 3513 Economic Botany**

The study of the uses humans make of plants. Prerequisites: BS 1111 and BS 1113 or BS 1214 or permission of the instructor. **On demand.**

**BS 3514 Cell Biology**

The detailed study of the structure and function of the cell. This course covers cell biochemistry, genetics, molecular biology, and cytology. Four hours of lecture per week. Prerequisites: Introductory biology (BS 1111 and BS 1113 or BS 1214 and BS 1224) and BS 2413. **Spring, odd years; Fall and May terms online on demand.**

**BS 3614 Comparative Anatomy**

The study of the similarities of anatomy and phylogenetic relationships. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1111 and BS 1113 or BS 1214 and BS 1224. **Fall, odd years.**

**BS 3714 Anatomy and Physiology II**

A continued exploration of topics that were introduced in Anatomy and Physiology I (BS 2214). In this course, we explore the structure and function of human organ systems. Particular emphasis will be placed on how processes at lower levels of biological organization promote the function of these organ systems, as well as how these organ systems work together to promote the function of the entire human body. The material in this course will build upon, rather than overlap with, material in Anatomy and Physiology. An additional weekly laboratory will emphasize the anatomy of human organ systems. Three hours of lecture and two hours of laboratory per week. Prerequisites: Either BS 1111 and BS 1113 or BS 1214; also requires BS 2214 in addition to the introductory biology requirement. **Fall, odd years.**

**BS 3814 Ecology**

This course presents an introduction to how living things interact with each other and with their surroundings. We explore biological phenomena at higher levels of organization, including organismal, population, community, and ecosystem ecology. Three hours of lecture and 3 hours of laboratory per week. Prerequisites: BS 1111 and BS 1113 or BS 1214. **Spring, even years.**

**BS 3913 Science Exam Preparation**

This course provides assistance for students preparing to take standardized exams such as the MCAT, PCAT, GRE, and others. Students will complete practice tests, analyze their results, review critical subject material, and learn test-taking skills. Practice exams will be chosen individually to match the needs of specific students. This course is pass/fail only. Credits from this course **do not** count as upper level biology electives or towards other degree requirements.

**May or Summer, on demand.**

**BS 4213 Pharmacology**

The study of drugs, their mechanisms of action at the system, cellular, and molecular levels and effects on human behavior. Three hours of lecture per week. Prerequisites: BS 1111 and BS 1113, or BS 1214 and BS 1224. **Winter online, on demand.**

**BS 4214 Embryology and Developmental Biology**

The study of the basic principles of the development of all levels of organization of organisms. Three hours of lecture and two hours of laboratory per week. May also be taken as a three credit course without the lab. Prerequisites: BS 1111 and BS 1113 or BS 1214. **On demand.**

**BS 4234 Histology**

This course provides an introduction to the terminology, function, and theory of histology. In addition to studying concepts and basic techniques, students will begin to gain familiarity with the function of histology. Students will also learn to identify important tissues and structure on slides. Three hours of lecture and three hours of lab per week. Prerequisites: BS 1111 and BS 1113 or BS 1214 and 8 additional hours of biology. **Spring and Summer terms online on demand.**

**BS 4244 Neuroscience**

An introduction to the biological foundations of behavior and the relationship between biology and psychology. Prerequisite: PY 1113. **Fall.**

**BS 4511-4 Natural Sciences Internship**

This course is designed to allow students to gain experience in their chosen professional field. Students interested in an internship must speak with the instructor at least one semester in advance to discuss arrangements. Prerequisites depend upon the field of interest to the student. While the instructor will attempt to assist students in finding placement, students are ultimately responsible for finding a site at which to work. Students are expected to spend approximately 25 hours at the internship site per credit hour earned, although the details of course requirements must be worked out individually for each specific situation. Students may take 1-3 credits in a semester. A maximum of 2 credits may be used towards the requirements for a biology major. **Fall, Spring, May Term, Summer.**

**BS 4812 Biology Seminar**

Reports, readings, and discussions on materials relevant to the biological sciences. Must be a biology major or minor with 24 hours of coursework in major area or permission of the instructor and department chair. A maximum of 2 credits may be used towards the requirements for a biology major. **Spring.**

**BS 4831-4 Special Problems in Biology**

Individual work under faculty supervision, designed to serve as an introduction to research and supplement regular organized courses in biology. Prerequisite: 24 hours of biology courses, submission of proposal of study, and prior permission of the advisor and of the department chair; Experimental Psychology (PY 3134) and Statistics (PY 3334) or 4 credits of Introductory Special Problems. A maximum of 2 credits may be used towards the requirements for a biology major. **On demand.**

**BS 4932 Special Topics in Biology**

Reports, readings, and discussions on materials relevant to the biological sciences focused on a particular topic. Must be a biology major or minor with 24 hours of coursework in the major area or permission of the instructor and department chair. A maximum of 2 credits may be used towards the requirements for a biology major. **Fall.**

**CHEMISTRY COURSE DESCRIPTIONS****CH 1154 General Chemistry I**

Atomic and nuclear structure, periodic law, chemical bonding, gaseous state of matter and thermodynamics. Three hours of lecture and three hours of laboratory per week. Prerequisite: MT 1133. **Fall.**

**CH 1164 General Chemistry II**

Studies of the liquid and solid states of matter, carbon and its compounds, and biochemistry. Three hours of lecture and three hours of laboratory per week. Prerequisite: CH 1154. **Spring.**

**CH 2001-4 Introductory Special Problems in Chemistry**

This course provides an introduction to research skills in chemistry. May be repeated for 1-4 credit hours. A maximum of 2 credits may be used towards the requirements for a biology major. Prerequisite: Permission of the advisor and of the department chair. **On demand.**

**CH 2234 Introductory Organic Chemistry**

Designed to meet the needs of students of agriculture, home economics, nursing, biological science, or other areas of study where a vigorous treatment of organic chemistry is not required. Three hours of lecture and three hours of laboratory per week. Prerequisite: CH 1154. **On demand.**

**CH 3154 Organic Chemistry I**

The study of the compounds of carbon, emphasizing the relationship between structure and reactivity. Introduction to reaction mechanisms, stereochemistry and spectroscopy. Three hours of lecture and three hours of laboratory per week. Prerequisite: CH 1164. **Fall.**

**CH 3164 Organic Chemistry II**

The study of fundamental groups with an emphasis on the reaction mechanisms, determination of molecular structure and synthesis of organic compounds. Three hours of lecture and three hours of laboratory per week. Prerequisite: CH 3154 (Organic Chemistry I). **Spring.**

**CH 3214 Biochemistry**

An introduction to the organic structure of living systems. Concepts dealing with proteins, enzymes, metabolism and biosynthesis. Three hours of lecture and three hours of laboratory per week. Prerequisites: BS 1111, BS 1113 and CH 3164. **Spring, odd years.**

**CH 4001-4 Special Problems in Chemistry**

Individual work under faculty supervision, designed to serve as an introduction to research and supplement regular organized courses in chemistry. Prerequisite: Submission of proposal of study, and prior permission of the advisor and of the department chair; Experimental Psychology (PY 3134) and Statistics (PY 3334) or 4 credits of Introductory Special Problems. May be repeated for 1-4 credit hours. A maximum of 2 credits may be used towards the requirements for a biology major. **On demand.**

**GENERAL SCIENCE COURSE DESCRIPTIONS****GS 1013 Aquaponics I**

Basic concepts in biological systems and methods for integrated science of aquaponics. The online course will include lectures with daily discussion sessions and two weekend on-campus required labs. **May/Summer**

**GS 3014 Aquaponics II**

Advanced knowledge and concepts in aquaponics system design and production. The online course will include lectures with daily discussion sessions and four weekend on-campus required labs. **May/Summer**



**GS 3213 Science for Teachers: K-6**

Material and methods of teaching elementary school science. Includes an overall view of the role of science in the development of modern society. Prerequisite: one course in the physical sciences and one course in the biological sciences. **Fall.**

**GS 3233 Science for Teachers: 4-8**

Material and methods of teaching middle school science. Includes an overall view of the role of science in the development of modern society. Prerequisite: one course in the physical sciences and one course in the biological sciences. **Fall.**

**GS 3324 Environmental Science and Ecology**

The study of basic ecological concepts and the most current topics concerning the environment. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1113, or BS 1214. **Fall.**

**MATHEMATICS COURSE DESCRIPTIONS**

**Note: Credit may not be earned in a departmental course that is a prerequisite for any course already completed.**

**MT 1123 Intermediate Algebra**

Fundamental operations, linear equations, special products and factoring, rational expressions, polynomials, functions and graphs, exponents and radicals, quadratic equations. **Fall.**

**MT 1133 College Algebra**

Quadratic equations, theory of quadratic equations, inequalities, functions, graphs, system of equations and inequalities, logarithmic and exponential functions, combinatorics and probability. Prerequisite: ACT math score of 19 or above, or successful completion of MT 1123 with a passing grade. **Fall, Spring.**

**MT 1143 Plane Trigonometry**

Properties of the trigonometric functions and their graphs, solution of right and oblique triangles, formulas and identities, inverse trigonometric functions, trigonometric equations and conic curves. Prerequisite: Successful completion of MT 1133 or its equivalent with a passing grade. **Spring.**

**MT 1153 Contemporary Mathematics** An introduction to current topics in mathematics designed for liberal arts students. Emphasis is given to developing a strong conceptual understanding and appreciation for the application of mathematics in the areas of voting, fair division games, Euler and Hamilton circuits and paths, Minimum spanning trees, critical path scheduling, spiral growth and Fibonacci Numbers, the mathematics of finance, and fractal shapes. (Will not satisfy the general education requirement for the Business Administration, Track I Psychology, or Biology degrees.) **Fall, Spring.**

**MT 2001-4 Introductory Special Problems in Mathematics**

This course provides an introduction to research skills in mathematics. May be repeated for 1-4 credit hours. A maximum of 2 credits may be used towards the requirements for biology major. Prerequisite: Permission of the advisor and of the department chair. **On demand.**

**MT 2214 Calculus I**

Limits, differentiation of algebraic functions and applications, theory of the integral, and definite integral and applications. Prerequisites: Successful completion of MT 1133 and MT 1143 with a passing grade. May be used for general elective credit for a biology major. **Fall.**

**MT 2224 Calculus II**

Differentiation of transcendental functions, integration by other methods, volumes of revolution, convergence of infinite sequence and series. Prerequisite: Successful completion of MT 2214 with a passing grade. **On demand.**

**MT 3113 History of Mathematics**

Selected topics in the history of mathematics with an emphasis on the development of the various areas and major concepts of mathematics, and an appreciation of the people who contributed to those developments. Suitable for a general upper level elective. May not be used to satisfy the natural sciences general education requirement. **Fall, odd years.**

**MT 3133 Math for Teachers I**

Place value and numeration systems, concept and operations of addition and subtraction, operations of multiplication and division, number theory concepts and operations, concepts and operations of fractions and decimals, graphs, data, statistics, and probability, geometric figures and relationships, measurement concepts and operations. Common Core State Standards (CCSS) for K-4 are the basis for instruction and classroom practices. Prerequisite: Successful completion of MT 1133, or MT 1153, or higher level with a passing grade. Must be an education major or receive prior permission. May not be used to satisfy the natural sciences general education requirement. **Fall.**

**MT 3234 Calculus III**

Polar co-ordinates and equations, vectors in two and three dimensional space, and vector valued functions, partial differentiations, double and triple integral, differential equations. Prerequisite: MT 2224. **On demand.**

**MT 3313 Foundations of Geometry**

A survey of Euclidean geometry that articulates the most important ideas of algebra and geometry. There is also an emphasis on explorations using geogebra or other geometric software. **Spring.**

**MT 3334 Statistics**

An introduction to the quantitative interpretation of data for research purposes. Includes descriptive statistics, probability theory, hypotheses testing, chi-square, analysis of variance, correlation and linear regression. Three hours lecture and two hours laboratory per week. Prerequisite: Successful completion of MT 1133 with a passing grade. **Fall, Spring**

**MT 4001-4 Special Problems in Mathematics**

Individual work under faculty supervision, designed to serve as an introduction to research and supplement regular organized courses in math. Prerequisite: Submission of proposal of study, and prior permission of the advisor and of the department chair; Experimental Psychology (PY 3134) and Statistics (PY 3334) or 4 credits of Introductory Special Problems. May be repeated for 1-4 credit hours. A maximum of 2 credits may be used towards the requirements for a biology major. **On demand.**

**MT 4123 Math for Teachers II**

Concept and operations of addition and subtraction, operations of multiplication and division using rational numbers, number theory concepts and operations, concepts and operations of fractions and decimals, graphs, data, statistics, and probability, geometric figures and relationships, measurement concepts and operations of two and three dimensional figures. Common Core State Standards (CCSS) for 4-8 are the basis for instruction and classroom practices. Prerequisite: Successful completion of MT 1133, or MT 1153, or higher level with a passing grade. Must be an education major or receive prior permission. **Spring.**

**MT 4613 Advanced Statistics**

This course is designed to teach the application of the statistical and research techniques learned in introductory statistics. The relationship of research design and the use of statistical procedures will be expanded on. Among the topics to be considered are the following: factorial analysis of variance (ANOVA), analysis of covariance, repeated measures ANOVA, multiple regression path analysis, and structural equation modeling (SEM). **On demand.**

**PHYSICAL SCIENCE COURSE DESCRIPTIONS****PS 1114 Physical Science**

A course for general education exploring the philosophy and methods of science and foundational rules governing the physical universe. This course is not intended for natural sciences major. Three hours lecture and two hours laboratory per week. Prerequisite: fulfillment of mathematics general education requirement. Recommended: basic competency in algebra at a high school level or MT 1123 (Intermediate Algebra). **Fall, Spring.**

**PS 2204 General Physics I**

Principles of mechanics, dynamics, energy and waves. Three hours lecture, three hours laboratory per week. Prerequisites: MT 1133 (College Algebra) and MT 1143 (Plane Trigonometry). **Fall, even years.**

**PS 2214 General Physics II**

Principles of thermal physics, electricity, magnetism, and optics. Three hours lecture, three hours laboratory per week. Prerequisite: PS 2204 (General Physics I) or PS 2304 (Physics I). **Spring, odd years.**

**PS 2304 Physics I**

Calculus-based introduction to principles of mechanics, dynamics energy and waves. Three hours lecture, three hours laboratory per week. Prerequisites MT 1143 (Plane Trigonometry), MT 2214 (General Physics II). **Fall, odd years.**

**PS 2314 Physics II**

Calculus-based introduction to principles of thermal physics, electricity, magnetism and optics. Three hours lecture, three hours laboratory per week. Prerequisites MT 2304 (Physics I). (MT 2224 Calculus II, recommended.) **Spring, even years.**

## DEPARTMENT OF PSYCHOLOGY AND SOCIAL WORK

### *Division of Arts and Sciences*

*Ruth Provost, Chair*

*Rebekah Provost-Emmons*

*Paul Rhoads*

*Dennis Vowell*

*Donna Williams*

Psychology is concerned with the scientific study of human behavior, thought, and emotions. Psychology students investigate these areas within the context of various fields of psychology. The ultimate goal of the study of psychology at Williams is the empathetic understanding of human behavior applied in service to others.

### BACHELOR OF SCIENCE: PSYCHOLOGY

The Department of Psychology offers a major with two tracks designed to meet the different career interests of students. Track I is designed for those psychology students preparing for graduate school and for careers in such areas as clinical, counseling, general-experimental, or social psychology. Track II is designed for those students preparing for seminary and church-related work as well as mental health or social work careers that do not require an advanced degree. Either track would prepare students for careers in managerial or supervisory positions in business and industry, human service settings, or church-related vocations.

A student may obtain a minor in psychology by taking PY 1113 General Psychology and any additional 15 hours in psychology.

