



# **JBU Online Undergraduate Program**

**2019-2020**

## **ACADEMIC CATALOG**

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This catalog contains policies and guidelines for the purpose of aiding students in planning their educational curriculum and is not to be considered a contractual agreement. Program requirements, course content, and other regulations are subject to change at the discretion of the controlling entities within the university.

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For information concerning the Traditional Undergraduate or the Graduate School Programs, please refer to the respective 2019-2020 Traditional Undergraduate or Graduate School catalogs.

# Welcome from the President

Dear Students:

Welcome to John Brown University. We are glad that you have chosen to join the JBU community.

John Brown University is committed to offering first-rate academic programs in a supportive Christian community. It is our desire that you will flourish during your time with us by coming to understand God, His world, and His design for your life.

John Brown University is first and foremost a teaching institution, and our faculty, staff and administrators are dedicated to helping students learn. They are excellent scholars and professionals as well as caring people committed to mentoring and advising students. You should take the initiative to get to know them because these relationships may well be life-changing.

This catalog should answer most, if not all, of your questions. It outlines the policies and standards that should guide your educational program here at JBU.

May God bless and keep you during your time here at John Brown University.

God-speed,

Dr. Chip Pollard

President

# Academic Calendar

## Important Dates for Online Undergraduate Students

### FALL 2018

M 8/20	Fall A Classes Begin
M 9/3	Labor Day Holiday
F 9/7	*Last Day to Drop Fall A Classes
F 10/12	Last Day of Fall A Classes
M 10/15	Fall B Classes Begin
F 11/2	*Last Day to Drop Fall B Classes
M 11/19 - F 11/23	Thanksgiving Break
F 12/14	Last Day of Fall B Classes
Sa 12/15	Commencement Exercises

### SPRING 2019

M 1/7	Spring A Classes Begin
F 1/25	*Last Day to Drop Spring A Classes
F 3/1	Last Day of Spring A Classes
M 3/4	Spring B Classes Begin
M 3/18 - F 3/22	Spring Break
F 3/29	*Last Day to Drop Spring B Classes
F 5/3	Last Day of Spring B Classes
Sa 5/4	Commencement Exercises

### SUMMER 2019

M 5/6	Summer A Classes Begin
F 5/24	*Last Day to Drop Summer A Classes
M 5/27	Memorial Day Holiday
F 6/21	Last Day of Summer A Classes
M 6/24	Summer B Classes Begin
M 7/1 - F 7/5	Summer Break
F 7/19	*Last Day to Drop Summer B Classes
F 8/16	Last Day of Summer B Classes

### FALL 2019

M 8/26
M 9/2
F 9/13
F 10/18
M 10/21
F 11/8
M 11/24 - F 11/29
F 12/20
Sa 12/21

### SPRING 2020

M 1/13
F 1/31
F 3/6
M 3/9
M 3/23 - F 3/27
F 4/3
F 5/8
Sa 5/9

### SUMMER 2020

M 5/11
F 5/29
M 5/25
F 6/26
M 7/6
M 6/29 - F 7/3
F 7/24
F 8/21

\*Last day to withdraw from a course and receive a grade of "W"

# Mission of the University

The faculty and board of trustees have accepted the following statement as being an accurate expression of the university basic mission:

John Brown University provides Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

## Statement of Faith

The doctrinal position of the institution is contained in the following Articles of Faith which have been adopted by the National Association of Evangelical's:

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## Educational Philosophy

The faculty has expressed its purpose as sending forth graduates

### Whose lives reflect the love of Christ

Through reverence toward God.

Through consecration to Christ and His Church.

Through knowledge of the Bible and appreciation of its principles.



Through participation in Christian activities with talents, means, and time.  
Through tolerance, humility, and helpfulness to others.

### **Who possess intellectual integrity and an enthusiasm for continuing self-development**

Through use of mental processes which lead to intelligent decisions.  
Through familiarization with sources of information.  
Through utilization of knowledge.  
Through mastery of means of communication of ideas.

### **Who are able to function effectively in a multicultural world**

Through a heightened awareness of diverse cultural contexts and values.  
Through development of skills and attitudes necessary to interact, work, and minister with people of other cultures.  
Through understanding the inclusiveness of God's Kingdom and the equality of all people before God.  
Through formation of a Christian perspective of the world.

### **Who are eager and able to perform a share of the world's work**

Through their willing response to God's unique plan.  
Through working in chosen vocations with skill, efficiency, and dedication.  
Through a cooperative and understanding attitude toward fellow workers.

### **Who make worthy contributions to their communities**

Through active cooperation with other people toward general community improvement.  
Through promoting wholesome entertainment, adequate educational programs, and other phases of community welfare.  
Through exercising their political privileges in the spirit of Christ.  
Through practicing the high ideals of love and justice toward all people.

# The History of John Brown University

John Brown University's rich history began with an enthusiastic evangelist, radio pioneer, educator, and author, John E. Brown, who recognized the need for an academic institution that would prepare young people to serve Christ. In 1919, with a goal of educating the "Head, Heart, and Hand," John Brown laid the foundation for the institution that would later be called John Brown University. The vision of JBU has been carried through its 100 year history by the leadership of the founder, his son, John Brown Jr., his grandson, John Brown III, and Presidents George Ford, Lee Balzer, and now Charles Pollard.

## Head

The university offers an education based on a liberal arts Core Curriculum and 43 undergraduate majors. Also available at JBU are academic opportunities for professionals and graduates. The JBU Degree Completion Program (now known as JBU Online Undergraduate) was established in 1993 to meet the needs of working adults and allows them to complete their undergraduate degree. In 1995, JBU began offering graduate classes. The Graduate School offers master's degrees in Business, Counseling, Cybersecurity, Higher Education, and Teaching.

## Heart

Since its founding, JBU has sought to nourish the spiritual life of its students. Professors and students work together to integrate a Christian worldview with their understanding and practice of academic disciplines. Professors and staff also make themselves available to guide and mentor students in the faith.

Within the JBU community, there are a variety of opportunities for students to deepen and live out their faith. Chapel services are held three times a week and feature dynamic worship and gifted guest speakers. A wide variety of ministry opportunities are offered to students through the Office of Christian Formation.

## Hand

Students also gain valuable professional and personal life-skills that equip them to serve in business, education, industry, ministry, the arts, and a variety of other fields. Students and graduates are encouraged to integrate faith in the workplace and in every area of their lives.

While the scope of JBU's mission has grown over the last 100 years, the central direction of that mission has remained the same: "Christ Over All."

## Locations

Located in one of the fastest growing areas in the nation, John Brown University is an interdenominational Christian university. JBU faculty and staff work to provide a tremendous number of experiential learning opportunities for students, in and out of the classroom, that develop the "Head, Heart, and Hand." JBU's main campus is located in Siloam Springs, Arkansas.

## **Accreditation & Affiliations**

John Brown University is accredited by the Higher Learning Commission, <http://www.hlcommission.org>, (800) 621-7440 and is approved by the Arkansas State Department of Education.

All business degree programs of the Soderquist College of Business are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), <http://www.acbsp.org>, (913) 339-9356.

The undergraduate Nursing Program is fully approved by the Arkansas State Board of Nursing (ASBN), <http://www.arsbn.org>, 1123 S. University, Suite 800, University Tower Building, Little Rock AR 72204, (501) 686-2700. The baccalaureate degree program in Nursing at John Brown University is accredited by the Commission on Collegiate Nursing Education (CCNE), <http://www.aacnnursing.org/CCNE>, 655 K Street NW, Suite 750, Washington DC 20001, (202) 887-6791.

The United States Department of Justice has approved John Brown University for the education of foreign students.

## **Council for Christian Colleges & Universities**

John Brown University is a charter member of the Council for Christian Colleges & Universities (CCCU), a resource- and information-sharing association of 118 Christ-centered colleges and universities. Member schools, which must be accredited institutions, are committed to maintaining the highest academic standards within an environment which fosters moral and spiritual development in individuals and communities.

Incorporated in 1982, the CCCU includes schools representing more than 30 denominations and offers numerous interchange programs in academics and assessment. Headquarters are located at 321 Eighth Street NE, Washington, DC 20002, [www.cccu.org](http://www.cccu.org), (202) 546-8713.

# Admission Requirements

Applicants to JBU's Online Undergraduate Program must have 45 hours of transferable credit, as determined by John Brown University, with a cumulative grade point average of 2.0 or better on the 4.0 scale.

Applicants must submit:

1. Application for Admission accompanied by \$25 non-refundable application fee.
2. Official copies of transcripts from all colleges attended. Transcripts must be mailed by the college or university directly to the Registrar's Office at John Brown University.
3. New students, who were born on or after January 1, 1957 and who plan to take any face-to-face classes, are required by Arkansas law to furnish proof of immunity against measles, mumps, and rubella. MMR vaccination may be confirmed by an immunization record from a doctor's office, health department, or school records. This requirement *does not apply to students who are enrolled in online courses only*. For more information, please contact your admissions counselor.

## Additional Requirements for Nursing Major

- A current unencumbered license as a Registered Nurse
- Successful completion of at least 60 semester hours of transferable college credit
- GPA of 2.0 (4.0 scale) or better on all prior academic work
- Current CPR license

## Requirements for Undeclared Major

A student who wants to enter one of our JBU Online Undergraduate Program majors and meets the other admission requirements of the associated JBU Online Undergraduate major, but does not yet have at least 45 hours of prior college credit can be admitted as an Undeclared major until the required 45 hours is reached. These students can take any JBU class as an elective (prerequisites must be met) as long as the intent is to reach 45 hours and then enroll in one of our JBU Online Undergraduate majors.

# **FERPA, Nondiscriminatory Policy and Other Student Rights**

You have rights as students that are protected by law. This section of the Student Handbook summarizes some of those rights which are guaranteed to you and all students.

## **Notice of Nondiscriminatory Policy**

John Brown University admits persons to its programs and activities without regard to race, color, national or ethnic origin, or gender. The university does not discriminate on the basis of race, color, national or ethnic origin, physical or mental disability, or gender in the administration of education policies, admissions policies, scholarship and loan programs, athletics, and other school-sponsored programs.

## **Rights of Access to Your Educational Records (FERPA)**

The Buckley Amendment to the Family Educational Rights and Privacy Act of 1974 extends to all former and presently enrolled students at JBU the right of access to certain educational records maintained by this institution. Student rights include:

1. Inspection and review.
2. Explanation or interpretation of contents.
3. Duplication of the record at a standard fee of 10 cents per page.
4. A formal hearing, if necessary, to challenge the contents of any such record.

"Educational records" include those records, files, documents, and other materials which contain information directly related to a student and are maintained by this institution or by a person acting for this institution. Not included in this term are:

1. Records in the sole possession of the maker thereof, which are not accessible or revealed to any other person.
2. Records maintained by a professional or paraprofessional in medical or psychological treatment of the student and which are not available to anyone other than the persons providing such treatment.
3. Records of employees of this institution who are not presently in attendance and which pertain solely to their employment.
4. Confidential letters and statements of recommendation placed in the student's file prior to January 1, 1975.
5. If the student first signs a waiver the student will not have the access to confidential recommendations subsequently compiled respecting:
  1. admission to JBU
  2. application for employment

3. receipt of honorary recognition

6. Financial records of parents of students.

Requests for access to educational records should be submitted in writing directly to the school official responsible for custody of the records. A standard form, "Student Request to Review Record," is available at the Registrar's Office. Consistent with time and record security limitations, access must be granted or permission denied and a reason stated within 45 days of the request to review the record. Access will be denied only for reasons specifically authorized by the act and applicable regulations.

An informal record review and resolution of conflict is urged. If this process does not prove satisfactory, the student may petition the Student Rights Committee for a formal hearing. Petitions for a hearing should be submitted through the Registrar.

The Student Rights Committee has been appointed specifically to deal with student petitions under applicable federal laws and regulations, such as the Buckley Amendment. The student has the right to challenge the content of the record **only** on the ground that it is **inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student**. No challenges will be heard regarding the merit upon which individual **grades** have been based. The record may be amended, based upon the Committee's findings, or the student may insert in the record a statement commenting upon or rebutting the document.

All determinations of the Student Rights Committee are subject to a final review by the President, if requested by the student in writing, **within two weeks** of the Committee's decision.

## **JBU's Response to the Requirements of the Family Educational Rights and Privacy Act**

A copy of the institutional policy adopted in response to the requirements of the Family Education Rights and Privacy Act (FERPA) may be obtained from the Registrar's Office. Any student having pursued the administrative remedy may submit a further appeal in writing to: the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, 330 Independence Avenue, SW, Washington, DC 20201.

## **Release of Personal Data**

At its discretion, John Brown University may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). Directory information is defined as the information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information at John Brown University includes the following:

1. Name
2. Address
3. Telephone
4. Date and place of birth
5. Major field of study and year in school

6. Participation in officially recognized sports and activities
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. The most recent previous educational agency or institution attended
11. Parents' name and addresses
12. Marital status (name of spouse)
13. Religious preference

Students may request that directory information be withheld (non-disclosure) by selecting Withhold Directory Information at each term's electronic pre-registration. Also, the student may amend their FERPA status at any time by contacting the appropriate Center.

## **Statement for the Prevention of Drug and Alcohol Abuse**

**Behavioral Expectations:** The behavioral expectations of JBU for every member of its community include prohibiting the possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities.

**Treatment Support:** Students may have as many sessions with the university counselor as the counselor deems necessary. Assessment and/or referral may be part of the process.

**Behavioral Review and Actions:** Students at JBU who are involved with alcohol and/or drug abuse are subject to review by the campus judicial system. The judicial process facilitates awareness, understanding, and restitution while encouraging desirable behavior and inhibiting undesirable behavior. The specific sanctions of the judicial process are as follows: admonition, formal warning, developmental contract, disciplinary probation, restitution, fines, denial of privilege, suspension, and dismissal.

Students who sell illicit drugs will have their relationship with the college terminated along with being referred to local authorities for prosecution.

**Review of Drug and Alcohol Abuse Statement:** This statement is subject to biennial review by John Brown University in order to implement necessary changes and ensure consistent application.

**Requirement to Report Violation:** It is a requirement of the Drug-Free Workplace Act of 1988 that workplace drug convictions of employees be reported by the employee to his/her employer within five days of conviction. A condition of employment at JBU is that this requirement be adhered to.

**Requirement to Support Drug-Free Policy:** It is also a condition of employment that employees understand and support the Statement for the Prevention of Drug and Alcohol Abuse at John Brown University.

## **Weapons, Fireworks, and Explosives**

Arkansas state law prohibits the possession of guns on any campus or site. This includes all firearms, BB guns, pellet guns, paint pellet guns, Airsoft guns, and all other devices which expel a projectile through a barrel by using energy generated by an explosion, burning substance, carbon dioxide cartridge, compressed air, etc. In addition, ammunition, martial arts gear, machetes, knives, bows and arrows, slingshots, and similar items that could harm others must be kept off campus and university property.

Students are not to carry weapons, fireworks, or explosives in their vehicle or onto the premises or buildings affiliated with John Brown University.

Questions about state laws that apply to firearms should be directed to the Campus Safety Coordinator at 479-524-7403. If you see suspicious activities please call campus security at 479-524-7162 or 911.

## **Harassment Policy**

### **Harassment, Including Sexual Harassment**

John Brown University is committed to an environment in which all people are treated with respect and dignity. Each individual has the right to live and study in an atmosphere that promotes learning opportunities and prohibits practices such as harassment. Therefore, John Brown University expects that all relationships among students and employees will be collegial and free of harassment. John Brown University encourages reporting of all perceived incidents of harassment. It is the policy of JBU to investigate such reports. JBU prohibits retaliation against any person who reports harassment or participates in an investigation of such reports.

### **Definitions of Harassment**

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward any person because of race, color, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's performance; or (iii) otherwise adversely affects an individual's opportunities. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the campus or at outlying centers, or circulated in the workplace.



## **Reporting an Incident of Harassment, Discrimination or Retaliation**

John Brown University encourages reporting of all perceived incidents of harassment or retaliation, regardless of the offender's identity or position. Students who believe that they have been the victim of such conduct should discuss their concerns with one of the University's Title IX Compliance Coordinators by email to [TitleIXCoordinator@jbu.edu](mailto:TitleIXCoordinator@jbu.edu), or by phone to André Broquard 479.524.7229 or Amy Fisher 479.524.7128. (See complaint procedures below.)

In addition, JBU encourages students who believe they are being subjected to such conduct to advise the offender promptly that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. JBU recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

### **Informal Complaint Procedure**

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the student should notify a University Title IX Compliance Coordinator by email to [TitleIXCoordinator@jbu.edu](mailto:TitleIXCoordinator@jbu.edu), or by phone André Broquard 479.524.7229 or Amy Fisher 479.524.7128, who may, if the student requests, talk to the alleged offender on the student's behalf. In addition, there may be instances in which a student seeks only to discuss matters with one of the JBU designated representatives, and such discussion is encouraged.

A student reporting harassment or retaliation should be aware however that JBU may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the student. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

### **Formal Complaint Procedure**

As noted above, students who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with one of the University's Title IX Compliance Coordinators by email to [TitleIXCoordinator@jbu.edu](mailto:TitleIXCoordinator@jbu.edu), or by phone: André Broquard 479.524.7229 or Amy Fisher 479.524.7128.

John Brown University encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against a student for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, housing reassignment, temporary suspension or dismissal, as JBU believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the President of JBU. False and malicious complaints of harassment or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

## **Conclusion**

John Brown University has developed this policy to ensure that all its students can live and work in an environment free from harassment and retaliation. JBU will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any student who has any questions or concerns about these policies should talk with one of the University's Title IX Compliance Coordinators who can be reached by email at [TitleIXCoordinator@jbu.edu](mailto:TitleIXCoordinator@jbu.edu), or by phone: André Broquard 479.524.7229 or Amy Fisher 479.524.7128.

Finally, these policies should not, and may not, be used as a basis for excluding or separating students of a particular gender, or any other protected characteristic, from participating in academic and social activities or discussions. In other words, no one should make the mistake of engaging in exclusion in order to avoid allegations of harassment. The law and the policies of John Brown University prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of attendance. The prohibitions against harassment and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

## **AIDS Policy**

No plan or policy can deal adequately with the AIDS phenomenon; yet the presence of this lethal disease without remedy forces colleges, hospitals, businesses, and many other organizations to articulate procedures. At best, the JBU plan reflects updated medical opinion, legal considerations, review of other policies, and documented experience with the impact of the disease. For John Brown University, the special concern is how AIDS fits into the Christian world view. As Christians, it is our desire to ". . . *bring every thought captive to the obedience of Christ.*" (II Cor. 10:5b).

A descriptive document of the university's perspective on AIDS is available in the Student Life Office on the main campus.

The JBU policy shall be that a person with AIDS should be treated as any other with the exception of (1) consideration of the risk of infection to the person with AIDS or others, (2) the support necessary for the person with AIDS, and (3) the full cooperation of the person with AIDS in meeting guidelines for continued enrollment or employment.