### DEGREE REQUIREMENTS

#### General Education Requirement

(See *Baccalaureate Degree General Education Requirement*)..... 54/55 Hours

**Students earning this degree may not use a psychology course to satisfy the Social Science requirement. Track I students may take MT 1133 or MT 1153. Track II students may take MT 1133, MT 3113, or MT 1153. Students may take either PY 3123 or PY 3113 to fulfill core requirement.**

#### Core Requirements – [21 hours]

PY 1113 General Psychology .....	3 hours
PY 3103 History and Systems .....	3 hours
PY 3113 Child Development and Learning Process.....	3 hours
PY 3123 Adolescent Development.....	3 hours
PY 3253 Abnormal Psychology.....	3 hours
PY 4113 Personality Theory.....	3 hours
PY 4413 Synthesis in Psychology .....	3 hours

**Track I Requirements - [17/18 hours]**

PY 3334 Statistics .....	4 hours
PY 3133 Theories of Learning.....	3 hours
PY 3141 Applied Experimental.....	1 hour
PY 3143 Experimental Psychology .....	3 hours
PY 4244 Neuroscience.....	4 hours
PY 3223 Social Psychology.....	3 hours
<b>Minor.....</b>	<b>18 hours</b>
<b>General Electives.....</b>	<b>17 hours</b>

Total.....127/129 Hours

**Track II Requirements - [12 hours]**

PY 2413 Positive Psychology.....	3 hours
PY 3223 Social Psychology.....	3 hours
PY 3233 Introduction to Counseling Psychology.....	3 hours
PY 3133 Theories of Learning.....	3 hours
<b>Minor.....</b>	<b>18 hours</b>
<b>General Electives.....</b>	<b>22 hours</b>

Total.....127/128 Hours

**BACHELOR OF SCIENCE: FAMILY PSYCHOLOGY**

The family is the cornerstone of our society. Starting with that assumption family psychology is the study of the religious, physical, psychological and social experience of becoming a family. To help the family accomplish its task the Department of Psychology has brought together a number of fields all of which can influence family life. These fields include, but are not limited to, religion, psychology, sociology, health and business; all are brought together under the rubric of a Christian perspective. The Family Psychology degree provides the student with a broad knowledge of family life education including: family interaction, interpersonal relationships, human development and sexuality, education about parenthood, family resources management, values, and family and society.

**DEGREE REQUIREMENTS****General Education Requirement**

(See *Baccalaureate Degree General Education Requirement*) .....54/55 Hours

**Any two Social Work or Sociology courses will satisfy the social science requirements.**

**Students working on this degree who do not plan to go to graduate school may substitute any two psychology courses for PY 3334 and PY 3143 and may take MT 1133, MT 3113, or MT 1153 to fulfill their math requirement. PE 2213 is required as partial fulfillment of the General Education health and physical education requirements.**

**The Family Psychology degree does not require a minor.**

**Core Requirements - [42 hours]**

PY 1113 General Psychology .....	3 hours
PY 2413 Positive Psychology .....	3 hours
PY 3103 History and Systems of Psychology .....	3 hours
PY 3113 Child Development .....	3 hours
PY 3123 Adolescent Development .....	3 hours
PY 3133 Theories of Learning .....	3 hours
PY 3223 Social Psychology .....	3 hours
PY 3253 Abnormal Psychology .....	3 hours
PY 3233 Introduction to Counseling Psychology .....	3 hours
PY 4113 Personality Theory .....	3 hours
PY 4413 Synthesis in Psychology .....	3 hours
SW 2283 Intro to Social Work .....	3 hours
SW 4133 Abuse .....	3 hours
SW 3353 Human Behavior and the Social Environment I .....	3 hours
<b>General Electives</b> .....	27 hours
<b>Total.....</b>	<b>123/124 Hours</b>

**PSYCHOLOGY COURSE DESCRIPTIONS****PY 1113 General Psychology**

This introductory course is a prerequisite for all other courses listed below. Emphasis on the foundations and development of behavior, cognition, and emotions. **Fall, Spring.**

**PY 2413 Positive Psychology**

A study of those aspects of psychology whose understanding can help us live happier and more useful lives. Prerequisite: PY 1113. **Spring.**

**PY 3103 History and Systems of Psychology**

A study of the major concepts of psychological thought in current and historical perspective. Prerequisite: PY 1113. Prerequisite: EN 1123. **Fall.**

**PY 3113 Child Development and Learning Process**

A study of the physical, mental, emotional, social development and learning process of humans from conception to puberty, including the major theoretical approaches. Prerequisite: PY 1113. **Fall.**

**PY 3123 Adolescent Development and Learning Process**

A study of the physical, mental, emotional, and social development and learning process of humans from puberty to adulthood, including some of the major theoretical approaches. Prerequisite: PY 1113. **Fall, Spring.**

**PY 3133 Theories of Learning**

An examination of major theories of learning and the research bearing upon them. Emphasizes origin, influence upon contemporary psychological thought, and present applications. Prerequisite: PY 1113. **Spring.**

**PY 3141 Applied Experimental**

This course is a non-consecutive lab to accompany Experimental Psychology and which serves as a bridge between it and the presentation of that experiment in synthesis class. The class is required of all Track I students and any Track II or Family Psychology student who has taken Experimental. The class will be divided into four parts and will meet only once a week. Prerequisite: PY 3143. **Fall.**

**PY 3143 Experimental Psychology**

A study of the basic principles and techniques used in experimental research and the processes of interpreting and reporting results. Prerequisite: PY 1113. **Spring.**

**PY 3153 Forensic Psychology**

This course is designed to introduce students to issues pertaining to the psychological factors relevant to the legal system including: the insanity defense, responsibility under the law, criminal profiling, eyewitness testimony and false memories, confessions, jury selection, expert psychological testimony, risk management, treatment of the mentally ill in correction institutions, and the treatment of the criminally insane. **Fall, even.**

**PY 3163 Family Systems and Dynamics**

This course is a study of historical and theoretical models of family systems and marriage, the role of marriage and families in modern society, and analysis of healthy and dysfunctional families. Prerequisite: PY 1113 General Psychology. **Spring**

**PY 3223 Social Psychology**

An examination of the major processes of social interaction at both the interpersonal level and in group settings. Emphasis is upon the development of interpersonal skills and an understanding of the structure and forces at work in groups. Prerequisite: PY 1113. **Spring, even years.**

**PY 3233 Introduction to Counseling Psychology**

A survey of the major theoretical orientations and current practices of counseling and psychotherapy. Includes the study of the philosophy, theories, principles, techniques, application, and ethics of counseling. Recommended Prerequisite: PY 3253. **Spring.**

**PY 3253 Abnormal Psychology**

An examination of the various categories of abnormal behavior in order to help the student better understand the causes, treatment, and prevention of maladaptive behavior. Prerequisite: PY 1113. **Fall.**

**PY 3263 Psychological Tests and Measurements**

An introduction to the theory, problems, and techniques of psychological measurement and testing, including interpretation of test results. Prerequisite: PY 1113. **Fall, even years.**

**PY 3273 Advanced Positive Psychology**

This course studies the specific aspects of positive psychology; it goes more in depth and focuses on the 26 character strengths that promote well-being and happiness through the use of film and critical thinking. **May**



**PY 3283 Cognitive Psychology**

This course is intended to introduce the college student to the tenets of cognitive psychology including, but not necessarily limited to a history of cognitive psychology, an examination of the basic principles and theories pertinent to the study of cognition including an exploration of perception, attention, memory, linguistics, neurocognition, thinking and intelligence, and information processing. Prerequisite: PY 1113. **On Demand**

**PY 3323 Human Sexuality**

This course is a study of the biological, psychological and social aspects of sexuality from a Christian perspective. Critical issues directly and indirectly associated with sexual behavior are addressed. **May**

**PY 3333 Adult Development and Aging**

A study of the theory and research on the psychological development of adults; physical, social, personality, and intellectual development during the adult segment of the life span, with particular attention given to the aging process. Prerequisite: PY 1113. **Fall, odd years.**

**PY 3334 Statistics**

An introduction to the quantitative interpretation of data for research purposes. Includes descriptive statistics, probability theory, hypotheses testing, chi-square, analysis of variance, correlation and linear regression. Three hours lecture and two hours laboratory per week. Prerequisite: PY 1113. **Fall, spring.**

**PY 3373/SW 3373 Substance Abuse**

This course will provide information on substance abuse issues. The goal is to provide the student with basic understanding of the developmental, physiological, psychological and social effects of substance abuse as well as historical and current treatment modalities. **Winter**

**PY 4113 Personality Theory**

A survey and critical examination of the major historical and contemporary viewpoints advanced to explain human behavior in order to provide students with a detailed overview of the influences in the development of individual personalities. Prerequisite: PY 1113. **Spring.**

**PY 4133 Abuse**

This course is designed to introduce the student to the critical issues involved in all forms of familial abuse within the family. Although emphasis will be upon the identification and treatment of child sexual abuse, other forms of abuse and issues related to abuse will be dealt with as well. **Fall.**

**PY 4213 Pharmacology**

The study of drugs, their mechanisms of action at the system, cellular, and molecular levels and effects on human behavior. Three hours of lecture per week. Prerequisite: BS 3714 or CH 3214 or PY 4244. **On demand.**

**PY 4244 Neuroscience**

An introduction to the biological foundations of behavior, thought and feeling and to the general relationship between biology and psychology. Three hours lecture and two hours laboratory per week. Prerequisite: PY 1113. **Fall.**

**PY 4266 Practicum in Psychology**

Practical work experiences at one of a variety of mental health institutions. Designed for exemplary students who are preparing for graduate school and further mental health work. Prerequisites: PY 1113, 3113, 3123, 3253, 3263 and consent of instructor. Depending upon the particular practicum chosen, there may be additional prerequisites. Students interested in the Practicum should contact the instructor in the fall semester for enrollment in the spring semester and in the spring semester for the summer Practicum. **Spring and Summer.**

**PY 4413 Synthesis of Psychology**

Designed to help students synthesize the skills and information that have been gathered in all previous psychology courses. Seniors only. **Spring.**

**PY 4503 Individual Study**

Advanced studies of specific topics arranged by department chairman. Course may be repeated. **On demand.**

**PY 4513 Special Studies**

Special topics of interest in the area of psychology. May be repeated for credit. **On demand with the consent of the instructor.**

**PY 4523 Advanced Research and Design**

This course is designed to integrate both research and statistical analysis of research in the production of lab research that is accepted for presentation at a professional psychological meeting for peer review. **On demand.**

**PY 4613 Advanced Statistics**

This course is designed to teach the application of the statistical and research techniques learned in introductory stat using R. R is an open source programming language and software environment for statistical computing and graphics. This course is taught on line. Prerequisite PY 3334 or MT 3334 Statistics or their equivalent or on permission of the instructor (SEM).

**On demand.**

**SOCIAL WORK**

The discipline of Social Work focuses on the welfare of communities and its individuals. It works toward betterment of the community and its members. The social work minor is designed to augment the psychology degree, thus, better preparing students for work in the mental health field. It is also designed to help students who are planning to work on a Masters in Social Work (MSW) get accepted to graduate school. For those not majoring in psychology the minor is designed to acquaint the student with needs and work related to this field.

A minor in social work consists of 18 hours.

## **SOCIAL WORK COURSE DESCRIPTIONS**

### **SC 2253 Introduction to Sociology**

The course is designed to acquaint the student with the discipline and provide a background for more advanced studies. Textbook study, lectures, discussion and assigned projects. **Fall.**

### **SW 2283 Introduction to Social Work**

This course will offer an examination of social welfare policy issues (such as poverty, homelessness, and mental illness) and the significance of social, economic, and political factors that influence policymaking and implementation. This course provides theoretically based models for the analysis and presentation of social policy in legislative, administrative, and agency arenas. **Fall, Online**

### **SW 3253 Social Justice and Human Rights**

This course will review the philosophical and biblical foundations of social justice and human rights. It will explore the distribution of power, status, and resources in society. Students will learn a practice framework that integrates a human rights perspective, which promotes the dignity, respect, and well-being of all persons with a social justice perspective which seeks inequities. It will also address how issues of inequality, crime and discrimination affect vulnerable populations. It will analyze institutions that strive to promote and enforce social justice and human rights standards including the United Nations system, regional human rights bodies, and domestic courts. **Fall, Online**

### **SW 3333 Adult Development and Aging**

A study of the theory and research on the psychological development of adults; physical, social, personality, and intellectual development during the adult segment of the life span, with particular attention given to the aging process. Prerequisite: PY 1113. **Fall, odd years.**

### **SW 3343 Introduction to Social Policy**

This course introduces students to the profession of social work and provides an overview of the professional knowledge, skills, and values necessary for generalist social work practice. The various settings for social work practice and the types of services provided by social workers are explored. **Spring, Online**

### **SW 3353 Human Behavior and the Social Environment I**

This is the first of two courses in the human behavior in the social environment. Students apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development stressing the concepts of person-in-environment, human ecology, and social systems. Theories and assumptions about human behavior and diversity are critically applied to social work contexts. Values and ethical issues related to biosychosocial development are examined. **Fall.**

**SW 3363 Human Behavior and the Social Environment II**

This course expands upon the theories and knowledge taught in SW3353 and incorporates theories specific to understanding biological, social, cultural, psychological, and spiritual and the adjustment tasks common to each stage. The concepts of person-in-environment, human ecology, social systems, and strengths continue to be a focus. Theories and assumptions about human behavior and diversity are critically applied to social work contexts. Values and ethical issues related to bio psychosocial development are examined. **Spring.**

**SW 3373 Substance Abuse**

This course will provide information on substance abuse issues. The goal is to provide the student with basic understanding of the developmental, physiological, psychological and social effects of substance abuse as well as historical and current treatment modalities. **Winter**

**SW 4133 Abuse**

This course is designed to introduce the student to the critical issues involved in all forms of familial abuse within the family. Although emphasis will be upon the identification and treatment of child sexual abuse, other forms of abuse and issues related to abuse will be dealt with as well. **Fall.**

**SW 4513 Special Studies**

Special topics of interest in the area of sociology. May be repeated for credit. **On demand with the consent of the instructor.**

## **COUNCIL FOR CHRISTIAN COLLEGES & UNIVERSITIES (CCCU) OFF-CAMPUS STUDY PROGRAMS**

The Council for Christian Colleges & Universities, based in Washington, D.C., is a higher education association of 181 intentionally Christ-centered institutions around the world. The 121 member campuses in North America are all regionally accredited, comprehensive colleges and universities with curricula rooted in the arts and sciences. In addition, 60 affiliate campuses from 19 countries are part of the CCCU.

The Council's main functions are to promote cooperation and interaction among colleges; provide opportunities for personal and professional growth for administrators, faculty and students; monitor government and legal issues; and promote these institutions to the public.

The Council's mission is to advance the cause of Christ-centered higher education and to help our institutions transform lives by faithfully relating scholarship and service to biblical truth. Visit [www.cccu.org](http://www.cccu.org).

The Council for Christian Colleges & Universities offers 10 off-campus study programs, collectively branded BestSemester®, which expand learning opportunities for students from CCCU campuses and are designated as culture-shaping or culture-crossing programs. Culture-shaping BestSemester programs are: American Studies Program (Washington, D.C.), Contemporary Music Center (Nashville) and Los Angeles Film Studies Center (Los Angeles). Culture-crossing BestSemester programs are: Australia Studies Centre, China Studies Program, Latin American Studies Program, Middle East Studies Program, Oxford Summer Programme, Scholars' Semester in Oxford and Uganda Studies Program.

Because Williams Baptist University is a member of the Council, these diverse off-campus study programs are available to juniors and seniors with a minimum GPA of 2.75. For further information regarding academic requirements, financial arrangements and schedule planning see the academic dean, or contact the Council at 329 Eighth Street, NE, Washington D.C. 20002; (202)546-8713.

Financial assistance may be available to students enrolled in the ISSAP program, including the Adams-McClelland Study Abroad Scholarship. Students should check with the Office of Financial Aid regarding possible restrictions and liabilities of using financial assistance for the program. (Students will only be eligible for two semester of ISSAP assistance.)

Visit [www.bestsemester.com](http://www.bestsemester.com) for program details or contact the Office of Academic Affairs at Williams Baptist University.

## **PRE-PROFESSIONAL PROGRAMS**

Students at Williams may also pursue various pre-professional curricula. These programs do not necessarily lead to a baccalaureate degree; some involve three years of intensive and carefully focused study. Students wishing to undertake pre-professional studies will need to work closely with the Academic Dean's office and a faculty advisor. Students should also follow carefully the catalog of the professional program to which they aspire.

Below are descriptions of some of the most popular pre-professional programs, but other pre-professional options are available. For example, some students are interested in pre-optometry, pre-physician assistant, pre-osteopathic medicine, and pre-physician assistant, pre-osteopathic medicine, and other programs. Williams can prepare students for a variety of careers and students interested in other health or science related options should contact the Chair of the Natural Sciences Department or the Health and Science Professions advisor for advice.

### **Pre-Law**

Law schools do not require any particular degree or course of study for admission. Each applicant to law school is required to complete only a bachelor's degree and the Law School Admissions Test (LSAT).

A pre-law major at Williams may, therefore, choose any field in which to complete a bachelor's degree. However, the student should be aware of several important skills required for success in law school and in the legal profession. A broad cultural background is of prime importance. Moreover, pre-law students should take courses which emphasize the ability to read and comprehend accurately, rapidly, and thoroughly; to think logically; to analyze and weigh situations and materials; to speak and write clearly; and to develop a critical approach and mature study habits.

Admission to law school is competitive and is based mainly on grade point average and the student's scores on the Law School Admissions Test (LSAT). Each pre-law student at Williams should consult closely with the pre-law advisor, Professor Gibbens.

Williams' Pre-Law Society provides support and resources for students interested in going to law school. This is accomplished through various activities, speakers, and by providing a forum where students can discuss their goals and share information.

### **Pre-Medicine**

Admission to medical programs is highly competitive and requires students to be well-prepared. Additionally, being well-prepared allows students to succeed once they encounter the challenges in medical school. Williams offers all of the premedical requirements for the University of Arkansas for Medical Sciences (UAMS) college of Medicine, along with the requirements for most other medical schools. Admission to medical school requires high GPAs (generally 3.0 is considered the minimum but not necessarily competitive), high MCAT (Medical School Admission Test) scores, medical experience, and excellent letters of recommendation. We recommend that students interested in medicine contact Dr. Ann Paterson, the pre-health professions advisor, as early as possible to begin their preparation. We also recommend that students consider involvement in undergraduate research early in their college careers.

### **Pre-Veterinary Medicine**

Admission to veterinary medical programs is highly competitive (even more competitive than admission to medical school in many cases) and requires students to be well-prepared. Additionally, being well-prepared allows students to succeed once they encounter the challenges in veterinary school. Williams offers all of the preveterinary requirements for the Louisiana State University School of Veterinary Medicine (which gives in-state tuition to Arkansas residents), along with the requirements for many other veterinary schools. Admission to veterinary school requires high GPAs (generally 3.0 is considered the minimum but not

necessarily competitive), high GRE (Graduate Record Exam) scores, veterinary experience, and excellent letters of recommendation.

We recommend that students interested in veterinary medicine contact Dr. Paterson, the pre-health professions advisor, as early as possible to begin their preparation. We also recommend that students consider involvement in undergraduate research early in their college careers.

### **Pre-Dentistry**

Admission to dental programs is highly competitive and requires students to be well-prepared. Additionally, being well-prepared allows students to succeed once they encounter the challenges in dental school. Williams offers all of the pre-dental requirements for the University of Tennessee Health Science Center College of Dentistry, along with the requirements for many other dental schools. Admission to dental school requires high GPAs (generally 3.0 is considered the minimum but not necessarily competitive), high DAT (Dental Admission Test) scores, dental experience, and excellent letters of recommendation. Additionally, it is useful if students can demonstrate the ability to work well with their hands (for example, by taking classes in ceramics). We recommend that students interested in dentistry contact Dr. Paterson, the pre-health professions advisor, as early as possible to begin their preparation. We also recommend that students consider involvement in undergraduate research early in their college careers.

### **Pre-Physical Therapy**

Admission to physical therapy programs is competitive and requires a high GPA. Most programs also require the GRE (Graduate Record Exam). Williams has an articulation agreement with the Southwest Baptist University Physical Therapy program that makes admission easier for our students. Physical therapy experience and/or observations may be required. Students interested in physical therapy, especially at the University of Central Arkansas, should speak with Dr. Paterson, the pre-health professions advisor, early in their academic careers to begin completing the prerequisites.

### **Pre-Occupational Therapy**

Admission into occupational therapy programs is on a competitive basis and requires a minimum GPA that depends on the school. Interested students should consult with Dr. Paterson, the pre-health professions advisor, early in their academic careers to discuss their options.

### **Pre-Pharmacy**

Admission to pharmacy programs is highly competitive and requires students to be well-prepared. Additionally, being well-prepared allows students to succeed once they encounter the challenges in pharmacy school. Because many programs have strict prerequisites, students should consult with Dr. Paterson, the pre-health professions advisor, early in their college career to design their degree plan. Admission to pharmacy requires high GPAs (generally 3.0 is considered the minimum but not necessarily competitive), high PCAT (Pharmacy College Admissions Test) scores, pharmacy experience, and excellent letters of recommendation. We also recommend that students consider involvement in undergraduate research early in their college careers.

### **Pre-Nursing**

Students interested in BSN programs can generally complete 2 years of their nursing curriculum at Williams, but must then transfer to complete the program. Because requirements vary for different programs, students should consult with their advisor promptly to design an effective course of study. Admission to nursing programs is competitive and students need to be well-prepared in order to be accepted and to succeed in the programs.

### **ROTC - General Information**

The U.S. Army Reserve Officer Training Corps (ROTC) at Arkansas State University has a cross-enrollment agreement with Williams Baptist University which permits students to participate in all ROTC classes and activities.

The Army Reserve Officers' Training Corps (ROTC) is a series of elective college courses, which can lead to a commission as a second lieutenant in either the United States Army Reserve or the U.S. Army National Guard. Participation in ROTC provides instruction in leadership and management and helps students develop self-discipline, physical stamina, and confidence. The ROTC program augments the University's objectives by emphasizing academic excellence and the development of personal integrity, honor, and responsibility. Upon commissioning, graduates will serve in the active Army, The United States Army Reserve, or the Army National Guard. Selection for active duty is based on the needs of the service, the individual's preference, and the individual's performance record. Almost any branch is available for those commissioned in the reserve forces (barring physical limitations).

### **ROTC Program**

There are three paths for completion of our program which lead to a commission in the U.S. Army:

1. The first path is completion of both Military Science and Leadership (MSL) I and MSL II level courses (The Basic Course), followed by completion of the Advanced program.
2. The second path is completion of any U.S. Armed Forces Basic Training, followed by completion of the Advanced Program.
3. The third path is completion of ROTC Leaders Training Course, followed by completion of the Advanced Program.

### **The Basic Course**

Further defined: Physically able students, male or female, may enroll in the Basic Course without incurring a military obligation. The ROTC Basic Course consists of four courses designed to be taken one each semester during the freshman and sophomore years. No more than two courses may be taken simultaneously without the approval of the Professor of Military Science (PMS). All textbooks are provided at no charge.

### **Leaders Training Course**

The College will grant up to six hours of elective credit for successful completion of the ROTC Leaders Training Course. The course consists of practical experience and instruction in tactical and technical military subjects with emphasis on leadership development. The course is four weeks in length and is conducted at Fort Knox, Kentucky. Students are paid for attendance (about \$600) and provided travel to and from campus.



Housing, uniforms, and meals are provided at no expense. Students attending the Leaders Training Course do incur a military service obligation.

### **The Advanced Course**

The ROTC Advanced Course consists of four courses designed to be taken one each semester during the junior and senior years (or graduate school). Students must attend the Leader Development and Assessment Course (LDAC) between their MSL III and MSL IV year. Upon entry into the Advanced Course, a student must sign a contract recognizing a service obligation. The obligation may be served in either the reserve components (Reserve Component duty can be guaranteed) or the Active Army 383 (depending on the needs of the Army). Cadets in the Advanced Course receive textbooks, uniforms, and a nontaxable subsistence allowance (10 months per year), as well as pay for attending the LDAC. Prerequisites for admission to the Advanced Course are:

1. Completion of the Basic Course, the Leaders Training Course, or the U.S. Armed Forces Basic Training.
2. Physical qualification as determined by medical examination.
3. Selection by Professor of Military Science.
4. Under 32 years of age by the time of graduation or be enrolled in graduate school.
5. Pass a screening evaluation.
6. At least two academic years remaining before graduation or be enrolled in graduate school.
7. A grade point average of 2.00 or better for all college work and completion of at least sixty semester hours of college work towards a baccalaureate degree. Applicants will normally be required to have achieved “junior” academic status in addition to the Military Science and Leadership courses.

### **Financial Assistance**

**ROTC Scholarships:** In addition to four-year Army ROTC scholarships which are awarded to high school seniors, two- and three-year ARMY ROTC scholarships are available to college freshmen and sophomores on a competitive basis. Applicants are judged on their potential and aptitude for military service and are evaluated by an academic board chaired by the Professor of Military Science (PMS). ROTC scholarships cover the cost of college tuition, textbooks, laboratory fees, and a subsistence allowance for each school month depending on the number of hours completed by the student. High school students applying for four-year scholarships must have their packets completed by January 10 of their senior year. Three-year and two-year scholarship applications must be completed by the spring semester, prior to the first school year of the scholarship.

### **Leadership Development**

Military Science students are required to participate in a Leadership Laboratory in addition to classroom requirements. Training consists of military drill and ceremonies, field exercises, simulated leadership problems, and familiarization with Army weapons and equipment.

A minor in Military Science and Leadership can be granted only to those students who qualify for enrollment in the Advanced Course and subsequent commissioning as an officer in the U.S. Army. For more information concerning the ROTC program, contact the Office of Academic Affairs at Williams Baptist University.

## ADMINISTRATION AND FACULTY

### Administrative Officers

**R. Stanton Norman, Ph.D.**..... President  
**Brad Baine, Ph.D.**..... Vice President for Academic Affairs  
**Brett Cooper, Ph.D.** ..... Vice President for Institutional Advancement  
**Dale Leatherman, Ph.D.** ..... Vice President for Business Affairs  
**Jeremy Dutschke, Ph.D.**..... Vice President for Enrollment Mgmt & Student Services

### Administrative Staff

**Todd Allen, B.S.**..... Head Wrestling Coach  
**Aaron Andrews, M.A.**..... Director of Annual Giving and Alumni Relations  
**Larry Bailey** ..... Computer Services Technician  
**Tonya Bolton, B.A.**..... Registrar  
**Janie Campbell** ..... Administrative Assistant, Academic Dean  
**Daniel Capp, B.S.** ..... Men's Housing Director/Campus Recreation Director  
**Peggy Chadwick** ..... Cataloging Technician, Library  
**Deana Conley** ..... Administrative Assistant, Student Affairs  
**Aneita Cooper, Ed.S.**..... Director of Counseling  
**Stacey Dunlap, B.S.** ..... Assistant Director Financial Aid  
**Spencer Elder, B.S.** ..... Admissions Counselor  
**Kathy Evans**..... Administrative Assistant, WTEP  
**Lisa Foley** ..... Admissions Records Coordinator  
**Amber Grady, M.S.** ..... Dean of Students  
**Kevin Hennings, M.B.A.**..... Assistant Registrar  
**Elizabeth Howell, B.S.**..... Administrative Assistant, University Relations  
**Bill Jeffery, B.S.**..... Admissions Counselor  
**Taylor Jeffery, B.S.** ..... Women's Housing Director  
**John Mayberry, B.A.** ..... Student Life Director, Head Women's Basketball Coach  
**Cheryl McCoy, B.S.**..... Postal and Communications Coordinator  
**Blake McGinnis, B.A.** ..... Director of Information Technology  
**Pamela Meridith, M.S. in L.S.** ..... Director of Library Services  
**Mary Norvell, M.S.**..... Freshman Advisor/Parent Liaison  
**Rachel Steele, B.S.** ..... Admissions Counselor  
**Joel Olive, B.S.E.** ..... Public Services Paraprofessional, Library  
**Jo Carol Phillips** ..... Administrative Assistant, President  
**Lynette Rose, A.A.**..... Administrative Assistant, Office of Business Affairs  
**Max Rose, A.A.** ..... Gift Accounting Coordinator, Office of Advancement  
**Mary Ann Smith, A.A.**..... Administrative Assistant, Office of Business Affairs  
**Amy Steele**..... Administrative Assistant, Office of Admissions  
**Grace Stolz, B.A.** ..... Coordinator of Public Relations  
**Shane Stolz, B.S.**..... Sports Information Director, Asst. Athletic Director  
**Katherine Tippy, A.A.** ..... Financial Aid Counselor  
**Barbara Turner, M.B.A.** ..... Director of Financial Aid  
**Andrew Watson, M.S.**..... Director of Admissions, Cross Country & Track/Field Coach  
**Ryan Whittle, B.A.** ..... Admissions Counselor

**Faculty 2018-2019****Stephen Abanathy, 2016**

**Instructor of Health and Physical Education; Head Men's Baseball Coach.** B.S., Williams Baptist College; M.A. Sports Administration, Arkansas State University

**Josh Austin, 2011**

**Instructor of Health and Physical Education; Men's Basketball Coach.** B.S., University of Central Arkansas; M.S., Concordia University.

**Brad Baine, 2004**

**Professor of Education; Academic Dean.** B.S.E, Williams Baptist College; M.S.E., Arkansas State University; Ph.D., University of Arkansas.

**Belina Dulaney, 2018**

**Assistant Professor of Mathematics.** B.S. and M.S., Arkansas State University.

**Robert Lee Foster, 1999**

**Professor of Religion; Chair, Department of Christian Ministries.** B.A., Oklahoma Baptist University; M.Div. and Ph.D., The Southern Baptist Theological Seminary. Further study Jerusalem University College.

**Jerry Gibbens, 1967**

**Professor of English; Chair, Department of English and Communication Arts; Chair, Division of Arts and Sciences.** A.A., Williams Baptist College; B.S.E. and M.A., Arkansas State University; further study Indiana University, University of Memphis, University of Arkansas.

**Carol Halford, 1984**

**Assistant Professor of Physical Education; Chair, Department of Physical Education; Women's Basketball Coach.** A.A., Williams Baptist College; B.S.E. and M.S.E., Arkansas State University.

**Rodney Harris, 2017**

**Assistant Professor of History;** B.A., Arkansas State University; M.A., University Central Arkansas; PhD, University of Arkansas, Fayetteville.

**Janna Himschoot, 2015**

**Assistant Professor of Business.** B.S., Arkansas State University; M.B.A., Missouri State University.

**Melissa Hobbs, 2006**

**Associate Professor of Chemistry and Biology.** B.S., University of Arkansas at Monticello; M.S., University of Arkansas for Medical Sciences; Ph.D., Arkansas State University.

**Ty Jones, 2016**

**Instructor of Health and Physical Education; Head Coach, Men's and Women's Golf.** B. S., Williams Baptist College; M. A., Business Administration, Columbia Southern University.

**Luetschwager, Brian, 2016**

**Director of Criminal Justice, A.A.S. & E.M.T. - University of Arkansas Community College in Batesville; B.S. - Arkansas State University; M.A. – American Public University Systems**

**Bob Magee, 1985**

**Professor of Music; Chair, Department of Music; Director of Choral Activities.** B.C.M., William Carey University; M.C.M., Southwestern Baptist Theological Seminary; D.M.A., University of Southern Mississippi; further study, Conservatorio Nacional de Bogota.

**Brady Massey, 2018**

**Assistant Professor of Music & Band Director.** B.M., University of Central Arkansas; M.M., Arkansas State University.

**Steve McMann, 2003**

**Associate Professor of Biology.** B.S., SUNY-Binghamton; M.S. Rutgers, the State University of New Jersey; Ph.D., University of Miami.

**Walter Norvell, 2005**

**Associate Professor of Religion.** B.A., Union University; M.S., University of Memphis; M.A.R.E. and Ph.D., Southwestern Baptist Theological Seminary. Further studies with Colson Fellows.

**Heather Parson, 2011**

**Assistant Professor of Business, Chair, Department of Business.** B.S., Williams Baptist College; M.B.A., Arkansas State University.

**Ann V. Paterson, 1999**

**Nell I. Mondy Professor; Chair, Department of Natural Sciences; Coordinator of Outcomes Assessment.** B.S., Ursinus College; M.S. and Ph.D., University of Miami.