The community standards of JBU may require discipline or employment of action for some due to the method of acquisition of AIDS, but people with AIDS will be viewed no differently than others who participate in similar actions.

**Nondiscrimination:** John Brown University will not exclude an individual from admission, employment, facilities usage, or activities solely on the basis of having AIDS. A person with AIDS may, however, be excluded from university functions based on medical determination of risk of infection to or from others. A short-term exclusion may be used when it is determined there is a need for additional medical diagnostic appraisal or a situation of such a serious and urgent nature that temporary exclusion of the infected person is in the best interest of all concerned.

**Education as Key:** Education is the primary method by which our university can deal with preventing and understanding AIDS. Concurrent with a campus AIDS policy is the need for an educational program that presents the community with current knowledge through diverse formats. A community that is aware of the truth about AIDS is better able to handle its reality in its members' lives. While the university's response in some cases may need to deal with the lifestyle expectation and standards set out in scripture, we also wish to respond to each individual person in Christian love and compassion. We must ". . . *bear each other's burdens*" and "*do good to all people*" (Gal 6:2,10). We must ". . . *weep with those who weep*" with the compassion Christ had for those who were suffering (Luke 7:13; 10:33; 15:20).

**Confidentiality:** The rights of privacy and confidentiality will be maintained within the purview of those persons with direct administrative and health care responsibilities.

**Testing:** The university encourages students and employees who desire confidential AIDS testing to contact the Counseling Office. Pre- and post-AIDS counseling are also recommended. Students under disciplinary review for sexual intercourse and/or drug abuse may be asked to submit to a confidential blood test as a condition for continued enrollment.

**Responsibilities of Persons Infected with AIDS:** Persons with AIDS, ARC, or positive HTLV-III antibody test are required to (1) secure qualified medical care, (2) abstain from high-risk behavior, and (3) inform the university counselor of their situation.

**Federal and State Regulations:** JBU will comply with federal and state regulations and policies that protect the confidentiality of medical and educational records and with the requirements for timely reporting of test results or medical conditions to health authorities.

**Evaluation:** These policies will be reviewed regularly to seek to assure that they are based on the latest and most reliable medical information reasonably and generally available regarding management of

AIDS cases. They may be modified at any time based on new findings and recommendations from medical and health agencies.

## Guidelines for Use of Human Subjects in Testing

To ensure the ethical treatment of human participants in research, John Brown University has instituted the Human Subjects Committee of the Institutional Review Board to evaluate and monitor research with human participants carried out by JBU faculty, staff, administration, and students. Research that collects responses from subjects regarding sensitive aspects of personal behavior (e.g., illegal conduct, drug use, sexual attitudes or behavior, use of alcohol, rape, incest, racial attitudes) must undergo either full or expedited review. Also, research that involves psychologically invasive procedures such as detailed personality inventories *must* undergo either full or expedited review. Research procedures that do not require review by the Human Subjects Committee are listed below.

### Human Subjects Committee Exemptions

**Primary research** survey procedures, interview procedures, or observation of public behavior are *exempt* from the review process in the following instances:

- Data are recorded so that subjects cannot be individually identified.
- There will be no disclosure of the human subjects' survey responses outside the research that could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
- The study is for taste and food quality evaluation or consumer acceptance.
- The procedures involve the public behavior of elected or appointed public officials or candidates for public office.

**Secondary sources** are *exempt* if publicly available or the secondary source information is recorded by the investigator in such a manner that subjects cannot be identified in any way.

## Graduate and Online Undergraduate Degree Programs: Student Policy Statement

The mission of John Brown University is to provide a Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual and professional lives. JBU encourages all of its students to live by Christian commitments as articulated in scripture, including, for example, practicing kindness, stewardship, fidelity in marriage, chastity in singleness, forgiveness, reconciliation, justice, and self-control and refraining from dishonesty, obscene language, pornography, and abuse of alcohol and other substances. However, JBU also recognizes that students in its graduate or online degree programs are adults, and are, therefore, responsible for their own choices about moral behavior.

Accordingly, JBU requests from each student exclusively enrolled in graduate school or online undergraduate degree program a sympathetic appreciation of, if not adherence to, JBU's Christian commitments. JBU reserves the right to address persistent behavior or advocacy in conflict with these Christian commitments that unduly disrupts the learning of other members of the JBU community.

# Cost of Attendance

## JBU Online Undergraduate Tuition

Tuition for 2019-2020 \$425/credit hour  
Independent Study Fee (in addition to regular tuition) \$132/credit hour

## General Fees

Application Fee \$25

Applications for admission should be accompanied by this non-refundable application fee.

Payment Plan Enrollment Fee \$5

Credit for Prior Learning Fee \$100/credit submitted for evaluation

Audit Fee \$213

Late Registration Fee \$50

Students who register for classes after the designated registration period are subject to a late fee.

Graduation Application Fee \$35

Each graduating student is required to pay this fee, without regard to commencement participation. The fee will appear on the student's account at the time the application for graduation has been submitted. In addition, students who participate in commencement will be required to purchase regalia through the bookstore.

Official Transcripts \$5

The first official transcript is issued without charge. A fee is charged for all subsequently issued official transcripts.

## Valuables

The university does not assume any responsibility for lost or stolen property, nor does it carry fire, theft, or damage insurance on the personal property of students.

## Student Accounts

Tuition and fees are due prior to the start of each term. Payment will be the term's charges less financial aid (i.e. scholarships, grants, and loans) that is listed as pending or posted on the student's financial

account. Online payments may be transacted through EagleNet by E-check, VISA, Mastercard, Discover, and American Express. Payment may be mailed to:

John Brown University  
Attn: Cashier  
2000 West University Street  
Siloam Springs AR 72761

The university reserves the right to change the fee structure as needed to fund the payment plan program. Students who are in arrears on their student financial account will not be allowed to enroll in a new term. Additionally, official transcripts of academic credits are not released while any balance is owed JBU. The university engages professional collection agencies when collecting delinquent accounts.

For additional information and resources regarding student financial accounts, see the Student Account Services web page on EagleNet. The Student Accounts Representative may be contacted at [StudentAccounts@jbu.edu](mailto:StudentAccounts@jbu.edu).

# Financial Aid Policies

Each year a majority of students attending John Brown University benefit from federal or state grants, or federal loans. Students enrolled at least half-time and seeking financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). To ensure that financial aid eligibility is determined in a timely manner, submit the FAFSA at least eight weeks prior to registration.

Based on information supplied by a student's FAFSA results, the Financial Aid Office will determine each student's financial aid award offer. Consideration for financial assistance will occur only after the student has received a tentative or final acceptance through the Admissions Office. Returning students will be awarded assistance if they are making satisfactory academic progress. To continue to receive federal financial aid, a student must file a new FAFSA each year.

The federal government sponsors student assistance programs to those who have demonstrated financial need. Through the Federal Pell Grant Program, students may receive as much as \$6,195 per year, based on authorization from Congress. Students may also be eligible for assistance from other sources, such as a low interest Direct Loans (subsidized or unsubsidized) to help cover both the direct and indirect costs of education. Award amounts depend on financial need.

John Brown University participates in the following state aid programs:

Arkansas Challenge Scholarship  
Higher Education Opportunities (GO! Opportunities Grant)

A student can apply for the Challenge and GO scholarships via the YOUniversal Scholarship application located on the Arkansas Department of Higher Education (ADHE) web site. The ADHE Financial Aid Division web page states guidelines for student eligibility, as well as minimum and maximum award amounts, including aggregate maximum amounts. The state communicates directly with a student about eligibility, award amounts, and disbursement schedules. The state notifies JBU of award recipients via electronic rosters.

## Financial Aid Policy

All students enrolled at John Brown University who receive financial aid through JBU or the federal Title IV Assistance Programs must meet the satisfactory academic progress requirements as defined below in order to be eligible for further aid.

## Satisfactory Academic Progress

In order to be eligible to apply for financial assistance, a student must meet the qualitative and quantitative SAP standards.

1. **The GPA Standard (Qualitative)**



- Undergraduate students must achieve and maintain a cumulative grade point average of at least a 2.0 ('C' average) or must have an academic standing consistent with JBU's requirements for graduation.
  - Graduate students must achieve and maintain a cumulative grade point average of at least a 3.0 to continue in the JBU Graduate Program and be eligible to receive aid.
2. **The Pace of Progress Standard (Quantitative)**
- Students must pass a minimum of 67% of the credits attempted during their academic career.
    - In accordance with Federal Student Aid requirements, the Financial Aid Office allows the student the opportunity to receive federal aid for only one retake of a class. A repeated course is counted as attempted and successfully completed if a passing grade is earned.
  - Undergraduate students cannot attempt more than 150% of the credits required for completion of the student's degree.
    - In the case of a transfer student who may have earned credits at another institution, only the credits that apply to the student's degree will be considered as part of the 150% degree maximum.

## **Appeal Process**

If a student does not successfully meet the satisfactory academic progress standards, the Financial Aid Office will notify the student in writing of his or her suspension of financial aid. The Financial Aid Office will email students with this notification and the email will additionally contain the institutional policy regarding appeals procedures. The student may submit a written appeal to the Director of Financial Aid within 30 calendar days of the notification of their financial aid status suspension. Submission of an appeal does not guarantee that probationary status will be granted to a student who does not meet SAP requirements. The Director reviews appeals on a case-by-case basis and upon completion of the appeal review, the student will be notified by the Financial Aid Office of the decision.

While the Director may allow for other mitigating circumstances depending on the merit of the appeal, some examples where the university makes allowances for mitigating circumstances include:

- Serious illness of a family member
- Medical complications or prolonged illness of the student
- Inability to attend classes due to unexpected lack of transportation
- Serious financial problems requiring excessive hours of employment
- Death in the family or death of a close friend

Upon successful appeal, a student is allowed a probation period of one year to meet the SAP requirements in which the student will continue to receive assistance. If a student does not meet SAP requirements upon completion of their probation period, they are ineligible to receive financial aid under the Title IV, HEA program requirements.

Additionally, if a student has extenuating circumstances that require an extension of time to complete a degree, the student may submit a written appeal to the Financial Aid Committee for review of the Pace of Progress Standard.

An appeal for financial aid eligibility is a separate process from the appeal process for academic suspension conducted through the Office of the Registrar. A successful appeal with the Office of the Registrar after academic suspension does not necessarily reinstate a student's financial aid.

## **Additional SAP Considerations**

- *Incompletes*: An incomplete (I) is counted as an attempted class that was not successfully completed.
- Per traditional undergraduate academic policy, an incomplete grade must be made up within 30 days after the official grade reporting date. After the 30 days, the incomplete grade will be changed to the grade of an 'F' and can only be changed upon approval of the instructor and the Dean of the JBU Online Undergraduate Program. In extenuating circumstances, the instructor may request an extension date from the Associate Dean of Academic Services.
- *Withdrawals*: a withdrawal (w) is counted as an attempted class that was not successfully completed.
- For semester-based JBU Online Undergraduate students, a withdrawal is counted as an attempted class that was not successfully completed. However, for term-based JBU Online Undergraduate students, a withdrawal received during the add/drop period does not factor into the SAP calculation; withdrawals after the add/drop period immediately incur an 'F' and count as an attempted class that was not successfully completed.
- *Not-for-credit remedial course work* and *audited courses* are not counted in SAP calculations.
- *Transfer hours*: Transfer hours that apply to a student's degree count as hours attempted and completed, but they are not considered in the calculation of cumulative GPA.
- *Students pursuing a second degree*: Students pursuing a second degree are not eligible for the Pell Grant. Students are only eligible for loans up to 150% of the hours required to obtain their degree. Students who have completed a degree, but who have not enrolled in a new degree program are not eligible for financial aid.
- *Determining official or unofficial withdrawal*: JBU has several procedures in place for determining whether or not a student officially withdrew for students who received all 'F' or 'I' grades in a term.
  - Undergraduate: Professors and academic advisors initially monitor students for absences, though they are not required to take attendance. If a lengthy absence is observed by either the professor, academic advisor, or other faculty or staff members, the student is reported to the Office of the Registrar. The Registrar then notifies the student with a letter indicating that the student will be officially withdrawn unless they begin to consistently attend classes. If a student does not respond to the Registrar's contact, the student is removed from classes and is officially withdrawn. At this time, the Financial Aid Office is notified by the Registrar of the student's official withdrawal.

When a JBU Online Undergraduate student fails to attend classes and fails to notify proper administrators that they wish to withdraw, the university utilizes one of two methods to address these

situations. First, the professor submits an Ally Alert that a student failed to attend or, in the case of an online class, failed to submit assignments. After the administration appropriately reviews the situation to confirm that the student will not continue in the class, the administration sends a withdrawal form to each of the campus offices affected, including the Financial Aid Office.

## **Veterans Administration Benefits**

John Brown University is an approved institution for veterans and veterans' beneficiaries training. Veterans, widows, and children of veterans who lost their lives in service, or veterans who are now disabled as a result of service should contact the nearest Veterans Administration Regional Office as far in advance of enrollment date as possible for assistance in securing Veterans Administration benefits. Information regarding this program may be obtained from JBU's VA Certifying Official at registrar@jbu.edu.

# Online Undergraduate Program

Duke (dean)

The JBU Online Undergraduate Program provides non-traditional educational opportunities for students through compressed degree programs online. Our online classes offer working adults the opportunity to engage with faculty and earn a quality bachelor's degree in an interactive online format.

Working together with faculty from other areas of the university, the JBU Online Undergraduate Program offers majors in Business Administration, Liberal Arts, Nursing, Organizational Leadership, and Psychology. Program requirements are met through traditional college course work, credit by exam, credit for prior learning, successful completion of the specified sequence of courses in the major field, and completion of a capstone project. These programs do not follow the traditional university calendar, begin at various times, and meet throughout the year without regard to usual university breaks.

Certain policies of the JBU Online Undergraduate Program do not coincide with those of the university at large. Where conflicts arise, students taking classes in the JBU Online Undergraduate Program follow the specific regulations established by the Program. General university policy applies in other areas.

Additional information may be obtained from the JBU Online Undergraduate Program office on the Siloam Springs campus.

## Minors

A JBU Online Undergraduate minor is a formally recognized aggregate of courses in a designated secondary subject area or discipline usually outside of (but often complementing) the student's degree major and in which knowledge is gained in a coherent pattern of courses.

Completion of a minor requires 12 semester hours, in accordance with the department's specifications, including at least three hours of upper-division courses. The minimum grade point average for course work in the minor is **2.0**.

# Academic Colleges and Divisions

## Soderquist College of Business

Ladner (dean)

The mission of the Soderquist College of Business is to equip students to succeed in the wide world of business by empowering students to analyze diverse business situations, examine complex problems, and provide ethical, strategic leadership to organizations.

### Department of Online Undergraduate Business

Ladner (department head)

### Business Administration, B.S.

#### Student Learning Outcomes for the BS in Business Administration

**Effective Communication:** Communicate effectively and professionally in various contexts using diverse techniques and contemporary media.

**Critical Reasoning and Research:** Conceptualize, apply, analyze, synthesize, and evaluate information to address questions, perform analyses, understand and apply results, reach conclusions, and assess impact.

**Business Skills and Knowledge:** Demonstrate skills and knowledge relevant to a business focus necessary for professional growth and success in global and culturally-diverse contexts.

**Christian Worldview:** anticipate, identify, and resolve moral, ethical, and legal dilemmas through their understanding and application of the Christian worldview.

### Requirements for the Bachelor of Science in Business Administration (BSBA) degree

General education - 35 hours

- English Composition - 6 hours
- Humanities/Fine Arts - 9 hours\*
- Natural Science - 3 hours
- Mathematics - 3 hours (College Algebra or higher)
- Social/Behavioral Science – 6 hours
- Health/Physical Education – 2 hours

- Biblical Studies - 6 hours\*\*

\*Maximum 8 hours in one discipline

\*\*If you have not had Biblical Studies courses, options are available at JBU -- talk with your advisor if you need to fulfill this requirement

Courses specified by this program - 51 hours

- ATG 2173 Principles of Financial Accounting
- ATG 2183 Principles of Managerial Accounting
- BUS 1123 Business Communication
- BUS 2193 Business Statistics
- BUS 3113 Spreadsheet Analytics
- BUS 4223 Production and Operations
- BUS 4253 Business Law and Ethics
- BUS 4973 BA Integration and Applied Learning Capstone
- BUS 4993 Strategic Management
- COR 1103 Orientation to Learning
- ECN 2113 Principles of Microeconomics
- ECN 2123 Principles of Macroeconomics
- ECN 4103 International Economics
- FIN 3003 Principles of Finance
- MGT 2173 Principles of Management
- MGT 3513 Human Resource Management
- MKT 2143 Principles of Marketing

Additional approved college credit - 34 hours

Minimum semester hours – 120

*In order to graduate, each BSBA major must have a cumulative grade point average of 2.0 (4.0 scale) or above for all degree work and 2.25 in the major.*

## **Organizational Leadership, B.S.**

### **Student Learning Outcomes for BS in Organizational Leadership**

The Organizational Leadership degree is a diverse, compressed program that is designed to address the needs of varied learners including: mid-career organizational members who are seeking to equip themselves to advance their opportunities for advancement and less work-experienced learners who have an interest in developing the foundational organizational tools, knowledge and personal skills necessary for organizational success. This curriculum, created with a uniquely Christian worldview, develops and equips learners in ways that are relevant to leadership in a broad range of organizational contexts.

The OL major should achieve the following outcomes:

**Effective Communication:** Communicate effectively and professionally in various contexts using diverse techniques and contemporary media.

**Critical Reasoning and Research:** Conceptualize, apply, analyze, synthesize, and evaluate information to address questions, perform analyses, understand and apply results, reach conclusions, and assess impact.

**Global Leadership and Teams:** Understand the servant leadership model and be able to lead individuals and teams to perform effectively in global and culturally diverse contexts.

**Business Skills and Knowledge:** Demonstrate skills and knowledge relevant to a leadership and management focus necessary for professional growth and success in global and culturally-diverse contexts.

**Christian Worldview:** anticipate, identify, and resolve moral, ethical, and legal dilemmas through their understanding and application of the Christian worldview.

## **Requirements for the Bachelor of Science in Organizational Leadership (BSOL) degree**

General education - 35 hours

- English Composition - 6 hours
- Humanities/Fine Arts - 9 hours\*
- Natural Science - 3 hours
- Mathematics - 3 hours
- Social/Behavioral Science - 6 hours
- Health/Physical Education - 2 hours
- Biblical Studies - 6 hours\*\*

\*Maximum 8 hours in one discipline

\*\* If you have not had Biblical Studies courses, options are available at JBU -- talk with your advisor if you need to fulfill this requirement.