**Lynn Hicks Pennington**

**Instructor of Music.** B.M.E. and M.M.E., Western Kentucky University.

**Blake Perkins, 2013**

**Assistant Professor of History; Chair, Department of History and Government.** B.A., Lyon College; M.A., Missouri State University; Ph.D., West Virginia University.

**Christopher Polachic, 2015**

**Assistant Professor of Natural Science.** B.Sc. and M.Sc., University of Saskatchewan; Ph.D., University of Alberta, Canada.

**Ruth Provost, 2004**

**Associate Professor of Psychology; Chair, Department of Psychology.** B.S., Williams Baptist College; M.S. and Psy.D., Wheaton College.

**Paul Rhoads, 1986**

**Professor of Psychology.** B.A., Ouachita Baptist University; M.S., North Texas State University; M.Div. Midwestern Baptist Theological Seminary; Ph.D., KaeMyung University (Korea); further study, Arkansas State University.

**Joshua Richards, 2015**

**Assistant Professor of English.** B.A., Ouachita Baptist University; M.A., Florida Atlantic University; Ph.D., University of St. Andrews, Scotland.

**Jeffrey Rider, 1996**

**Instructor of Physical Education; Director of Athletics.** A.A., Williams Baptist College; B.S.E. and M.S.E., Arkansas State University.

**Joy Ring, 1965**

**Professor of Business.** B.A., Lyon College; M.B.E., University of Mississippi; further study, University of Arkansas, University of Central Arkansas, University of Mississippi, Arkansas State University.

**Amy Schmidt, 2018**

**Assistant Professor of English.** B.A., Lyon College; M.A., University of Mississippi; Ph.D., University of Arkansas.

**Christopher Thompson, 1998**

**Associate Professor of Music.** B.M., University of Kansas; M.A., University of Missouri-Kansas City; Ph.D., University of Wisconsin.

**Dennis Vowell, 2016**

**Assistant Professor of Psychology.** Psy.D., Forest Institute of Professional Psychology.

**Ann Webb, 2018**

**Dean of Graduate and Online Studies.** B.S.E, M.S.E., Ph.D., Arkansas State University.

**Charlotte Wheelless, 2009**

**Assistant Professor of Education; Chair, Department of Education.** B.S.E., Williams Baptist College; M.Ed, Grand Canyon University.

**Melinda Williams, 1983**

**Assistant Professor of Speech, Drama, and Journalism.** A.A., Williams Baptist College; B.F.A., M.A. and M.S., Arkansas State University.

**Adjunct Faculty****Kathie Adkins**

**Education.** B.S.E., MSE, and Certification in Elementary Administration, Arkansas State University.

**Judy Blevins**

**History.** B.A., History and Drama, Ouachita Baptist University; M.A., History, Arkansas State University; and further studies University of Arkansas and Arkansas State University.

**Casey Clements**

**Natural Sciences.** B.S., Williams Baptist College.

**Cathy Coker**

**Natural Sciences.** B.S. and M.S., Arkansas State University.

**Misty Colvey**

**Health & Physical Education.** B.S., Athletic Training, Arkansas State University; further graduate study, Arkansas State University.

**David Davis**

**Natural Sciences.** A.A., Williams Baptist College; B.S.E. and M.S.E., Arkansas State University.

**Grant C. DeProw**

**Business.** B.S., Williams Baptist College; J.D., Washington University.

**Hankins, Chris**

**Criminal Justice.** B.S., M.A. in Criminal Justice, Arkansas State University; A.A.S. Black River Technical College

**Rebekah Provost-Emmons**

**Social Work.** B.S., Union University; M.S.W., Union University.

**Lea Andra Foster**

**Natural Sciences.** B.S.E, Oklahoma Baptist University; M.E., William Woods University

**Cindy Logan**

**Natural Sciences.** B.S.E. and M.S.E., Arkansas State University.

**Karen Marlow**

**Spanish.** B.A., Williams Baptist College; M.S.E., Arkansas State University.

**Carl Mason**

**Music.** B.M.E. and M.M.E., Arkansas State University.

**Michael McCoy**

**Christian Ministries.** B.A., Cumberland College, WV; M.Div., Mid-Western Theological Seminary, Kansas City, MO

**Betty Neeley**

**Education.** B.S.E. and M.E., Arkansas State University; further study Ouachita Baptist University, University of North Texas.

**Plaster, Darren**

**Criminal Justice.** B.S., University of Central AR; Master of Criminal Justice, Boston University

**Lana Rhoads, 1986**

**Natural Sciences.** B.S., Ouachita Baptist University; M.S., North Texas State University; further study Midwestern Baptist Theological Seminary.

**Clyde Rodgers**

**English.** A.A., Williams Baptist College; B.S.E. and M.Ed., Ouachita Baptist University; further graduate study, Arkansas State University.

**Charles Stoddard**

**Business.** B.S., Williams Baptist College; M.C.S., Union University.

**David Tackett**

**Health & Physical Education.** B.S.E. and M.S.E., Arkansas State University.

**Heather Watson**

**English.** B.A., Williams Baptist College; M.A., Arkansas State University.

**Donna Williams**

**Social Work** B.S., Arkansas State University; M.S.W., University of Arkansas, Little Rock.

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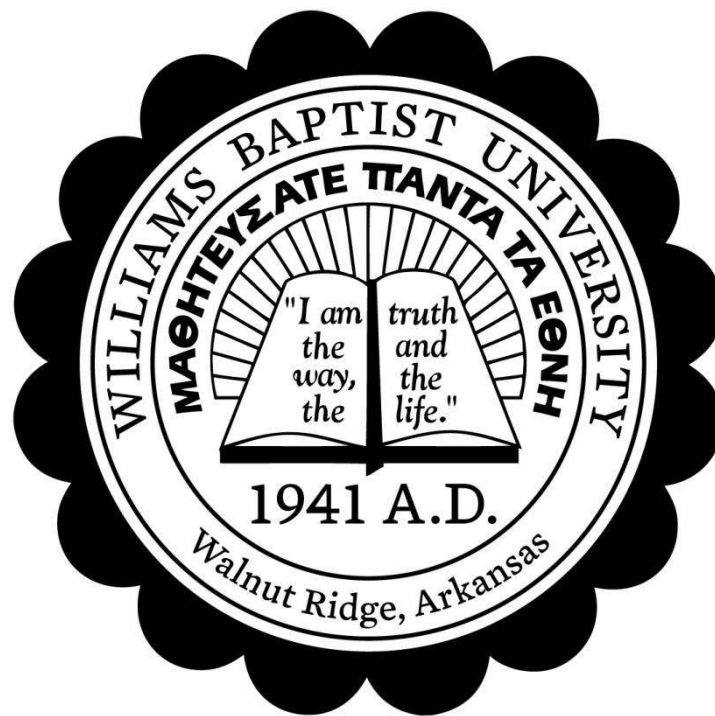
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# WILLIAMS BAPTIST UNIVERSITY

## Criminal Justice Program Catalog 2018-2019



**Educate, Equip, and Enrich for Christ**

Volume 2  
Number 1

## Accreditation

Higher Learning Commission	
Council for the Accreditation of Educator Preparation	
Institutional Memberships: Association of Southern Baptist Colleges and Schools	
Council for Christian Colleges and Universities	
Independent College Fund of Arkansas	
Independent Colleges of Arkansas	
National Association of Independent Colleges and Universities	
National Association Intercollegiate Athletics	

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## **About WBU**

Williams Baptist University is a Christian, liberal arts University. Williams is known for its academic excellence and personal attention, with a student-to-teacher ratio of 14-to-1, as well as its warm, Christ-centered environment. There are over 500 students on WBU's main campus at Walnut Ridge, Ark., and a total enrollment of about 600. Students live in on-campus residence halls and apartments, off campus, and commute.

Williams offers undergraduate and graduate programs to prepare students for a wide array of career options, and it is ranked in the top tier of southern colleges & universities by US News & World Report. It is accredited through the Higher Learning Commission and by the National Council for Accreditation of Teacher Education.

Williams is owned and operated by the Arkansas Baptist State Convention.



## **Mission Statement**

Williams' mission is to provide an excellent, holistically Christian, liberal arts education, while compassionately shaping students' lives.

## **Vision Statement**

Williams' vision is to produce exceptional graduates prepared to engage local and global cultures through a Christ-centered worldview.

## **Purpose Statements**

To provide opportunities to profess, practice, and strengthen one's faith and to encounter Biblical values.

To provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

To provide an aesthetically pleasing campus glorifying to God's creation.

To provide and execute a plan which secures adequate resources to sustain and advance the institution.

To provide a positive image of the quality programs, faculty, students, staff, and graduates of the University.

To provide serviceable facilities which sustain the mission of the University

To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

To provide cultural experiences, thought provoking events, and educational enrichment for the campus community and the community at large.

To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

To provide desirable housing for students and faculty.

## **Institutional Academic Goals**

To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

To produce students who demonstrate the ability to communicate effectively across the curriculum.

To produce students who demonstrate the ability to reflect critically upon the environment, society, and self.

To produce students who demonstrate the ability to apply critical thinking and analytical skills to become more effective problem solvers.

To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

To produce students who demonstrate a competence in at least one particular body of knowledge.

## **Introductory Information**

### **Student Responsibility**

Students are responsible for knowing the policies and procedures stated in this catalog. Policies and procedures are frequently reviewed and are subject to change without notice.

### **Summary Information**

Calendar: Semester Plan: Summer, Fall and Spring terms

Degree: Bachelor of Science in Criminal Justice

Williams Baptist University is accredited by the Higher Learning Commission

(<http://www.ncacihe.org>) located at 230 North LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. The HLC can be contacted at: 800-621-7440, (312) 263-0456, or by email at [info@hlcommission.org](mailto:info@hlcommission.org).

Entrance Requirements: SEE ADMISSIONS

For Further Information Contact: Director of Admissions, Williams Baptist University, P.O. Box 3737, Walnut Ridge, AR 72476

Phone: 870-759-4120 Fax: 870-759-4163

E-mail: [williamsbaptistuniversity.com](mailto:williamsbaptistuniversity.com)

## **CRIMINAL JUSTICE ACADEMIC CALENDAR 2018-2020**

### **FALL SEMESTER**

#### **August 21, 2018 - December 12, 2018**

August 21 (Tuesday).....	Term 1 Begins
October 8 (Monday).....	Last Day to Withdraw from Term 1
October 12 (Friday).....	Term 1 Ends
October 15 (Monday).....	Term 2 Begins
December 3 (Monday).....	Last Day to Withdraw Term 2
December 7 (Friday).....	Term 2 Ends

### **SPRING SEMESTER**

#### **January 7, 2019 – May 01, 2019**

January 7 (Monday).....	Term 1 Begins
February 25 (Monday).....	Last Day to Withdraw Term 1
March 1 (Friday).....	Term 1 Ends

March 4 (Monday) ..... Term 2 Begins  
 April 29 (Monday) ..... Last Day to Withdraw Term 2  
 May 1 (Wednesday) ..... Term 2 Ends

### **SUMMER I AND SUMMER II**

#### **May 06, 2019 – August 9, 2019**

May 6 (Monday) ..... Graduate Term 1 Begins  
 June 17 (Monday) ..... Last Day to Withdraw From Graduate Term 1  
 June 21 (Friday) ..... Graduate Term 1 Ends  
 June 24 (Monday) ..... Graduate Term 2 Begins  
 August 5 (Monday) ..... Last Day to Withdraw Graduate Term 2  
 August 9 (Friday) ..... Graduate Term 2 Ends

### **FALL SEMESTER**

#### **August 20, 2019 - December 6, 2019**

August 20 (Tuesday) ..... Graduate Term 1 Begins  
 October 7 (Monday) ..... Last Day to Withdraw from Graduate Term 1  
 October 11 (Friday) ..... Graduate Term 1 Ends  
 October 14 (Monday) ..... Graduate Term 2 Begins  
 December 2 (Monday) ..... Last Day to Withdraw Graduate Term 2  
 December 6 (Friday) ..... Graduate Term 2 Ends

### **SPRING SEMESTER**

#### **January 06, 2020 – May 01, 2020**

January 6 (Monday) ..... Graduate Term 1 Begins  
 February 24 (Monday) ..... Last Day to Withdraw Graduate Term 1  
 February 28 (Friday) ..... Graduate Term 1 Ends  
 March 2 (Monday) ..... Graduate Term 2 Begins  
 April 27 (Monday) ..... Last Day to Withdraw Graduate Term 2  
 April 29 (Wednesday) ..... Graduate Term 2 Ends

### **MAY TERM, SUMMER I AND SUMMER II**

#### **May 04, 2020 – July 19, 2020**

May 4 (Monday) ..... Graduate Term 1 Begins  
 June 22 (Monday) ..... Last Day to Withdraw From Graduate Term 1  
 June 26 (Friday) ..... Graduate Term 1 Ends

# Criminal Justice Program

## 1. Purpose

This catalog is designed to facilitate a student's progress toward the Bachelor of Science in Criminal Justice. Williams Baptist University has specific rules and regulations for the program which must be followed in order to obtain the degree. This document explains those policies and procedures, which are subject to change and can be affected by changes in the policies of Williams Baptist University. University-wide policies have priority over the policies in this catalog.

## 2. Introduction

The Bachelor of Science in Criminal Justice offers an in-depth scientific study of crime, criminal behavior, and the response by the United States justice system to these problems. Throughout this degree program the student will study theories and applications of criminal justice, corrections, and criminology. Upon completion of the degree program the student will have gained understanding in criminal procedure, the adjudication process, ethical issues, forensic science, police administration, and knowledge regarding current trends in criminal justice. This program was developed with the objective of meeting the needs for quality instruction and knowledge being given to those professionals already in their career fields, or those who have a strong interest in a career in public safety, such as law enforcement or corrections. Keeping this objective in mind, the Bachelor of Science in Criminal Justice is being offered exclusively online through Williams Baptist University in an effort to clear roadblocks from the paths of those professionals already working in their chosen career fields. Offering the program online gives the student flexibility to complete coursework, regardless of his or her personal work schedule.

### 2.1 Program Mission

The mission of the Bachelor of Science in Criminal Justice program is:

- (a) To provide an intellectually stimulating academic and professional environment in which students and faculty may grow and develop to their full potential;
- (b) To educate students who are preparing for or pursuing a career in criminal justice, offering realistic preparation for practical success in the workplace, and facilitating the development of skills and capabilities necessary to become a catalyst within the profession in order to enhance the viability and growth of the discipline in an ethical and just manner;
- (c) To make continuing significant contributions to knowledge and excellence of practice in the fields of criminal justice and allied social and behavioral sciences through teaching, research, dissemination of knowledge to the public, and direct service to local, state and national constituent communities and criminal justice agencies.

### 2.2 Curriculum Objectives

The Bachelor of Science in Criminal Justice program offers a liberal arts basis and was designed to meet the certification standards established by the American Criminal Justice Association. Upon completion of the program, students will:

- (a) be able to draw on multiple disciplines and research traditions to identify and understand the social and behavioral contributors to crime and delinquency;
- (b) have a comprehensive understanding of the institutions in the criminal justice system and how politics and policy making affect these institutions;
- (c) have effective critical thinking and oral and written communication skills;
- (d) have a comprehensive knowledge of the ethical concerns of the criminal justice field;
- (e) understand how perceptions of the criminal justice system vary cross-culturally, and how such differences influence policy and public perception;
- (f) understand the impact and interplay of public policy on the trends, solutions, and research in the field;
- (g) have acquired the skills to engage in effective written and oral communication;
- (h) have demonstrated honed interpersonal and leadership skills;
- (i) have developed a basis for the skills necessary to perform information analysis; engage in critical thinking, problem solving, and evaluation.

### **2.3 Program Administration**

The Bachelor of Science in Criminal Justice program is administered by Williams Baptist University. The Vice President for Academic Affairs, Criminal Justice Advisory Board, Faculty Boards, and the Program Director oversees the program to ensure quality. The Bachelor of Science in Criminal Justice Director is the key administrative officer for the program. The Director chairs the CJ Advisory Board and serves as the central contact for matters regarding program policies. The CJ Director reports to the Dean of Online and Graduate Studies, who reports to the Vice President for Academic Affairs. All program changes or modifications must be first approved by the Academic Affairs Committee, as described in section 20.3.5.1 of the [Williams Baptist University Employee Handbook](#).

### **3. Admissions**

The Bachelor of Science in Criminal Justice program is a unique program to Williams Baptist University, and because of this the admissions process is specific for the program. All applicants wishing to attend Williams Baptist University must complete an [Application for Admission](#). An applicant applying to the Bachelor of Science in Criminal Justice program must be eighteen years of age, and should be employed in a career field of criminal justice, such as: law enforcement, corrections, security, the legal field, or a similarly related field. If the applicant does not meet the aforementioned requirements, then they must have a well prepared career plan that can be articulated in writing.

Applicants who are not currently employed in a related criminal justice field will need to submit:

- 1) A written letter, of not less than 300 words, stating why the applicant wants to enroll in the program and their career plan, and 2) Three (3) letters of reference. An optional personal interview with the applicant may be required at the request of the Program Director or University Administration.

#### **3.1 Transfer Students**

Any student who has attended a college or university must submit the following:

1. Official copies of transcripts from all colleges and universities attended.

2. An official high school transcript and official ACT or SAT score report if the applicant has fewer than 24 transferable credit hours.

Transfer students may transfer no more than 66 semester credit hours as per Williams Baptist University policy. For students applying to the Bachelor of Science in Criminal Justice program, they may transfer up to a maximum of 15 semester credit hours of courses equivalent to the major required courses.

### **3.2 Re-Admission of Former Students**

A previously enrolled student in good academic standing in a degree program may re-enter Williams after absence of a full fall or spring semester. An [Application for Re-Admission](#) must be submitted and the application fee is waived.

Any student applying for re-admission to the University must have met any outstanding financial obligations to Williams and be current on all student loans.

Official transcripts from each college or university attended since the last enrollment at Williams must also be submitted.

### **3.3 Students Living On-Campus**

The Bachelor of Science in Criminal Justice program is entirely online for the purpose of allowing students currently working in the field of Criminal Justice to complete the program. It is common knowledge that professionals in the field of Criminal Justice work irregular and varying hours, and would not have the luxury of attending courses on the WBU campus. Students living on campus may take Bachelor of Science in Criminal Justice program major courses as electives, with prior approval from the student's current academic program director, academic advisor, and the criminal justice program director.

## **4. Course Requirements**

The Bachelor of Science in Criminal Justice program requires a total of 120 semester hours for degree completion. Those hours are broken into the following categories: Major Required Courses, Free/Transfer Electives, Prior Professional Experience/Internship Electives, and General Education Requirements.

### **4.1 Course Load**

Courses for the Bachelor of Science in Criminal Justice program are offered in 8-week terms. Since a normal fall or spring semester is 16 weeks long, each semester will be offered in two-parts for students enrolled in online Bachelor of Science in Criminal Justice program, e.g. fall I, fall II, spring I, and spring II. To better accommodate students who are currently employed in their profession, there will be one 8-week summer term as well.

The normal course load for a full-time student is 12-15 credit hours per a full semester, i.e. fall, spring, with 6 credit hours being the normal course load for the summer term. Since this program is broken into two 8-week semesters per fall and spring semesters, a normal course load for a full-time student would be 6 or more credit hours taken per sub 8-week term; therefore, the student would earn a minimum of 12 credit hours per fall and spring semesters, and 6 credit hours during the summer term. This would allow the student to satisfy most financial aid

requirements. Students are encouraged to contact the Financial Aid Office with questions regarding financial aid and this program. The Office of Financial Aid at WBU can be contacted at [https://williamsbaptistuniversity.com/theme-overview/financial\\_aid/](https://williamsbaptistuniversity.com/theme-overview/financial_aid/).

The normal course load for a part-time student is 9 or less credit hours per a full semester, i.e. fall and spring, or 3 credit hours for summer. Since this program is broken into two 8-week semesters per fall and spring semesters, a normal course load for a part-time student would be 3-6 credit hours taken per sub 8-week semester; therefore, the student would earn a minimum of 9 or less credit hours per fall and spring semesters.

#### **4.2 CJ Program Credit Hour Requirements**

Students completing a Bachelor of Science in Criminal Justice program at WBU will complete a minimum of 120 credit hours. The general degree requirements are:

- a) 120 semester credit hours passed for program completion
- b) 45 semester credit hours in major required courses as listed in this catalog
- c) A minimum of 45 semester credit hours in general education courses
- d) Minimum 30 semester hours of upper-division course work (3000 and above) taken at WBU
- e) Up to 15 semester hours of prior professional experience/internship electives
- f) Up to 15 semester hours of accepted/transfer electives
- g) Minimum of 2.0 cumulative grade point average
- h) Minimum of 2.0 grade scored in all major required courses
- i) Fulfillment of all University and major requirements

#### **4.3 WBU General Education Core Requirements**

The General Education Core Requirements for WBU students provides Bachelor of Science in Criminal Justice students with broad general education competencies based on a liberal arts foundation. At the same time the core requirements allow students flexibility based on their individual backgrounds and specific educational and career goals.

The core curriculum requires 3 credit hours of Old Testament studies and 3 credit hours of New Testament studies.

#### **4.4 General Education Requirements**

All Criminal Justice students must complete the general education requirements of the degree plan. The general education requirements make up 45 semester credit hours of the degree program and consist of the following courses:

<b>Courses</b>	<b>Credit Hours</b>
Micro Computer Applications I	3
English Composition I	3
English Composition II	3
Fundamentals of Speech	3
World Literature I or II	3

<b>Courses</b>	<b>Credit Hours</b>
Humanities Elective	3
American Government	3
Old Testament	3
New Testament	3
U.S. History	3
Introduction to Sociology	3
General Psychology	3
Contemporary Math	3
Biological Science	3
Health and Safety	3
<b>Total</b>	<b>45</b>

#### **4.5 Prior Professional Experience and/or Internship Electives**

##### **4.5.1 Prior Professional Experience Electives**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award. Prior professional experience is calculated at a rate of one semester credit hour of credit given per every 120 hours of on-site, documented, work experience, with a total 360 contact hours equaling credit for one practicum course, or at a rate of one semester credit hour of credit given per every 45 hours of documented classroom and/or training hours. To earn credit for prior professional experience the student should contact his/her Academic Advisor and request to complete a Prior Professional Experience Assessment. The cost of the assessment is \$75. Prior professional experience elective deficiencies may be satisfied with other coursework taken through Williams Baptist University or through an Internship.

For students wishing to transfer years of experience in the fields related to law enforcement, public safety, military investigative services, emergency services, etc., they will need to submit documentation of their work history. Prior learning assessments such as challenge exams and/or portfolio-based assessments will be used to judge the validity and worth of prior experience. The CJ Director and Dean of Online and Graduate Studies will utilize appropriate rubrics for assigning credit based on best practices.

##### **4.5.2 Internship Electives**

Internships must be approved by the Director and shall be in a related field to criminal justice. During an internship the student may work in a full-time or part-time, paid or



not-paid capacity. Examples of qualified jobs include, but are not limited to: jailer/correctional officer, law enforcement officer, security guard, law clerk, or court advocate.

To qualify for an internship students must meet the following requirements:

1. Successful completion of CJ 2003: Principles of Criminal Justice **and** CJ 2103 Ethics in Criminal Justice.
2. Have a minimum 2.0 cumulative GPA.

Students may earn up the maximum of 15 semester credit hours for this section of the program by completing an internship. 1 semester credit hour is equal to 45 hours of on-site, documented, internship work experience, with a total of 135 contact hours equaling one practicum course. Prior experience is calculated at a rate of 1 semester credit hour of credit given per every 120 hours of on-site, documented, work experience, with a total 360 contact hours equaling credit for one practicum course. To earn credit for prior experience the student should contact his/her Academic Advisor and request to complete a Prior Professional Experience Assessment. Internships are divided into the following practicum courses:

<b>Courses</b>	<b>Credit Hours</b>
CJ 1603: Internship I	3
CJ 1703: Internship II	3
CJ 2603: Internship III	3
CJ 2703: Internship IV	3
CJ 3603: Internship V	3
<b>Total</b>	<b>15</b>

#### **4.6 Accepted/Transfer Electives**

Criminal Justice students may earn up to 15 semester credit hours from approved transfer credit from regionally accredited colleges and universities, military training approved for academic credit through the American Council on Education an approved technical/professional training credit. Free elective deficiencies may be satisfied with other coursework taken through Williams Baptist University.

For current Arkansas law enforcement officers, previous training classes that have been certified by the Arkansas Commission on Law Enforcement Standards and Training (CLEST), class hours taught by the Criminal Justice Institute, and/or classes taught by the Arkansas Department of Correction Academy to its employee for professional development may transfer for credit.

Those wishing to seek approval of training hours will be required to submit documentation of training for consideration of approval. Equivalent out-of-state training may be considered on a case-by-case basis. One semester credit hour is equal to 45 hours of certified classroom instruction. The CJ Director will evaluate transfer work submitted for possible credit, as is common practice within each department.

#### 4.7 Major Required Courses

All Criminal Justice students are required to complete each major required course with a letter grade of C (2.0) or better. If a student fails to earn a C in any of the major required courses, the course must be repeated with a satisfactory grade. The major required courses make up 45 semester credit hours of the degree program and consist of the following courses:

Courses	Credit Hours
CJ 2003: Principles of Criminal Justice	3
CJ 2103: Ethics in Criminal Justice	3
CJ 2203: Principles of Corrections	3
CJ 2303: Introduction to Forensic Science	3
CJ 2403: Criminal Procedure I	3
CJ 3003: Criminal Procedure II	3
CJ 3103: Police Administration	3
CJ 3203: Community Corrections	3
CJ 3303: Terrorism and Counterterrorism	3
CJ 3403: Criminological Theory	3
CJ 4003: Comparative Justice	3
CJ 4103: Juvenile Justice	3
CJ 4203: Crisis Management	3
CJ 4303: Community Policing	3
CJ 4403: Diversity in Criminal Justice	3
<b>Total</b>	<b>45</b>

#### 4.8 Bachelor of Criminal Justice Degree Program Breakdown

General Education Requirements	45
Prior Experience Electives	15
Accepted/Transfer Electives	15
Major Required Courses	45
<b>Total</b>	<b>120</b>

## **Course Descriptions**

### **CJ 1111 Prior Professional Experience (1 Credit Hour) (May be repeated.)**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

### **CJ 1112 Prior Professional Experience (2 Credit Hour) (May be repeated.)**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

### **CJ 1113 Prior Professional Experience (3 Credit Hour) (May be repeated.)**

Students may earn up to 15 semester credit hours based on approved credit earned from years of experience and/or continuing education in fields related to law enforcement, public safety, military investigative services, emergency services, etc. Documentation must be submitted by the student and evaluated by the director of Criminal Justice to determine the appropriate credit award.

### **CJ 2003 Principles of Criminal Justice (3 Credit Hours)**

This course focuses on the formal crime control process in the United States. Students will examine the agencies and processes involved in administering justice: the police, the prosecutor, the courts, and correctional systems.

### **CJ 2103 Ethics in Criminal Justice (3 Credit Hours)**

Students will identify and explore ethics and values in the criminal justice system, paying special attention to issues of social inequality. Discusses remedial strategies and behavior relating to unethical behavior from an individual and group perspective.

### **CJ 2203 Principles of Corrections (3 Credit Hours)**

This course provides an analysis of major correctional systems; their objectives and programs as they relate to the rehabilitation of offenders. This course seeks to provide students with an analysis and evaluation of contemporary correctional systems. All aspects of the correctional system will be discussed, including, but not limited to, sentencing, probation, intermediate sanctions, jail and prison, parole, and inmate issues. The course will include discussion of recent research concerning the correctional institution and the various field services.

### **CJ 2303 Introduction to Forensic Science (3 Credit Hours)**

This course gives an overview of general principles of forensic science, techniques, equipment, and methodologies as used in crime laboratories. Focus on fingerprint and firearm identification, trace evidence (hair, fiber, paint, glass), blood, DNA evidence, forensic documentation examination, crime scene kits, and forensic microscopy.

**CJ 2403 Criminal Procedure I (3 Credit Hours)**

In this course Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, pre-trial processes, trial rights, sentencing, and appeals. Part I focuses primarily on the rights protected by the Fourth Amendment.

**CJ 3003 Criminal Procedure II (3 Credit Hours)**

In this course Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, pre-trial processes, trial rights, sentencing, and appeals will be examined and discussed. Part II focuses primarily on the rights protected by the Sixth Amendment. **Prerequisite:** CJ 2003 Principles of Criminal Justice, CJ 2103 Ethics in Criminal Justice, & CJ 2403 Criminal Procedure I. **NOTE:** CJ 2403 may be taken as a Co-Requisite.

**CJ 3103 Police Administration (3 Credit Hours)**

This course takes an organizational management and systems approach to the study of police administration. Emphasizes the administration of various police function, organizational structures, resources management, operational techniques, professional ethics, and leadership principles and their implications for generalized and specialized units. **Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

**CJ 3203 Community Corrections (3 Credit Hours)**

This course focuses on probation, parole, and other intermediate sanctions and community treatment options. Each is examined from both punishment and treatment model perspectives. **Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

**CJ 3303 Terrorism and Counterterrorism (3 Credit Hours)**

This course examines the indigenous and external sources of terrorism, and declared and implied objectives or strategies operations, tactics, and the countermeasures that are created. This course will take an even closer look at prioritizing terrorism while trying to focus on other U.S. problems and foreign policy objectives. **Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

**CJ 3403 Criminological Theory (3 Credit Hours)**

This course focuses on the various theories of crime and delinquency causation, the philosophical assumptions on which the theories rest, the policy implications of the theories, their weaknesses, and the current research on each perspective. In addition to exploring the theories, students examine the philosophical assumptions on which all theories are based while exploring the policy implications of the various theoretical perspectives, the weaknesses of each theory, and the research designed to test theories. **Prerequisite:** CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice

**CJ 4003 Comparative Justice (3 Credit Hours)**

The class will examine issues related to crime throughout the world. The student will identify, analyze, and compare the criminal justice systems in the U.S. with those of other countries. The course will explain the basic worldwide philosophies of law and justice, the arrangements for crime prevention and

law enforcement, and the methods of selecting judges and juries around the world. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

### **CJ 4103: Juvenile Justice (3 Credit Hours)**

Theoretical foundations of delinquency causation. Historical tracing of the American juvenile justice system, including the juvenile court and its jurisdiction, police interaction with juveniles, and treatment and correctional strategies for young offenders; along with examination of prevention and treatment approaches will all be covered in this course. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

### **CJ 4203 Crisis Management (3 Credit Hours)**

The course develops managerial skills in crisis avoidance, management, and recovery. Students learn how to respond to situations creating danger to organizations, their employees, and the public. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

### **CJ 4303 Community Policing (3 Credit Hours)**

This class explores how community policing is both a philosophy and an organizational strategy that allows police and community residents to work closely together in new ways to solve the problems of crime, fear of crime, physical and social disorders, and neighborhood decay. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

### **CJ 4403 Diversity in Criminal Justice (3 Credit Hours)**

This course examines the interrelationship of race, class, and gender with the criminal justice system in law enforcement and the correctional system. **Prerequisite: CJ 2003 Principles of Criminal Justice & CJ 2103 Ethics in Criminal Justice**

### **CJ 1603/CJ 1703/CJ 2603/CJ 2703/CJ 3603 Criminal Justice Internship**

Internships must be approved by the Director and shall be in a related field to criminal justice. During an internship the student may work in a full-time or part-time, paid or not-paid capacity. Examples of qualified jobs include, but are not limited to: jailer/correctional officer, law enforcement officer, security guard, law clerk, or court advocate.

To qualify for an internship students must meet the following requirements:

1. Successful completion of CJ 2003 Principles of Criminal Justice **and** CJ 2103 Ethics in Criminal Justice.
2. Have a minimum 2.0 cumulative GPA.