Courses specified by this program - 51 hours

- ATG 3513 Accounting for Managers
- BUS 1123 Business Communication
- BUS 3013 Research and Statistical Concepts
- BUS 3113 Spreadsheet Analytics
- BUS 4253 Business Law and Ethics
- BUS 4433 Critical Analysis and Reasoning
- BUS 4993 Strategic Management
- COR 1103 Orientation to Learning

- ECN 2113 Principles of Microeconomics
- ECN 2123 Principles of Macroeconomics
- FIN 4023 Finance for Managers
- MGT 2173 Principles of Management
- MKT 2143 Principles of Marketing
- OL 4113 Foundations of Leadership
- OL 4123 Leading and Managing Organizational Change
- OL 4323 Leading Teams and Coalition Building
- OL 4993 OL Integration and Applied Learning Capstone

Additional approved college credit - 34 hours

These hours should be chosen in consultation with your advisor.

Minimum total semester hours - 120

*In order to graduate, each BSOL major must have a cumulative grade point average of 2.0 (4.0 scale) or above for all degree work and 2.25 in the major.*

### **Requirements for minor in Business (non-MBA focus)**

Student must successfully complete 12 hours.

- BUS 1123 Business Communication
- BUS 4253 Business Law and Ethics
- MGT 2173 Principles of Management
- MKT 2143 Principles of Marketing

Note: *Maximum 3 hours of transfer credit allowed*

### **Requirements for minor in Business (pre-MBA focus)**

Student (pre-MBA focus) must successfully complete 12 hours.

- ATG 2173 Principles of Financial Accounting
- BUS 2193 Business Statistics
- ECN 2113 Principles of Microeconomics
- FIN 3003 Principles of Finance

Note: *Maximum 3 hours of transfer credit allowed*

### **Requirements for minor in Leadership**

Student must successfully complete 12 hours.



- BUS 1123 Business Communication
- OL 4113 Foundations of Leadership
- OL 4123 Leading and Managing Organizational Change
- OL 4323 Leading Teams and Coalition Building

Note: *Maximum 3 hours of transfer credit allowed*

## **Requirements for minor in Managerial Accounting**

Student must successfully complete 12 hours.

- ATG 3123 Intermediate Management Accounting
- ATG 3193 Managerial Cost Accounting I
- ATG 4143 Internal Auditing
- ATG 4193 Managerial Cost Accounting II

Note: *Maximum 3 hours of transfer credit allowed*

## **College of Education and Human Services**

Ellis (dean)

The mission of the College of Education and Human Services is to equip servant leaders to pursue scientific understanding and service in the helping fields in response to the great commandments of loving God and loving people.

### **Department of Online Undergraduate Nursing**

McCloud (department head)

### **Nursing, BSN**

#### **Student Learning Outcomes for the BSN in Nursing**

- Integrate personal spiritual beliefs and values that honor God into the practical ministry of nursing, treating others with mercy and dignity, and demonstrating holistic principles that impact professional practice decisions.
- Integrate the foundational knowledge derived from a liberal education into nursing practice.
- Practice with knowledge, skills, and attitudes to provide safe, evidence-based, patient-centered care to assist individuals, families, communities, and populations to continually progress toward fulfillment of their human capacities.

- Demonstrate communication, teamwork, and collaboration among inter-professional healthcare disciplines to promote optimal patient outcomes.
- Demonstrate appropriate uses of patient care technologies and information management.
- Apply clinical reasoning and judgments in decision-making considering the complex environments for safe nursing practice.
- Engage in quality improvement activities to improve patient outcomes.
- As a nurse generalist, incorporate leadership, management, legal, and ethical guidelines while applying professional standards of nursing practice.

## **Requirements for the Bachelor of Science in Nursing (BSN) degree**

General Education - 30 hours

- Biblical Studies - 6 hours\*
- English - 6 hours
- Humanities/Fine Arts - 6 hours
- Mathematics - 3 hours\*\* (Statistics)
- Sciences - 3 hours (Chemistry)
- Social/Behavioral Science - 6 hours

\*Minimum three hours in Biblical Studies must be taken at JBU.

\*\* If Statistics course is not transferred in, student must take a JBU Statistics course to fulfill the requirement.

Courses specified by this program - 44 hours

- COR 1103 Orientation to Learning
- 3 hours Microbiology\*
- 8 hours Anatomy & Physiology\*
- ICS 2113 Intercultural Communication
- NUR 3013 Role Transition to Professional Nursing
- NUR 3123 Pathophysiology for the Practicing Nurse
- NUR 3133 Health Assessment for the Practicing Nurse
- NUR 3143 Pharmacology for the Practicing Nurse
- NUR 3523 Quality, Safety & Evidence-Based Practice
- NUR 4213 Community and Public Health Nursing
- NUR 4313 Nursing Leadership & Management
- NUR 4416 Nursing Capstone\*

\*Note: *Before taking the Nursing Capstone course, the following requirements may need to be met:*

- Pre-check for clear drug screen, immunization check
- Unencumbered license
- Other possible details

Nursing credit in escrow - 40 hours

Nursing credits in escrow are a means for nurses to be granted academic credits for previous nursing knowledge without having to take tests. These credits are held in "escrow" until the RN successfully completes the BSN program. At that time, the student's transcript is updated by the Registrar's office.

Additional approved college credit - 9 hours

Minimum total semester hours – 120

*In order to graduate, each BSN major must have a cumulative grade point average of 2.0 (4.0 scale) or above for all degree work and 2.25 in the major.*

## **Department of Online Undergraduate Psychology**

Froman (department head)

### **Psychology, B.S.**

#### **Student Learning Outcomes for the BS in Psychology**

##### **Knowledge Base of Psychology**

Students will demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.

##### **Research Methods in Psychology**

Students will understand and apply basic research methods in psychology, including research design, data analysis, and interpretation.

##### **Critical Thinking Skills in Psychology**

Students will respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.

##### **Application of Psychology**

Students will understand and apply psychological principles to personal, social, and organizational issues.

##### **Integration of Faith and Values in Psychology**

Students will be able to weigh evidence, tolerate ambiguity, act ethically, and integrate a Christian worldview with psychology as a discipline.

##### **Information and Technological Literacy**

Students will demonstrate information competence and the ability to use computers and other technology for many purposes.

### **Communication Skills**

Students will be able to communicate effectively in a variety of formats.

### **Sociocultural and International Awareness**

Students will recognize, understand, and respect the complexity of sociocultural and international diversity.

### **Personal Development**

Students will develop insight into their own and others' behavior and mental processes and apply effective strategies for self-management and self-improvement.

### **Career Planning and Development**

Students will emerge from the major with realistic ideas about how to implement their psychological knowledge, skills, and values in occupational pursuits in a variety of settings.

## **Requirements for the Bachelor of Science in Psychology (BS) degree**

General Education - 35 hours

- English Composition - 6 hours
- Humanities/Fine Arts - 9 hours\*
- Natural Science - 3 hours
- Mathematics - 3 hours
- Social/Behavioral Science - 6 hours
- Health/Physical Education - 2 hours
- Biblical Studies - 6 hours\*\*

\*Maximum 8 hours in one discipline

\*\* If you have not had Biblical Studies courses, options are available at JBU -- talk with your advisor if you need to fulfill this requirement.

Courses specified by this program - 39 hours

- COR 1103 Orientation to Learning
- PSY 1013 Introductory Psychology
- PSY 2233 Theories of Counseling
- PSY 2383 Statistics for the Behavioral Sciences
- PSY 2393 Research Methods
- PSY 2413 Developmental Psychology
- PSY 3203 Psychological Testing
- PSY 3423 Social Psychology

- PSY 3493 Research Seminar
- PSY 4213 Abnormal Psychology
- PSY 4333 Cognitive Psychology
- PSY 4343 Theories of Learning
- PSY 4493 Seminar in Psychology

Additional approved college credit - 46 hours

These hours should be chosen in consultation with your academic advisor.

Minimum total semester hours – 120

*In order to graduate, each BSP major must have a cumulative grade point average of 2.0 (4.0 scale) or above for all degree work and 2.25 in the major.*

## **Requirements for minor in Psychology**

Student must successfully complete 12 hours.

- PSY 1013 Introductory Psychology
- PSY 2233 Theories of Counseling
- PSY 2413 Developmental Psychology
- PSY 3423 Social Psychology

Note: *Maximum 3 hours of transfer credit allowed*

## **Division of Interdisciplinary Studies**

Duke (chair)

The Liberal Arts program, within the Division of the Humanities and Social Sciences (HSS), offers students with diverse interests and a desire to complete a college degree the opportunity to do so in a program that includes a Christian worldview as a foundation of the liberal arts. The program is designed to develop critical thinking and communications skills while providing opportunities for spiritual formation.

## **Department of Online Undergraduate Liberal Arts**

Moore (department head)

### **Liberal Arts, B.S.**

#### **Student Learning Outcomes for the BS in Liberal Arts**

- **Moral and Ethical Judgment** - Make moral and ethical judgments based upon a Christian worldview.
- **Communication Media** - Utilize various communications media to develop civic engagement.
- **Analyzing Issues** - Demonstrate the ability to draw upon historical knowledge in order to analyze relevant historical and contemporary issues
- **Engaged Citizenship** - Demonstrate engaged citizenship by developing a broad understanding of social and political issues.
- **Understanding Human Behavior** - Demonstrate an understanding of human behavior and how it impacts a person's worldview.
- **Utilizing Personal Strengths** - Demonstrate an understanding of one's own strengths and how to utilize them.