Students may earn up the maximum of 15 semester credit hours for this section of the program by completing an internship. One semester credit hour is equal to 45 hours of on-site, documented, internship work experience, with a total of 135 contact hours equaling one internship course. **May be repeated for a total of 15 hours credit.**

## **5. Program Advising**

Academic advising is a shared responsibility between the student, academic advisor, and when needed, Program Director. After a student has been admitted to the Bachelor of Science in Criminal Justice program, the student will meet with the Academic Advisor before registering for courses. Correspondence via e-mail with the Academic Advisor is an acceptable method for off-campus students.

The following bullets outline the responsibilities of each party.

### **5.1 Academic Advisor Responsibilities**

- Explain University core curriculum and academic major requirements.
- Explain graduation requirements.
- Verify students' completion of criminal justice major/minor requirements.
- Register students in courses.
- Assist students with learning more about the criminal justice major.
- Inform students of campus resources that will help them make decisions and feel connected with the University.
- Assist students in establishing an academic plan and career goals and provide support to accomplish goals.
- Help students review and evaluate progress toward the degree.
- Explain academic policies and procedures.
- Coordinate and approve all designated education transactions (i.e. course registration, major changes, withdrawal form WBU, etc.).
- Facilitate the graduation check process.

### **5.2 Student Responsibilities**

- Contact academic advisor at least once each semester, more often if needed.
- Be prepared for each advising session.
- Follow through on actions identified during each advising session.
- Get to know your advisor by sharing your personal interests, values, abilities, goals, etc.
- Know Williams Baptist University and the Bachelor of Science in Criminal Justice policies, important dates, and deadlines.

### **5.3 Program Director Responsibilities**

- Approve criminal justice major transfer credits.
- Review requests for student internships and outline learning agreements for internships approved.
- Review transfer credits as it relates to the degree's major and elective course requirements.
- Evaluate transfer credit appeals, petitions for re-admission, and all other grievances.

## **6. WBU Course and Grade Policies**

### **6.1 Academic Probation and Suspension Policy**

The following other general rules apply to grading policy and undergraduate students' academic standing with WBU. The calculation of cumulative GPA shall be based on all course work applied to the degree, including any courses taken as a non-degree student. The following is WBU's policy on Academic Probation and Suspension:

Students attempting less than 60 hours of credit are placed on academic probation if their cumulative GPA is less than 1.5 on hours attempted at WBU. Students placed on academic probation whose GPA on work attempted the following semester is less than 1.65 will be suspected for one semester.

Students attempting at least 60 semester hours of credit will be placed on academic probation any time the cumulative GPA falls below 2.00. A student will be academically suspended if the following applies:

- A cumulative GPA of 1.65 or less on 60 through 75 attempting hours.
- A cumulative GPA of 1.80 or less on 76 through 89 attempted hours.
- A cumulative GPA of 1.90 or less on 90 attempted hours and above.

Students who enroll under academic probation will be suspended after one semester if their current GPA on hours attempted at WBU falls below a 1.5.

The purpose of academic suspension is to provide students with time away from University to examine and re-evaluate their academic problems and goals. Students who are suspended must submit an application for readmission.

### **6.2 Grade Policies**

The Williams Baptist University Grading System is based on a 4.0 absolute scale as follows:

A – 4 points per semester hour  
B – 3 points per semester hour  
C – 2 points per semester hour  
D – 1 point per semester hour  
F – 0 points per semester hour

All student must maintain a 2.0 cumulative grade point average. The cumulative GPA is the numeric average of the letter grades received in courses.

$$\text{GPA} = \text{Total Grade Points} / \text{Total Graded Credits Attempted.}$$

### **6.3 Pass/Fail Credit**

General knowledge areas and electives are the only courses that can be taken pass/fail. Core intellectual competencies and courses required by the major/minor cannot be completed as pass/fail.

Students interested in completing a course as pass/fail should contact the Registrar's Office.

## **6.4 Retakes and Incompletes**

### **6.4.1 Retaking Courses**

A student may not retake any course more than twice during the course of the degree program, regardless of whether the need for a retake results from a low grade, an incomplete, or a course withdrawal. Extreme exceptions can be petitioned to the Program Director.

A student who receives a letter grade for a course that is too low to qualify for credit (less than a 2.0 for major courses) may retake the course once. The grade in the last course taken will be used to calculate the student's overall GPA. To retake a course, the student must re-enroll and pay tuition and fees for the course again.

### **6.4.2 Incompletes**

An Incomplete may be granted when the student has successfully completed 75 percent or more of the course and is prevented from completing the class by circumstances beyond their control. The course instructor has the discretion as to whether to grant an incomplete, and students should be aware that not all faculty will grant Incompletes.

Students in online courses should be aware that they will not have access to the course shell after the ending date of the course; therefore, Incompletes are not available for work that must be completed using the course shell.

If the instructor agrees to grant an Incomplete, the student must make arrangements to complete the remaining coursework with the original instructor within three months. The student may not "sit in" on the class in subsequent semesters.

Once the coursework is completed, the instructor will change the grade to a letter grade. If the coursework is not completed within three months, the Incomplete will automatically change to an F on the student's transcript.

## **6.5 Retroactive Grade Changes**

Students will not be permitted to request grade changes for courses in which a final letter grade has been received except as a result of instructor error or as otherwise warranted through the academic grievance process. A student may not enter into an agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.

## **6.6 Drops and Withdrawals**

Deadlines for dropping a course are set by the Office of the Registrar and posted on the Academic Calendar for each semester. It is the responsibility of the student to know the important dates during the academic semester. Those dates can be found at WBU's website: <http://www.wbcoll.edu/>.



In order to withdrawal from a course, current students must complete a [Withdrawal Form](#) from the Registrar's Office. Students who withdraw before the beginning of the final examination period will have a W recorded on the permanent record. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially and each grade will be recorded as an F, and no fees will be refunded. Refunds for withdrawals will be made according to the Refund of Fees Schedule as follows:

During the first full week of class – 100% Refund

After the first full week of class – Students are not eligible for a refund.

## FINANCIAL INFORMATION

### SPECIAL FEES AND EXPENSES

Special fees are assessed when applicable and are due when assessed. *Other* special fees may be assessed, (e.g. honor society fees).

Online CJ Program Course Per Hour.....	350.00
Administrative Course Withdrawal Fee.....	\$ 15.00
Charge.....	15.00
Dishonored Check.....	(first time) 20.00
	(second time) 35.00
Graduation Fee.....	130.00
Late Registration Fee.....	100.00
Replacement Diploma Fee.....	50.00
Transcript.....	10.00
Prior Professional Experience Assessment .....	75.00

### 7. Payment of Accounts

All charges are due and payable on the first day of classes. Accounts can be paid online through the WBU website, by calling the business office at [870-759-4123](tel:870-759-4123), or by paying in person. Accounts can be paid by cash, cashier check, money order, or major credit card. Personal checks will be accepted; however, should this form of payment be made, transcripts will be placed on hold for fifteen business days. Students who have not paid their balance in full, or arranged financial aid through WBU's financial aid office, by the start of the second week of classes will be dropped.

### 8. Financial Assistance

Please check with the Financial Aid Office for loan and grant options, and a list of available scholarships: [http://www.wbcoll.edu/financial\\_aid\\_scholarships.aspx](http://www.wbcoll.edu/financial_aid_scholarships.aspx).

All students are strongly encouraged to check with the Financial Aid Office, even if the student thinks he or she is not eligible. Faculty and staff at Williams Baptist University strive to serve our students, and the professionals working in this office have the most up-to-date information.

## **9. Student Complaint/Grievance Policy**

Williams Baptist University strives to provide effective and positive services and experiences. Online student may register their concerns and/or complaints regarding WBU personnel, services, regulations, or other perceived nonconformities to the Vice President of Academic Affairs.

Complaints must be filed in writing in order for an official investigation to occur. The official investigation may result in a disciplinary hearing or other appropriate measures to ameliorate the complaint.

## **10. Graduation Procedures**

Williams Baptist University's graduation ceremony is held at the end of the Spring term. If a student graduates during the Summer or Fall terms; the student is invited to participate in the Spring commencement ceremony in May. The student is required to meet with his or her Academic Advisor at least four eight-week terms before the student intends to graduate, in order to apply for graduation and schedule to take the Educational Testing Service (ETS) Major Fields Test (MFT) in Criminal Justice. The ETS MFT is used for program evaluation purposes and, although required for graduation, will not count for or against the student's GPA.

Once the Academic Advisor has ensured that all program requirements have been met, less what the student must complete during his or her last term, the student will be able to file an Intent to Graduate Form with the Registrar's Office. It is required that this process be completed at the beginning of the full semester in which the student intends to graduate.

## **11. Student Code of Conduct**

Williams Baptist University holds high ideals and expectations of each student who chooses to join its community. In upholding these ideals, Williams proclaims the values of the worth of the individual; personal integrity; critical, independent thinking; self-discipline; and community responsibility and accountability, and seeks to experience the growth and fulfillment which characterize a dynamic environment. University regulations go into effect when an individual matriculates and continues until the time of graduation or withdrawal. By the act of registration, the student agrees to accept the standards and regulations reflected in this document and other publications of WBU, such as the Student Handbook, found at:

<http://eagle.wbcoll.edu/handbook/Student.pdf>.

## **12. Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Williams Baptist University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate

official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Williams Baptist University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Williams Baptist University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Williams Baptist University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Williams Baptist University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**WILLIAMS BAPTIST UNIVERSITY  
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 Ryan Whittle, B.A.....Admissions Counselor

### **Faculty 2018- 2019**

Ann Webb, Dean of Graduate and Online Studies  
 B.S.E, M.S.E., Ph.D., Arkansas State University.

Chris Hankins  
 B.S., M.A. in Criminal Justice, Arkansas State University; A.A.S. Black River Technical College

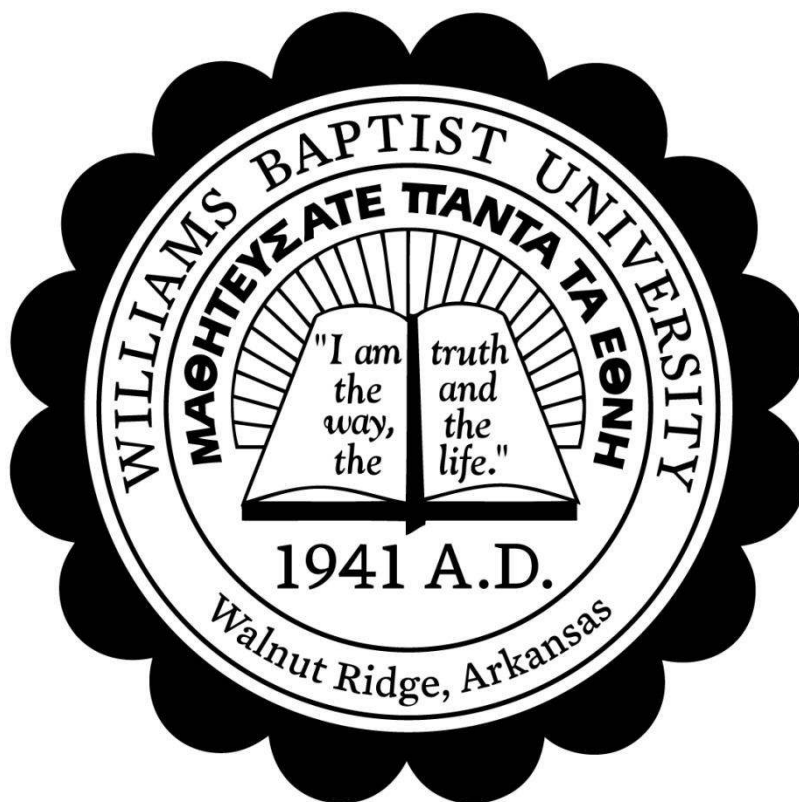
Brian Luetschwager, Director of Criminal Justice  
 A.A.S. & E.M.T. - University of Arkansas Community College in Batesville  
 B.S. - Arkansas State University; Further Studies - American Public University  
 M.A. – American Public University Systems

Darren Plaster,  
 B.S., University of Central AR; Master of Criminal Justice, Boston University

# WILLIAMS BAPTIST UNIVERSITY

Graduate Catalog

2018-2019



**Educate, Equip, and Enrich for Christ**

Volume 2  
Number 1



# Accreditation

Higher Learning Commission

Council for the Accreditation of Educator Preparation

Institutional Memberships:

Association of Southern Baptist Colleges and Schools

Council for Christian Colleges and Universities

Independent College Fund of Arkansas

Independent Colleges of Arkansas

National Association of Independent Colleges and Universities

National Association Intercollegiate Athletics

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## **About WBU**

Williams Baptist University is a Christian, liberal arts university. Williams is known for its academic excellence and personal attention, with a student-to-teacher ratio of 14-to-1, as well as its warm, Christ-centered environment. There are over 500 students on WBC’s main campus at Walnut Ridge, Ark., and a total enrollment of about 600. Students live in on-campus residence halls and apartments, off campus, and commute.

Williams offers undergraduate and graduate programs to prepare students for a wide array of career options, and it is ranked in the top tier of southern colleges & universities by US News & World Report. It is accredited through the Higher Learning Commission and by the National Council for Accreditation of Teacher Education.

Williams is owned and operated by the Arkansas Baptist State Convention.

## **Mission Statement**

Williams’ mission is to provide an excellent, holistically Christian, liberal arts education, while compassionately shaping students’ lives.

## **Vision Statement**

Williams' vision is to produce exceptional graduates prepared to engage local and global cultures through a Christ-centered worldview.

## **Purpose Statements**

To provide opportunities to profess, practice, and strengthen one's faith and to encounter Biblical values.

To provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

To provide an aesthetically pleasing campus glorifying to God's creation.

To provide and execute a plan which secures adequate resources to sustain and advance the institution.

To provide a positive image of the quality programs, faculty, students, staff, and graduates of the University.

To provide serviceable facilities which sustain the mission of the University.

To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

To provide cultural experiences, thought provoking events, and educational enrichment for the campus community and the community at large.

To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

To provide desirable housing for students and faculty.

## **Institutional Academic Goals**

To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

To produce students who demonstrate the ability to communicate effectively across the curriculum.

To produce students who demonstrate the ability to reflect critically upon the environment, society, and self.

To produce students who demonstrate the ability to apply critical thinking and analytical skills to become more effective problem solvers.

To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

To produce students who demonstrate a competence in at least one particular body of knowledge.

## Introductory Information

### Student Responsibility

Students are responsible for knowing the policies and procedures stated in this catalog. Policies and procedures are frequently reviewed and are subject to change without notice.

### Summary Information

Calendar: Semester Plan: Summer, Fall and Spring terms

Degrees: Master of Arts in Teaching, Master of Science in Education

Williams Baptist University is accredited by the Higher Learning Commission

(<http://www.ncacihe.org>) located at 230 North LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. The HLC can be contacted at: 800-621-7440, (312) 263-0456, or by email at [info@hlcommission.org](mailto:info@hlcommission.org).

Entrance Requirements: SEE ADMISSIONS

For Further Information Contact: Director of Admissions, Williams Baptist University, P.O. Box 3737, Walnut Ridge, AR 72476

Phone: 870-759-4120 Fax: 870-759-4163

E-mail: [Admissions@williamsbu.edu](mailto:Admissions@williamsbu.edu)

## GRADUATE ACADEMIC CALENDAR 2018-2019

### FALL SEMESTER

#### August 21, 2018 - December 12, 2018

August 21 (Tuesday).....Term 1 Begins  
October 8 (Monday)..... Last Day to Withdraw from Term 1  
October 12 (Friday)..... Term 1 Ends  
October 15 (Monday)..... Term 2 Begins  
December 3 (Monday)..... Last Day to Withdraw Term 2  
December 7 (Friday)..... Term 2 Ends

### SPRING SEMESTER

#### January 7, 2019 – May 03, 2019

January 7 (Monday).....Term 1 Begins  
February 25 (Monday)..... Last Day to Withdraw Term 1  
March 1 (Friday)..... Term 1 Ends  
March 4 (Monday)..... Term 2 Begins  
April 29 (Monday)..... Last Day to Withdraw Term 2  
May 1 (Wednesday)..... Term 2 Ends

### SUMMER I AND SUMMER II

#### May 06, 2019 – August 9, 2019

May 6 (Monday)..... Graduate Term 1 Begins  
June 17 (Monday)..... Last Day to Withdraw From Graduate Term 1  
June 21 (Friday)..... Graduate Term 1 Ends

June 24 (Monday) ..... Graduate Term 2 Begins  
 August 5 (Monday) ..... Last Day to Withdraw Graduate Term 2  
 August 9 (Friday) ..... Graduate Term 2 Ends

**FALL SEMESTER**

**August 20, 2019 – December 6, 2019**

August 20 (Tuesday) ..... Graduate Term 1 Begins  
 October 7 (Monday) ..... Last Day to Withdraw from Graduate Term 1  
 October 11 (Friday) ..... Graduate Term 1 Ends  
 October 14 (Monday) ..... Graduate Term 2 Begins  
 December 2 (Monday) ..... Last Day to Withdraw Graduate Term 2  
 December 6 (Friday) ..... Graduate Term 2 Ends

**SPRING SEMESTER**

**January 06, 2020 – May 01, 2020**

January 6 (Monday) ..... Graduate Term 1 Begins  
 February 24 (Monday) ..... Last Day to Withdraw Graduate Term 1  
 February 28 (Friday) ..... Graduate Term 1 Ends  
 March 2 (Monday) ..... Graduate Term 2 Begins  
 April 27 (Monday) ..... Last Day to Withdraw Graduate Term 2  
 April 29 (Wednesday) ..... Graduate Term 2 End

**MAY TERM, SUMMER I AND SUMMER II**

**May 04, 2020 – August 14, 2020**

May 4 (Monday) ..... Graduate Term 1 Begins  
 June 22 (Monday) ..... Last Day to Withdraw From Graduate Term 1  
 June 26 (Friday) ..... Graduate Term 1 Ends  
 June 29 (Monday) ..... Graduate Term 2 Begins  
 August 10 (Monday) ..... Last Day to Withdraw Graduate Term 2  
 August 14 (Friday) ..... Graduate Term 2 Ends

**HISTORY**

In 1936, during the bleak days of the Great Depression, Dr. H. E. Watters, former President of Georgetown College in Kentucky and Union University in Tennessee, made a heroic but futile effort to re-open Jonesboro Baptist College in Jonesboro, Arkansas. The Jonesboro school succumbed to financial exigencies in the early 1930s after only a few years of life. Jonesboro Baptist College had not been the first Baptist educational venture in Northeast Arkansas. In 1899, Baptists established the Maynard Baptist Academy in Randolph County, and Woodland Baptist College had flourished briefly in Jonesboro from 1902 to 1911.

Despite the tradition of Baptist education in Northeast Arkansas and Watters' diligent efforts, there was to be no revival of Jonesboro Baptist College. Yet, Watters had not failed entirely. His dramatic appeal for Baptist education inspired others, notably H. E. Williams.

In 1941, Williams, the pastor of the First Baptist Church in Pocahontas, led in the establishment of Williams Baptist University (originally Southern Baptist College) in that town. For several years Williams had been building support for such a venture and in the spring of 1941 when he learned of the availability of a suitable building he pressed forward with an organizational meeting. On June 10, 1941, several hundred people from Northeast Arkansas and Southeast Missouri gathered in Pocahontas to establish a University. Among those in attendance were alumni of Jonesboro Baptist College and Maynard Academy.

The new University, which opened on September 10, 1941, was in a very real sense the descendent of the earlier colleges. Indeed, Williams Baptist University ultimately inherited the large library of the Jonesboro school and the first dean of the University was an alumnus of Maynard Academy.

For five years the University experienced steady growth at Pocahontas, but on December 26, 1946, the administration building with much valuable equipment was destroyed by fire. The University was then moved to Walnut Ridge. A milestone was reached in the history of the institution in 1948 when the Arkansas Baptist State Convention voted to include the University in its budget. Another significant development occurred in 1968 when the Arkansas Baptist State Convention officially adopted Williams Baptist University as a member of its family of institutions; the University is now owned and operated by the Convention.

At the commencement in the spring of 1973, the University Trustees announced that H.E. Williams, who had served as president for thirty-two years, had been appointed president-emeritus and that D. Jack Nicholas had been elected the second president of the institution. In succeeding years, plans developed to transform the University into a baccalaureate institution. The University started its first baccalaureate programs in the early 1980s, initially offering four-year degrees in religion, education, and business. Twenty-five more baccalaureate degree programs were subsequently added.

On July 1, 1991, Jimmy A. Millikin assumed the presidency of the University. On August 1, 1993, Gary C. Huckabay became the fourth president of Williams Baptist University. Dr. Jerol B. Swaim's tenure as president began in July 1995. Prior to his selection as the University's fifth president, Dr. Swaim had served at Williams for more than thirty years as Professor of History and Academic Dean.

In 2012, Dr. Tom Jones became the sixth president of the University. The University grew during the next few years to develop graduate and online degree programs.

## **Admission Procedure**

Prospective students seeking admission to the graduate school will complete the following steps:

1. Submit an application for admission at <https://williamsbaptistuniversity.com/master-of-arts-teaching>.
2. Submit official transcripts from all undergraduate and graduate schools attended.
3. Submit official GRE scores.
4. Submit an essay of 200 words regarding professional plans and/or reason a graduate degree.
5. Submit a Letter of Recommendation – Statement of **Academic** Ability
6. Submit a Letter of Recommendation – Statement of **Personal** Character

## **Admission Requirements for a Graduate Program**

### **Regular Admission**

- Baccalaureate degree from a regionally accredited institution with a cumulative GPA of at least 2.75 (4.0 scale)  
Or
- Grade point average of 3.0 for the last 60 hours of undergraduate courses  
OR
- Grade point average 3.0 in the content major  
Or
- Master's degree from a regionally accredited institution with a cumulative GPA of at least 3.0
- GRE documentation
- PRAXIS Core (The cut score is determined by the AR Department of Education.)
- PRAXIS Content (The cut score is determined by the AR Department of Education.)
- Letters of recommendation

### **Conditional Admission**

- Baccalaureate degree from a regionally accredited institution; a cumulative undergraduate GPA of no lower than a 2.5  
Or
- Completion of at least 12 semester hours of graduate course work in another graduate program from another regionally accredited college or university with a cumulative GPA of at least 3.0 and no grade lower than a B
- GRE documentation
- PRAXIS Core (The cut score is determined by the AR Department of Education.)
- PRAXIS Content (The cut score is determined by the AR Department of Education.)
- Letters of recommendation

## **Academic Regulations and Procedures**

### **Information and Policies**

The official source of all information concerning academic policies and regulations is the Graduate Catalog. While the Graduate Catalog is updated regularly, changes in requirements or policies may occur which are not immediately listed in this Catalog. All students should take note of official bulletins and announcements issued by the Dean of Graduate and Online Programs or of information specific to a particular Williams Baptist University graduate program.

### **Degrees and Certification**

Master of Arts in Teaching

Master of Science in Education

### **Contact Information**

Dean of Graduate and Online Programs: Dr. Ann Webb (870) 759-4230 [awebb@williamsbu.edu](mailto:awebb@williamsbu.edu)

## **Academic Integrity**

The intent of Williams Baptist University is that each student will make choices that increase his or her academic advancement and enhance his or her ethical principles. Cheating and plagiarism are contrary to the purpose of our educational institution and must be dealt with severely if students' work is to have any validity. Plagiarism is the appropriation of words or ideas of another without recognition of the source. Professors reserve the right to use all appropriate and available resources to verify originality and authenticity of all submitted coursework. An instructor who determines that a student has cheated or plagiarized will give an F for the assignment and may give a grade of F for the course. Additionally, the faculty member will submit a written report of the incident to the Williams Baptist University Academic Dean. Plagiarism and cheating will be grounds for dismissal, depending on the circumstances. The matter is dealt with by the Instructor and the student, in consultation with the Dean of Graduate and Online Programs.

## **Registration**

Regular registration periods are designated for each term for both traditional and online courses. Additional times are designated as periods for late registration. Registration is subject to academic procedures that are published by the Registrar, and billing procedures that are published by the Office of Business Affairs. Students should meet with the Dean of Graduate and Online Programs or their graduate program advisor to plan their academic program and register for classes.

Late registration for graduate classes will end on the last day of the first week of the term. Students may register during the first week of the new term if all of the following two criteria are met: 1. Dean of Graduate and Online Programs gives permission; 2. The student pays a mandatory late fee of \$100.

## **Transcripts**

Transcripts can be ordered through *Transcripts Plus* by accessing the Registrar's page on the University website. A *Transcript Request Form* is also available on this site for use in placing an order by mail. Requests by mail must include payment in the form of cash, check, and/or money order. Credit and debit card payments are not accepted by mail. Walk-in requests are acceptable; however, same day delivery is not available. Transcripts requested in this manner will be mailed. Facsimile, phone, and email requests are not accepted. A fee of \$10 will be charged for each official transcript. Processing transcript requests can take up to five business days, not including delivery time. No transcript will be issued until the business office reports all accounts settled. (See Financial Information Payment of Accounts.)

## **Transfer Credits**

Admission cannot be completed nor credits granted until all necessary transcripts and information have been forwarded and evaluated. It is the applicant's responsibility to submit necessary materials for the adequate evaluation of any transcripts. Official transcripts from all previously attended colleges or universities must be on file in the Registrar's Office before a student may be granted any transfer credit or receive any grades from Williams. Specific credits granted will depend upon the accreditation status of the institution(s) involved, upon course equivalencies and upon grades earned. Courses accepted must be consistent with the curriculum of Williams. All grades will be used in calculating the cumulative GPA. Students who wish to retake those compatible courses in which they have received a D or F must repeat those courses at Williams. Students currently enrolled at Williams who wish to take courses at another institution and who wish to transfer those credits back to Williams must obtain approval from the



Registrar's Office and the Dean of Graduate Studies before pursuing course work at another institution. Students needing transfer credits to graduate must make certain that those official transcripts are on file in the Registrar's Office by 12:00 noon on the official day for posting grades prior to their scheduled graduation date. Failure to comply with this rule will result in the denial of graduation and participation in commencement exercises.

### **Degree Requirements**

Each candidate for a degree or certificate must have completed all coursework and requirements with a GPA of not less than 3.0. The words "With Distinction" will appear on the diploma and transcript of any student who completes their degree with a GPA of at least 3.75. Once the degree is conferred, the academic record is finalized and cannot be changed.

### **Credit Hours**

Williams Baptist University's policy on assignment of credit hours is modeled after the Carnegie unit system and applies to all graduate and undergraduate courses in all schools, regardless of modality of instruction. Standard academic engagement patterns are established specific to the course, the stated delivery methods, the established academic term, and published criteria that meets accrediting body requirements. The Registrar, at the time of course creation and approval, assigns credit hours at the school level based on the accrediting body credit hour requirements. Online courses are subject to an approval process similar to that of traditional in-person courses to ensure credit hour criteria are met.

### **Capstone Advisement**

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of his/her Capstone requirement, he/she will be given one subsequent term to complete his/her work or a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms. A student's degree will not be released until all Transfer of Credits, Capstone Continuation registration, and fees are recorded appropriately on a student's record.

### **Intent to Graduate**

The formal graduation ceremony takes place in May. Students must complete the Intent to Graduate Form before the last day of registration for their final fall term at Williams. All students are required to apply for graduation by filling out the Intent to Graduate form that must be completed on the Williams Online Portal. Forms must be submitted according to the following deadlines. Failure to meet the appropriate deadline will result in postponement of degree conferred to the next scheduled date for issuing diplomas. Students who miss the deadline must submit an application for the new graduation date by the deadline listed below.

## **GRADING SYSTEM**

### **Letter Grades**

The letters A, B, C, D, F, and W are used in indicating the following qualities:

A – Excellent

B - Above Average

C – Average

D - Below Average

F - Failure to attain a minimum level of achievement, or unofficial withdrawal from a course.

W- Withdrawal from a course or for complete withdrawal from the University.

P/S - Pass (No grade points issued)

R - Repeat

\*I Incomplete (given only if circumstances beyond the student’s control prevent the completion of the course during the semester). The student receiving an “I” has three months from the date the “I” is received to complete the course work; otherwise the “I” is automatically changed to an “F”.

AU- Audit

W - Withdrawal from a class or for complete withdrawal from the University.

**\*Students requesting “I” grades must first consult their advisor and the advisor must recommend the same to the Academic Dean’s office in writing.**

Any appeal for change of grade must be made within six weeks of the end of the semester or term in question to the office of Academic Affairs.

### **Grade Points**

A - 4 points per semester hour

B - 3 points per semester hour

C - 2 points per semester hour

D - 1 points per semester hour

F - 0 points per semester hour

A student's grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted.

### **Repeating Courses**

If a student repeats a course, the lower grade will be suppressed from the GPA. The original course and the repeated course must be taken at William Baptist University. The lower grade will remain on the transcript but will not count in the overall GPA. Students receiving financial aid should check with the Financial Aid Office to understand how repeating a course can affect their financial aid status. Students must submit a Course Repetition Form during the registration of the term the course is being repeated in order to have only the last grade counted. This online form is located on Williams Online Portal.

### **Change of Grade Policy**

A change of grade after the close of any grading period, other than to rectify a grade of incomplete is approved only if a mistake was made in determining the final grade. Any grade change made by a respective faculty member, other than for an incomplete, must be submitted to the Office of Academic Affairs.

### **Transfer Student**

A student admitted as a special transfer student is required to achieve a 3.0 average or better after completion of 2 courses. Please note, certain graduate programs may have more stringent program policies. Please check the specific program regulations. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

### **Academic Probation**

All students who have a cumulative GPA below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within 2 terms, the student will be placed on Academic Suspension. If a student receives a grade of F in any course the student will be subject to dismissal from the Master of Arts in Teaching Program.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the Dean of Graduate and Online Programs. In all subsequent terms in which the student is on probation, the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than C may be required to repeat the course. Students will be allowed to repeat a course only once. The purpose of academic suspension is to provide students with time away from the University to examine and re-evaluate their academic status and goals. Students who are suspended must submit an application for readmission.

### **Academic Appeals Review**

A student placed on academic suspension may submit a letter of appeal to the Dean of Graduate and Online Studies. The student should clearly state the reasons for the unacceptable academic performance and outline a plan of action for improved performance.

The student must submit the letter of appeal within 30 days of being placed on academic suspension. All decisions of the dismissal review are final.

## **STUDENT RECORDS**

The provisions of the Federal Education Rights and Privacy Act of 1974 prohibit the University from issuing transcripts or other personally identifiable student records without that student's written consent, except as indicated below:

- (a) Williams Baptist University officials will have access to the records.
- (b) Records may be released in connection with a student's application for or receipt of financial aid.
- (c) Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are: name, address, telephone listing, parent's names, date of birth, religious denomination, field of study, enrollment status, participation in officially recognized activities and sports, weight and height of varsity athletes, and dates of attendance.

### **Complaint/Grievance Procedures**

A formal complaint may be filed concerning all phases of college life with either the University President, Vice President for Enrollment Management and Student Services or Dean of Students. Formal complaints made by a student, faculty member, or an administrator over academic issues. Such issues may include grade disputes, cheating, plagiarism, and the application of academic policies, may be made with the exception of a dismissal review. Before proceeding to a higher-level step, all lower-level steps must first be completed and documented in some form. William Baptist University continues to recommend and encourage the informal resolution of complaints, believing that effective communication is also part of the educational process. To the extent that a faculty member, academic unit head or dean are unavailable, a designee may be appointed for purposes of resolving such issues in a timely manner.

### **Student Commitment Engagement Policy (University & Course)**

#### **Withdraw from Williams Baptist University**

Students withdrawing from the University during a semester must obtain a Withdrawal Form from the Office of Academic Affairs and have it properly executed. A student completing this process before the beginning of the final examination period will have a "W" recorded on the permanent record. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially and each grade will be recorded as an "F", and no fees will be refunded.

Students cannot officially withdraw from school after the last day of classes prior to final examinations or while under disciplinary investigation. Refunds for withdrawals will be made according to the Refund of Fees Schedule (*See fee schedule in such case*).