## **Requirements for the Bachelor of Science in Liberal Arts (BSLA) degree**

General Education - 35 hours

- English Composition - 6 hours
- Humanities/Fine Arts - 9 hours\*
- Natural Science - 3 hours
- Mathematics - 3 hours
- Social/Behavioral Science - 6 hours
- Health/Physical Education - 2 hours
- Biblical Studies - 6 hours\*\*

\*Maximum 8 hours in one discipline

\*\*If you have not had Biblical Studies courses, options are available at JBU -- talk with your advisor if you need to fulfill this requirement

Courses specified by the division - 27 hours

- ART 2233 Art History I
- COR 1103 Orientation to Learning
- HST 2153 Twentieth Century World History
- MUS 2083 Masterpieces of Music
- SST 1113 Introduction to Sociology

**Emphases Options** - must choose at least one emphasis

**Communication Emphasis - 12 hours selected from the following:**

- BUS 1123 Business Communication
- COM 2523 Public Speaking
- COM 3453 Social Movements
- COM 4363 Political Communication
- COM 4373 Online Advocacy
- ICS 2113 Intercultural Communication

- MKT 2143 Principles of Marketing

### **Politics and Ethics - 12 hours**

- HST 3423 Leaders in History
- POL 1013 American Government and Politics
- POL 3003 Political Philosophy
- POL 3213 Religion and Politics
- 

Additional approved college credit - 46 hours

These hours should be chosen in consultation with your academic advisor.

Minimum total semester hours – 120

*In order to graduate, each BSLA major must have a cumulative grade point average of 2.0 (4.0 scale) or above for all degree work and 2.25 in the major.*

### **Requirements for minor in Communication**

Student must successfully complete 12 hours selected from the following:

- BUS 1123 Business Communication
- COM 2523 Public Speaking
- COM 3453 Social Movements
- COM 4363 Political Communication
- ICS 2113 Intercultural Communication

Note: *Maximum 3 hours of transfer credit allowed*

### **Requirements for minor in Politics and Ethics**

Student must successfully complete 12 hours.

- HST 3423 Leaders in History
- POL 1013 American Government and Politics
- POL 3003 Political Philosophy
- POL 3213 Religion and Politics

Note: *Maximum 3 hours of transfer credit allowed*

# Course Descriptions

Course offerings are numbered utilizing four digits, the first indicating college year and the last the number of semester hours credit.

Courses numbered 0001 to 0999 are considered remedial; hours do not count toward minimum requirements for graduation.

Courses numbered 3001 to 4999 fulfill requirements for upper-division credits. Most of these courses have specified prerequisites.

Courses numbered 0001 to 4999 are listed in the Undergraduate Catalog.

A prerequisite course must have been completed with an acceptable passing grade before enrollment in the given course is permitted.

## Visual Arts

### **ART 2233 Art History I**

**Three hours** An introduction to the major people and works responsible for our visual heritage. Students will work toward the goal of developing visual literacy, in the areas of fine art, design, and architecture.

## Accounting

### **ATG 2173 Principles of Financial Accounting**

**Three hours** A study of accounting vocabulary and skill building in the applications of Generally Accepted Accounting Principles to areas such as the accounting cycle, financial statement preparation, cash and inventory control, receivables, fixed asset analysis, liabilities and payroll all viewed through the lens of a sole proprietor, partnership, and corporation.

### **ATG 2183 Principles of Managerial Accounting**

**Three hours** Study of basic concepts of management accounting, planning and control, management decision making, just-in-time operating, activity-based-costing, and financial statement analysis.

Prerequisite: ATG 2173



### **ATG 3123 Intermediate Management Accounting**

**Three hours** An intermediate accounting course with in-depth focus on asset, liability and owners' equity measurement; revenue determination, timing, and recognition; financial statement preparation, presentation, and analysis.

Prerequisite: ATG 2183

### **ATG 3193 Managerial Cost Accounting I**

**Three hours** An intermediate course covering the managerial use of accounting data to assist managers in their plans and decisions regarding resource allocation, organizational control and performance evaluation. This course will study items such as the costs cycle, job order costing, process costing, budgeting, standard costs, direct costing, and non-manufacturing costs.

Prerequisite: ATG 2183

### **ATG 3513 Accounting for Managers**

**Three hours** This course covers the concepts and principles of corporate accounting and the preparation of financial reports used by managers. Topics covered include stockholder's equity, long-term liabilities, the statement of cash flows, and financial ratio analysis. It will also include an introduction to cost accounting, which is the use of internal reporting of accounting data for planning and controlling operations and policy making.

### **ATG 4143 Internal Auditing**

**Three hours** Examines standards and procedures of auditing accounting information and statements, internal control, verification of balance sheets and operating accounts, and responsibilities of the auditor.

Prerequisite: ATG 3123 or both ATG 3103 and ATG 3113 (refer to TUG catalog for course information)

### **ATG 4193 Managerial Cost Accounting II**

**Three hours** An intermediate course covering the managerial use of accounting data to assist managers in their plans and decisions regarding resource allocation, organizational control and performance evaluation. This course will study items such as the costs cycle, job order costing, process costing, budgeting, standard costs, direct costing, and non-manufacturing costs.

Prerequisite: ATG 3173 (refer to TUG catalog for course information) or ATG 3193

## **Bible**

### **BBL 1013 Old Testament Survey**

**Three hours** A brief introduction to the history and message of the Old Testament. A general survey of the overall content of each book and certain significant themes stressing relevance to Christian living.

### **BBL 1023 New Testament Survey**

**Three hours** An introduction to the history and message of the New Testament. The class provides an academic overview of each book, its context and significant themes, with challenges and applications to Christian faith and discipleship.

### **BBL 2013 Essentials of Evangelical Theology**

**Three hours** Essentials of Evangelical Theology challenges students to examine and explore together Christianity's essential doctrines by introducing them to theology's historical context and helping them practice theology as a life-long response to God's call to live for Christ.

Prerequisites: BBL 1013 and BBL 1023, or equivalents

## **Business**

### **BUS 1123 Business Communication**

**Three hours** Development of professional communication skills, both written and oral, in business. Includes mechanics, techniques, and psychological principles of effective business communications with emphasis on contemporary communication technologies.

Prerequisite: EGL 1013 (refer to TUG catalog for course information)

### **BUS 2193 Business Statistics**

**Three hours** A study of statistical theory as it applies in business settings. Topics include probability, distributions, descriptive statistics, estimation, hypothesis testing, regression and correlation, non-parametric methods, ANOVA, and statistical quality control.

Prerequisite: MTH 1113

### **BUS 3013 Research and Statistical Concepts**

**Three hours** Focus is primarily on qualitative methods. Includes the development of a research project utilizing the appropriate research methods and conceptual statistical analyses.

### **BUS 3113 Spreadsheet Analytics**

**Three hours** Practice in using Microsoft Excel for various business applications. Emphasis will be placed on creating schedules, producing reports using pivot tables and graphs, and generating and updating macros through basic Visual coding.

Prerequisite: BUS 2193 or BUS 3013

### **BUS 4223 Production and Operations**

**Three hours** Focuses on types of production systems, forecasting, allocating resources, designing products and services, and assuring quality. An understanding of the operational practices and functions used to obtain optimal utilization of production factors and business resources with emphasis on quantitative analysis in planning, controlling, and decision-making. The scope of this course includes applications for manufacturing and non-manufacturing organizations.

Prerequisite: BUS 2193

### **BUS 4253 Business Law and Ethics**

**Three hours** Basic legal principles that govern modern business transactions. Topics include contracts, real and personal property, agencies, employment, business formation, and Uniform Commercial Code. Emphasis on organizational ethics and compliance.

### **BUS 4433 Critical Analysis and Reasoning**

**Three hours** Development of purposeful, unbiased analysis of evidence to arrive at logical and reasonable conclusions using various methods introduced and practiced in the course.

### **BUS 4973 BA Integration and Applied Learning Capstone**

**Three hours** Synthesizes the knowledge and skills learned throughout this program. This experience may be, but is not limited to, a guided project (i.e., designing a new organization, analyzing an existing major economic or operations problem/opportunity and recommending solutions through a presentation and report.

Prerequisites: BUS 4993 and senior standing

### **BUS 4993 Strategic Management**

**Three hours** An integrative study of business context and policy focused on the designing, evaluating, and defending of various business strategies based on current and historical cases from a variety of organizations.

Prerequisite: 80 hours of coursework

## **Communication**

### **COM 2523 Public Speaking**

**Three hours** Students gain theoretical and applied knowledge of public speaking techniques. Speeches may include extemporaneous, impromptu, informative, persuasive, or rhetorical analysis.

### **COM 3453 Social Movements**

**Three hours** A survey of social movements and the theoretical strategies used to further those causes, including analysis of abolition, suffrage, civil rights, and other significant events.

### **COM 4363 Political Communication**

**Three hours** A study of the role of communication in the American political process. Campaign strategies, political orator, grass roots activism, and other forms of political rhetoric will be explored.

### **COM 4373 Online Advocacy**

**Three hours** A survey of the Internet use and the tools it provides to promote an issue, candidate, or organizational brand. This advocacy is demonstrated through a number of different formats and strategies and commonly includes the use of dedicated social networking sites.

## **Core**

### **COR 1103 Orientation to Learning**

**Three hours** Prepares students to locate and use resources available to online learners and introduces the Christian worldview unique to JBU. The distinctive characteristics of adult learners are explored and students identify their individual strengths through the StrengthsQuest Assessment instrument.

### **COR 2101 Credit for Prior Learning**

**One hour** This course explores techniques for the development of a credit for prior learning portfolio and preparation for completing a degree. Topics covered include graduation requirements, educational goals, testing for credit, Learning Theory, and methods of documenting experiential learning. Graded 'S' or 'U'.