#### **Withdraw from Williams Baptist University Course**

The Student Commitment Policy varies with the course, instructional delivery, and published student engagement expectations. It is imperative that a student will meet the engagement expectations for all courses in which he/she is registered. Ceasing to meet the engagement expectations for three consecutive units without contacting the instructor will result in the issuance of a grade of F. (*See fee schedule in such case*). In addition, this status will be reported to the Office of Registrar and the Office of Financial Aid and may result in a reduction of financial aid monies. Students wishing to withdraw from courses for which they have registered must file an official withdrawal. Ceasing to meet the engagement expectations alone does not constitute an official withdrawal, nor does notification to the instructor or to any other office. An **official withdrawal** must be submitted to the Williams Baptist University Office of Registrar. The grade of W is recorded on the transcript for all student withdrawals. W's are not calculated in the student's GPA. A student who fails to withdraw officially will receive a grade of F which will be calculated into the student's GPA and may result in dismissal. There is a withdrawal deadline for each term. These deadlines are listed on the academic calendar, which is posted on the Williams Baptist University website.

## FINANCIAL INFORMATION

### Tuition & Fees:

Graduate Course Per Hour .....430.00

### SPECIAL FEES AND EXPENSES

Special fees are assessed when applicable and are due when assessed. *Other* special fees may be assessed, (e.g., honor society fees).

Administrative Course Withdrawal Fee .....	\$15.00
Charge .....	15.00
Capstone Continuation Fee(per term).....	430.00
Dishonored Check .....	(first time) 20.00 (second time) 35.00
First check.....	20.00
Graduation Fee .....	130.00
Late Registration Fee .....	100.00
Replacement Diploma Fee .....	50.00
Transcript .....	10.00

### PAYMENT OF ACCOUNTS (WBU Campus)

All charges are due and payable on the first day of classes. Accounts can be paid online through the WBU website, by calling the business office at [870-759-4123](tel:870-759-4123), or by paying in person. Accounts can be paid by cash, cashier check, money order, or major credit card. Personal checks will be accepted; however, should this form of payment be made, transcripts will be placed on hold for fifteen business days. Students who have not paid their balance in full, or arranged financial aid through WBU's financial aid office, by the start of the second week of classes will be dropped.

### REFUNDS OR PAYMENT DUE

#### Withdrawal from the University

A student who officially withdraws from the University will be notified at the time of withdrawal as to whether further payments are due the University or whether a refund is due the student. **The official withdrawal procedure begins in the Registrar's office.**

#### Federal Financial Assistance Policy Relating to Withdrawal from University

A procedure will be used to determine the percentage of federal financial aid, which may be applied to the student's account, and the percentage which must be returned to the Federal Financial Aid (Title IV) Programs. The Office of Financial Aid will administer the formula used in this process.

The percentage will be used to calculate the amount the student has earned in his or her Financial Aid package. Federal financial aid packages (such as loans) must be applied to the student's account prior to withdrawal before they can be included in the percentage earned. If the student withdrawal occurs after the 60 percent point, the student will have 100 percent of his or her federal financial aid package applied to his or her account. If, after a student withdraws, they decide to return to Williams, they must write a letter to the Financial Aid Committee explaining: 1) why they withdrew; 2) their plan of action to resolve the issues pertaining to their initial withdrawal; and 3) how their initial withdrawal will not disrupt their timely progress toward a Williams degree. Letters can be mailed to the Financial Aid Office. P. O. Box 3734, Walnut Ridge, AR 72476.

## **Federal Financial Assistance Policy Relating to Withdrawal from a Course**

Withdrawal from a course may result in a reduction in a student's Financial Aid Package. Reducing the course load below 6 hours will result in a reduction or loss of loans.

## **Master of Arts in Teaching**

### **Admission Requirements**

#### **Regular Admission**

- Baccalaureate degree from a regionally accredited institution with a cumulative GPA of at least 2.75 (4.0 scale)  
Or
- Grade point average of 3.0 for the last 60 hours of undergraduate courses  
OR
- Grade point average 3.0 in the content major  
Or
- Master's degree from a regionally accredited institution with a cumulative GPA of at least 3.0
- GRE documentation
- PRAXIS Core (The cut score is determined by the AR Department of Education.)
- PRAXIS Content (The cut score is determined by the AR Department of Education.)
- Letters of recommendation

#### **Conditional Admission**

- Baccalaureate degree from a regionally accredited institution; a cumulative undergraduate GPA of no lower than a 2.5  
Or
- Completion of at least 12 semester hours of graduate course work in another graduate program from another regionally accredited college or university with a cumulative GPA of at least 3.0 and no grade lower than a B
- GRE documentation
- PRAXIS Core (The cut score is determined by the AR Department of Education.)
- PRAXIS Content (The cut score is determined by the AR Department of Education.)
- Letters of recommendation

### **Master of Arts in Teaching (MAT) 36 Hours**

<b>Courses</b>	<b>Credit Hours</b>
MAT 5013 Educational Characteristics	3
MAT 5023 Curriculum & Instruction	3
MAT 5033 Data and Assessment	3
MAT 5043 Effective Teaching	3
MAT 5053 Contemporary Issues	3
MAT 5063 Diversity in Education	3
MAT 5073 Educational Law and Ethics	3
MAT 5083 Professionalism & Christian Influence	3
MAT 5093 Modern Technology	3
MAT 5103 Writing & Research	3

MAT 5113 Clinical Track I	6
OR	
MAT 5123 Clinical Track II	6

## **MAT COURSE DESCRIPTIONS**

**MAT 5013 Educational Characteristics:** Formal schooling, as well as related forms of education are explored as a background for understanding current practices. Philosophical and theoretical aspects of education are addressed.

**MAT 5023 Curriculum and Instruction:** Focus is on well known historical and philosophical aspects of curriculum development with practical and suitable applications of the principles of curriculum. Course concentration is on a systematic approach of instructional design models within a broad range of learning environments.

**MAT 5033 Data and Assessment:** Tests and assessments are essential parts of the instructional process. Learning to make the distinction between using assessment for learning rather than using learning for assessment is the major goal of the course. Collecting and managing data are important aspects of the course and adopting these concepts to classroom practice is imperative.

**MAT 5043 Effective Teaching:** Strategies are presented to develop efficient management procedures and teaching routines that produce positive school-wide behaviors. Teacher Excellence and Support System (TESS) components are spotlighted for use in practice.

**MAT 5053 Contemporary Issues:** Expansion of implicit and explicit knowledge of current issues and concerns in education that affect teaching, curriculum, motivation, families, administrative roles, school policies, and school law.

**MAT 5063 Diversity in Education:** Consideration of the needs and issues that impact students who are at risk will guide content. Gain differentiated skills necessary to teach students with disabilities, students in poverty, students learning beyond grade level, and English language learners is the course purpose.

**MAT 5073 Educational Law and Ethics:** Basic legal concepts in education including statutory and case law dealing with rights, obligations, and responsibilities of administrators, teachers, and students is the objective of this course.

**MAT 5083 Professionalism & Christian Influence:** Theories of value and evaluation, ethical discourse and arguments related to educational dilemmas in schools will be a class objective. Topics pertaining to abuse of power, race relations, and religious tolerance will be addressed in this course.

**MAT 5093 Modern Technology:** Explore and develop the uses of technology as teaching tools in the classroom and in real-world environments.

**MAT 5103 Writing and Research:** Review of action research, explore both quantitative and qualitative paradigms and develop a variety of research methodologies are the purpose of this course.

**MAT5113 Clinical Track I:** District Contracts afford the position of teacher. Local, state, and national standards guide planning, presenting, assessing, and reflection of the relationships and the responsibilities of an educator. A district mentor and a WBC Supervisor guide the clinical experience.

**MAT 5123 Clinical Track II:** A semester of traditional clinical practice. A district mentor and a WBC Supervisor guide the clinical experience.

## **Master of Science in Education**

### **Admission Requirements**

#### **Regular Admission**

- Baccalaureate degree from a regionally accredited institution with a cumulative GPA of at least 2.75 (4.0 scale)  
Or
- Grade point average of 3.0 for the last 60 hours of undergraduate courses  
OR
- Grade point average 3.0 in the content major  
Or
- Master's degree from a regionally accredited institution with a cumulative GPA of at least 3.0
- GRE documentation
- Letters of recommendation

#### **Conditional Admission**

- Baccalaureate degree from a regionally accredited institution; a cumulative undergraduate GPA of no lower than a 2.5  
Or
- Completion of at least 12 semester hours of graduate course work in another graduate program from another regionally accredited college or university with a cumulative GPA of at least 3.0 and no grade lower than a B
- GRE documentation

Letters of recommendation



## Master of Science in Education (MSE) 30 Hours

Courses	Credit Hours
MSE 5013 Mastering the Standards	3
MSE 5023 Curriculum and Instruction	3
MSE 5033 Introduction to Advanced Certification	3
MSE 5043 Effective Teaching	3
MSE 5053 Contemporary Issues	3
MSE 5063 Diversity in Education	3
MSE 5073 Educational Law & Ethics	3
MSE 5083 Professionalism & Christian Influence	3
MSE 5093 Advanced Certification II	3
MSE 5103 Writing & Research	3
<b>Total Hours Required:</b>	<b>30</b>

### MSE COURSE DESCRIPTIONS

**MSE 5013** Mastering the Standards: A comprehensive study of Common Core State Standards (literacy, math & Next Generation Science standards) as well as other content standards is the focus of this course. Knowledge, skills related to performance, and approaches to assess learning will be foundational in this study.

**MSE 5023** Curriculum and Instruction: Focus is on well-known historical and philosophical aspects of curriculum development with practical and suitable applications of the principles of curriculum. Course concentration is on a systematic approach of instructional design models within a broad range of learning environments.

**MSE 5033** Introduction to Advanced Certification: For accomplished professionals in every field of practice that have honed and developed knowledge and skills. Knowing and Doing are the hallmarks of deep professional achievement. The National Board of Professional Standards (NBPTS) Core Propositions One, Propositions Two, and Propositions Three. This course is in preparation for accepting the challenge of National Board of Professional Teaching Standards certification.

**MAT/MSE 5043** Effective Teaching: Strategies are presented to develop efficient management procedures and teaching routines that produce positive school-wide behaviors. The Arkansas initiative, Teacher Excellence and Support System (TESS) components are spotlighted for use in practice.

**MSE 5053** Contemporary Issues: Expansion of implicit and explicit knowledge of current issues and concerns in education that affect teaching, curriculum, motivation, families, administrative roles, school policies, and school law.

**MSE 5063 Diversity in Education:** Consideration of the needs and issues that impact students who are at risk will guide content. To gain differentiated skills necessary to teach students with disabilities, students in poverty, students learning beyond grade level, and English language learners is the course purpose.

**MSE 5073 Educational Law and Ethics:** Study of basic legal concepts in education including statutory and case law dealing with rights, obligations, and responsibilities of administrators, teachers, and students is the objective of this course.

**MSE 5083 Professionalism & Christian Influence:** Theories of value and evaluation, ethical discourse and arguments related to educational dilemmas in schools will be a class objective. Topics pertaining to abuse of power, race relations, and religious tolerance will be addressed in this course.

**MSE 5093 Advanced Certification II:** A companion course to MSE 5033. This course is designed for accomplished professionals in every field of practice who have honed and developed knowledge and skills. Knowing and Doing are the hallmarks of deep professional achievement. Core Principle Three, Core Principle Four, and Core Principle Five are addressed in this course. This course is in preparation for accepting the challenge of National Board of Professional Teaching Standards certification.

**MAT/MSE 5103 Writing and Research:** Review of action research, explore both quantitative and qualitative paradigms and develop a variety of research methodologies is the purpose of this course.

**WILLIAMS BAPTIST UNIVERSITY  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES**

**Terms to Expire in 2018**

**Mr. Lloyd McCracken**, 1315 Greene 737 Road, Paragould

**Mr. Jim Tom Butler**, P. O. Box 499, Harrisburg

**Mr. Jim Hale**, 169 Timber Wolf Lane, Royal

**Dr. Brian Whitney**, 105 S. Spring Street, Searcy

**Mr. J. R. Cox**, 420 Eastwood Circle, Walnut Ridge

**Dr. Matt Pryor**, P. O. Box 1264, Manila

**Mr. Dave Russell**, 324 Dunwoody, Jonesboro

**Rev. Kyle Seal**, 2600 Dave Ward Drive, Conway

**Terms to Expire in 2019**

- Dr. Heather Moore**, 31 G Street, Cabot
- Dr. Sarah Shell Teague**, P.O. Box 11492, El Dorado
- Mr. Ken Brunt**, 9 Park Drive, Bryant
- Mr. Larry Singleton**, 7307 Foxboro Lane, Paragould
- Mr. Clint Emfinger**, 232 Cindy Lane, Searcy
- Mrs. Carol Belford-Lewallen**, 406 Olive Street, Pocahontas
- Mrs. Sue McGowan**, 4101 Linwood Drive, Paragould
- Mrs. Brenda Doty**, 107 Topaz Lane, Horseshoe Bend

**Terms to Expire in 2020**

- Rev. Theodis Brown**, 716 Gold Nuggett Loop, Hot Springs
- Dr. David Moore**, Box 241162, Little Rock
- Rev. Lance Brewer**, 20 East Dickson, Fayetteville
- Mr. Speedy Shoemake**, Box 752, Osceola
- Mr. James Miller**, Box 191 Melbourne
- Mr. John Hill**, 2223 Conrad Dr., Jonesboro
- Rev. Johnny Hutchison**, 515 E. Highland Dr., Jonesboro
- Rev. Jeff Dial**, 7601 Baseline Road, Little Rock

**Honorary Member**

- Mr. Billy Rogers**, Earle, AR

**Officers of the Board**

- Mr. J.R. Cox** ..... Chairman
- Mrs. Carol Belford-Lewellan**..... Vice Chairman
- Mr. Jim Hale**..... Secretary

**ADMINISTRATION AND FACULTY**

- R. Stanton Norman, Ph.D..... President
- Brad Baine, Ph.D.....Vice President for Academic Affairs
- Brett Cooper, Ph.D. ....Vice President for Institutional Advancement
- Dale Leatherman, Ed.D.....Vice President for Business Affairs
- Jeremy Dutschke, Ph.D.....VP for Enrollment Mgmt. & Student Services Adm. Staff
- Aaron Andrews, M.A.....Director of Annual Giving and Alumni Relations
- Larry Bailey.....Computer Services Technician
- Tonya Bolton, B.A.....Registrar
- Janie Campbell .....Administrative Assistant to Academic Dean
- Deana Conley..... Administrative Assistant, Office of Admissions

Aneita Cooper, Ed.S..... Director of Counseling  
 Stacey Dunlap, B.S.....Assistant Director of Financial Aid  
 Kathy Evans.....Administrative Assistant, WTEP  
 Lisa Foley .....Admissions Records Coordinator  
 Amber Grady, M.S. ....Dean of Students  
 Kevin Hennings, M.B.A.....Assistant Registrar  
 Bill Jeffery, B.S.....Admissions Counselor  
 Blake McGinnis, B.A. .... Director of Information Technology  
 Pamela Meridith, M.S. in L.S. .... Director of Library Services  
 Joel Olive, B.S.E. ....Public Services Paraprofessional, Library  
 Jo Carol Phillips.....Administrative Assistant, President  
 Lynette Rose, A.A.....Administrative Assistant, Office of Business Affairs  
 Mary Ann Smith,.....Financial Aid Counselor  
 Barbara Turner, M.B.A. ....Director of Financial Aid  
 Andrew Watson, M.S.....Director of Admissions and Online Programs  
 Ann Webb, Ph.D.....Dean of Graduate and Online Programs  
 Ryan Whittle, B.A.....Admissions Counselor

**Faculty 2018-2019**

Brad Baine, 2004 Professor of Education; Academic Dean.

BSE Williams Baptist University; MSE Arkansas State University; Ph.D. University of Arkansas

Ann Webb, Dean of Graduate and Online Programs

B.S.E, M.S.E., Ph.D., Arkansas State University.

Charlotte Wheelless, 2017 Professor of Education; Department Chair of Education

BSE, Williams Baptist University; M.Ed Grand Canyon University; Ed.D Grand Canyon University