## **Economics**

### **ECN 2113 Principles of Microeconomics**

**Three hours** A study of markets and how supply and demand interact to direct the allocation of resources. Topics include market structures, the role of competition, price theory, output determination, and income distribution. Market failure and policy responses to problems such as pollution and poverty are also considered.

### **ECN 2123 Principles of Macroeconomics**

**Three hours** A study of the determinants of national output and employment levels, the monetary system, and public policy for economic growth and stabilization. Inflation, unemployment, productivity, economic growth, balance of payments, and the public debt are considered from the perspectives of various schools of thought.

Prerequisite: ECN 2113

### **ECN 4103 International Economics**

**Three hours** A study of the global economy with emphasis on the role of the United States. Topics include trade theory, trade restrictions, monetary systems, exchange rates, and the effect of domestic economic policies on global trade. Trade issues such as trade deficits, job displacement, economic sanctions, emerging nations, environmental issues, immigration, and currency crises are covered.

Prerequisite: ECN 2123

## **English**

### **EGL 1023 English II: Literary Analysis and Research**

**Three hours** An exploration of texts from ancient to modern world literature in drama, prose, and poetry. Authors may include Homer, Sophocles, Dante, Shakespeare, Voltaire, Dostoevsky, and Kafka. Reflective and analytical essays are required.

Prerequisite: EGL 1013 (refer to TUG catalog for course information)

### **EGL 3003 Masterpieces of Literature**

**Three hours** An exploration of texts from ancient to modern world literature in drama, prose, and poetry. Authors may include Homer, Sophocles, Dante, Shakespeare, Voltaire, Wordsworth, Ibsen, and Kafka. Several reflective and analytical essays are required.

Prerequisite: EGL 1023

## **Finance**

### **FIN 3003 Principles of Finance**

**Three hours** This course presents the basic concepts and tools of contemporary finance, as it relates to business; including the role of managerial finance, the financial market environment, financial statements and ratio analysis, cash flow and financial planning, the time value of money, interest rates, bond and stock valuation, and risk and return. Emphasis is placed on practical financial problem solving using financial formulas, a calculator, and Excel.

### **FIN 3063 Investments**

**Three hours** A survey course that analyzes, measures, and values: debt, equity, other investments and their derivatives; while exploring the theories, strategies, accounting recognition, tax implications, and risk factors associated with investment activity.

Prerequisites: Either ATG 1163 (refer to TUG catalog for course information), ATG 2173, or ATG 3513, and either FIN 3003 or FIN 4023

### **FIN 4023 Finance for Managers**

**Three hours** Introductory managerial finance course focusing on basic financial concepts used by managers. The course introduces the scope of managerial finance, financial institutions and markets, financial statements (income statement, balance sheet, statement of retained earnings, and statement of cash flows), the analysis of financial statements, the time value of money, risk and return, and valuation.

### **FIN 4283 Intermediate Corporate Finance**

**Three hours** Builds on finance theory, methods, and applications of corporate finance with emphasis on the development of problem solving skills for the business manager including risk management and analyzing the international financial environment.

Prerequisites: ATG 1163 (refer to TUG catalog for course information), ATG 2173, or ATG 3513, and either FIN 3003 or FIN 4023

## **History**

### **HST 1013 Western Civilization I**

**Three hours** A survey of the origins and development of Western Civilization in its global context to the early Renaissance.

### **HST 2153 Twentieth Century World History**

**Three hours** A study of major political, economic, and military trends of the twentieth century.

### **HST 3423 Leaders in History**

**Three hours** A study of leaders, well-known and lesser known, in their historical contexts. The efforts of leaders in business, politics, social and cultural movements, and warfare are examined. Consideration is given to success and failure, personality strengths and flaws, and leadership characteristics and styles.

### **Intercultural Studies**

#### **ICS 2113 Intercultural Communication**

**Three hours** A study of the process of interpersonal communication in one's own culture and the principles of effective communication within another cultural context. Attention is given to values, ethnocentricity, nonverbal communication, and change.

### **Interdisciplinary Studies**

#### **IDS 1151 Strategies for Online Success**

**One hour** This course explores the techniques for appropriate study skills, effective notetaking, and strategies to efficiently complete homework while improving long-term memory and content application. Prepares students to understand the importance of time management, hard work and persistence, and the roles they play in reaching educational and personal goals.

### **Kinesiology**

#### **KIN 1002 Wellness for Life**

**Two hours** A practical study of health and wellness principles based upon the wellness model. Personal applications to the lifestyle of the individual that address Christian stewardship of their physical, emotional and relational health and well-being are emphasized. Students engage in personal assessment and prescription/practice prescription/practice of physical activities, spiritual formation and vocational development.

### **Management**

#### **MGT 2173 Principles of Management**

**Three hours** A study of basic principles of leadership and management from historical and contemporary perspectives. Topics include a discussion of the theories, concepts, interrelationships, moral dimensions, character, functions, and skills required to lead and manage in today's organizations.

### **MGT 3513 Human Resource Management**

**Three hours** Introduction to human resource management principles, processes, and systems, including analysis of such elements as organizational assessment and human resource planning, recruitment and selection, compensation and benefits administration, training and development, employee relations, human resource management information systems, and employment laws.

## **Marketing**

### **MKT 2143 Principles of Marketing**

**Three hours** A study of the marketing process for identifying a need and selecting target markets; developing a product to satisfy the need; and the distribution, promotion, and pricing of the product.

## **Mathematics**

### **MTH 1003 Introduction to Statistics**

**Three hours** A course to give students an understanding of the concepts of statistics and tools to become critical readers of current issues involving quantitative data. Applications of the use of data from a wide variety of professions, public policy, and everyday life are made. The course focuses on methods of producing data, organizing data, and drawing conclusions from data. Topics include descriptive statistics, frequency distributions, correlation, regression, inference, and significance. Selected topics in research design and the consumer price index are also taught. Meets the Mathematics requirement of the General Education requirements.

### **MTH 1113 College Algebra**

**Three hours** Topics include solving equations and systems of equations, functions and graphing, inequalities, logarithms, exponentials, sequences, and series. An emphasis is placed on applied problems in physical, life, and social sciences.

## **Music**

### **MUS 2083 Masterpieces of Music**

**Three hours** An introduction to music, through the study of selected masterworks of concert and stage genres representative of a variety of historical periods. Emphases on style and form, understanding and appreciation, and application to other examples of the perception skills developed through the study of the selected works.



## **Nursing**

### **NUR 3013 Role Transition to Professional Nursing**

**Three hours** Course is designed to provide the practicing registered nurse (RN) with an introduction to the roles and expectation of a baccalaureate prepared nurse (BSN) generalist. Concepts, theories and competencies fundamental to the professional nursing role will be examined.

Prerequisite or Corequisite: ICS 2113

### **NUR 3123 Pathophysiology for the Practicing Nurse**

**Three hours** Builds on previous knowledge of anatomy, physiology, and microbiology. Physiologic alterations of disease processes, illnesses, and injury will be examined in terms of their effects on homeostasis and their impact on human functioning across the lifespan.

Prerequisite or Corequisite: NUR 3013

### **NUR 3133 Health Assessment for the Practicing Nurse**

**Three hours** Concepts and principles underlying assessment of the health status of individuals are presented with emphasis placed on interviewing skills, health histories, and the physical and psychosocial findings. Course addresses common health variations across the lifespan.

Prerequisite or Corequisite: NUR 3013

### **NUR 3143 Pharmacology for the Practicing Nurse**

**Three hours** Emphasizing safety, this course provides for a deeper understanding of select common pharmacotherapeutics, either man made or natural, currently used in the nursing care of patients.

### **NUR 3523 Quality, Safety & Evidence-Based Practice**

**Three hours** Promotes integration of healthcare informatics and the use of evidence-based practice to improve safety and quality in the delivery of patient care and outcomes. Focuses on the improvement of nursing practice and healthcare delivery. Provides a foundation and understanding of the importance of scholarly activity in the nursing field to promote evidence-based practice as well as advancement of the nursing profession to a level of excellence.

Prerequisite: a statistics course; Prerequisite or Corequisite: NUR 3013

### **NUR 4213 Community and Public Health Nursing**

**Three hours** Illness prevention, risk reduction, and health promotion strategies are explored with an emphasis on teaching and health promotion. Includes concepts inherent in the delivery of nursing care

for individuals, families, and populations in the global community. Principles of epidemiology, disease prevention, and population health are emphasized.

Prerequisite or Corequisite: NUR 3013

### **NUR 4313 Nursing Leadership & Management**

**Three hours** Introduction to the theories of leadership, management, group processes, planned change, and organization communication within a complex healthcare delivery system. Addresses evidence-based leadership/management competencies for the professional nurse as a member of interprofessional teams. Social issues, economic policy, and regulatory requirements are used to explore healthcare delivery systems and access, quality improvement, and patient safety initiatives. Includes strategies for monitoring delivery of care, outcomes, and evaluating effectiveness of nursing care.

Prerequisite or corequisite: NUR 3013

### **NUR 4416 Nursing Capstone**

**Six hours** Synthesis of theories and concepts for professional nursing practice. Focuses on evolution and transition of professional nursing practice in diverse settings within a context of emerging societal issues and trends. The student will pick two of three areas (management, clinical, or education) of interest to create and customize a research-based project plan and develop strategies for achieving desired project outcomes.

Prerequisites: NUR 3123, NUR 3133, NUR 3143, NUR 3523, and senior standing.

## **Organizational Leadership**

### **OL 4113 Foundations of Leadership**

**Three hours** The course will prepare students for leadership roles in business, the community, and in their professions. Students will gain knowledge about the components that make leadership successful. Theoretical and practical skills necessary for success in both personal and professional lives will be explored. It is intended for students who are interested in gaining a foundation in leadership studies and extended course work in applied aspects of leadership.

### **OL 4123 Leading and Managing Organizational Change**

**Three hours** This course explores leadership traits, styles, roles and responsibilities of successful leaders over time. This course seeks to determine the students' individual leadership style and to promote the development of the servant leadership approach modeled by Christ. The course also deals with the practical issues of leading organizations through change and managing the day-to-day aspects of organizational change.

## **OL 4323 Leading Teams and Coalition Building**

**Three hours** This course will provide students the opportunity to further develop their leadership skills as they apply to a variety of business settings. Emphasis will be placed on synthesis, analysis, and application of leadership theories in a variety of simulations and cases as encountered by leaders in today's organizations.

## **OL 4993 OL Integration and Applied Learning Capstone**

**Three hours** Synthesizes the knowledge and skills learned throughout this program. This experience may be, but is not limited to, a guided project, (i.e., designing a new organization, analyzing an existing major organizational problem, process improvement or opportunity and recommending solutions through a presentation and report.

Prerequisites: BUS 4993 and senior standing

## **Political Science**

### **POL 1013 American Government and Politics**

**Three hours** A study of the origins, purposes, and evolution of the American system of government and politics. Topics include the U.S. Constitution, federalism, voting behavior, political parties and elections, and the separation of powers. Students are asked to wrestle with what it means for Christians to engage government and politics.

### **POL 3003 Political Philosophy**

**Three hours** A study of ancient and modern political philosophies, utilizing primary texts. The course addresses the place of political philosophy in the broader field of philosophy, emphasizing a worldview approach as a means of understanding human existence. Topics include nature, reason, freedom, justice, political rights, property, law, religion, will, passions, power, customs, and community.

Prerequisite: EGL 1023

### **POL 3213 Religion and Politics**

**Three hours** An exploration of the intersection of religion and politics in the United States. Topics include distinctions between religious traditions as they pertain to political behavior, the role of religious interest groups in American politics, church-state disputes and controversies, and increasing secularization in the United States.

## **Psychology**

### **PSY 1013 Introductory Psychology**

**Three hours** The scientific study of human behavior and mental processes including the brain and behavior, consciousness, learning and memory, development, sociocultural processes, emotions, stress and health responses, psychopathology, and treatment methods in psychological science. Students are introduced to the theory, research, and practice as the foundations of modern psychology.

### **PSY 2233 Theories of Counseling**

**Three hours** A study of major counseling theories. Includes dynamic, existential, humanistic, gestalt, cognitive-behavioral, reality, and family systems theories of counseling and the most useful strategies from each.

Prerequisite: PSY 1013

### **PSY 2383 Statistics for the Behavioral Sciences**

**Three hours** A study of the essential statistics techniques needed to analyze experimental data and understand current research publications with applications in social and behavioral sciences. Topics include graphing, descriptive statistics, inferential statistics, and hypothesis testing (using correlation, regression, t-tests, ANOVA, and chi square). Extensive use of statistical software for both calculation and enhancing conceptual understanding and critical thinking.

Prerequisite: PSY 1013 or MTH 1003

### **PSY 2393 Research Methods**

**Three hours** An introduction to research methods in psychology that stresses critical thinking about methodological issues. Research skills are developed in hypothesis construction, research design, interpretation of statistical results, scientific writing, library and internet research, and presentation of results to a professional audience.

Prerequisite: PSY 1013 or MTH 1003; Prerequisite or corequisite: PSY 2383

### **PSY 2413 Developmental Psychology**

**Three hours** A study of the physical, cognitive, emotional, and social development of the human from conception through adulthood.

### **PSY 3203 Psychological Testing**

**Three hours** An examination of the theory, interpretation, and appropriate use of individual and group tests of personality, mental ability, aptitude, achievement, and interest.

Prerequisite: PSY 2383

### **PSY 3423 Social Psychology**

**Three hours** An investigation of how the behavior, feelings and thoughts of an individual are influenced or determined by the behavior and characteristics of others. Topics for discussion include attraction, attitudes, aggression, persuasion, and group behavior.

Prerequisite: PSY 1013

### **PSY 3493 Research Seminar**

**Three hours** An opportunity for students to develop research skills in a content area with the goal of completing and presenting an empirical research project. Members of the class also produce the departmental online undergraduate research journal.

Prerequisite: PSY 2393

### **PSY 4213 Abnormal Psychology**

**Three hours** The nature, causes, and treatment of maladaptive behavior including personality disorders, psychoses, reactions to stress, anxiety disorders, and other dysfunctions. Includes a review of diagnostic techniques, biological and psychological therapies, preventive programs and other strategies of intervention.

Prerequisite: PSY 1013

### **PSY 4333 Cognitive Psychology**

**Three hours** A study of the major principles, research methods, and empirical findings of cognitive psychology, including attention, memory, imagery, categorization, language, and problem solving.

Prerequisite: PSY 2393

### **PSY 4343 Theories of Learning**

**Three hours** A study of the major theories, research methods, and empirical findings of animal and human learning. Classical and operant conditioning paradigms are emphasized.

Prerequisite: PSY 2393

### **PSY 4493 Seminar in Psychology**

**Three hours** An integrated capstone course emphasizing the application of Christian thought to the study and practice of contemporary psychology. Special emphasis is given to the selection of topics in psychological science which present unique challenges in the task of integration for students.

Prerequisites: PSY 2393, six hours of BBL, and junior standing

## **Religion and Philosophy**

### **RPH 2103 Introduction to Philosophy**

**Three hours** A survey of the main areas of philosophy, including metaphysics, epistemology, ethics, and philosophy of religion. Students should develop their critical reading skills, their ability to analyze difficult but rewarding philosophical texts, and their ability to advance a single, clear argument on philosophical issues. Additionally, students should become more comfortable speaking about philosophical problems and concerns and they should know more about the relationship between the Christian faith and contemporary philosophy.

Prerequisites: EGL 1023, and HST 1013 or HST 1023 (refer to TUG catalog for course information)

### **RPH 2423 Ethics**

**Three hours** A comprehensive and critical study of morality. Topics include metaethics, normative ethics, and applied ethics.

## **Social Studies**

### **SST 1113 Introduction to Sociology**

**Three hours** Understanding sociological research and how to apply it to aid in developing a global perspective of today's world. Topics of emphasis include the individual and society, structures of power, and social institutions common to all cultures and societies. The sociology of the body-health and illness, sexuality, and aging-is also discussed.

# **Academic Policies**

Policies which apply to the JBU Online Undergraduate Program (OU) are set forth in this section. Additional requirements applicable to specific OU programs are stated in the curricular outlines that appear in the academic programs requirements section of the catalog. OU observes the general academic policies of the university, except as indicated below.

The ultimate responsibility for understanding university policies and meeting all degree requirements rests with the student.

## **Students Subject to the Catalog Provisions**

All students are subject to the provisions of the catalog which was in effect at the time of their first enrollment at John Brown University, with the exception of charges for tuition, etc., which apply only for a specified period of time. If a student leaves JBU and later returns, that student is subject to the catalog in effect at the time of re-enrollment.

## **Changes in Requirements and Regulations**

The university reserves the right to make modifications in policies, procedures, and regulations: e.g., grading system, transfer of credit, guidelines for degree requirements, housing regulations and charges, tuition and fees, and admission standards, and to make such modifications applicable to any or all currently-enrolled students. When modifications occur, sensitivity to reasonable dates of implementation and appropriate categories of currently-enrolled students affected will be exercised. Students will be notified of such changes through their advisor, written notices, and campus publications.

## **Course Credits**

The basic unit of course credit is the semester hour.

## **Enrollment Status**

JBU Online Undergraduate students are considered full-time if enrolled in a total of twelve hours per 16-week semester (online semesters are comprised of two eight-week terms, except summer).

## **Prerequisites**

Students are not permitted to enroll in courses for which they have not completed all prerequisites. A prerequisite course must have been completed with an acceptable passing grade before enrollment in the given course is permitted.

## **Transfer of Credit**

Credit which has been earned at another institution will be reviewed by both the Registrar and the Department Head, and the applicability to courses in the chosen degree program will be determined. Each course accepted for transfer must have a minimum grade of 'C'. All work completed at previous institutions will be posted as 'CR' on the student's JBU transcript. Thus, only JBU course work will apply toward the student's grade point average. Credits from institutions which are not regionally accredited may be accepted on a case-by-case basis.

Currently enrolled students planning to take course work at other institutions must receive prior written approval of their advisor and the Registrar. Official course descriptions of proposed work may be required.

## **Transfer of Credit into the Major**

Some students may previously have completed courses which are deemed equivalent to certain JBU courses. Applicability of credit is determined by the Registrar's Office, who may establish a maximum number of outside credits to be transferred, depending upon the type of curriculum and the awarding institution.

## **Articulation Agreements**

JBU has established articulation agreements with several area community colleges. Please refer to this web site, [www.jbu.edu/admissions/transfers/articulation-agreements/](http://www.jbu.edu/admissions/transfers/articulation-agreements/), for further information.

## **Credit Options**

The credit applying toward a degree may include as many as 60 semester hours earned by means of alternative activities, such as credit by exam (30 hours maximum) and credit for prior learning (30 hours maximum) or credit for military training. In addition to taking elective courses, there are several non-traditional credit options available for students to earn credit toward a JBU Online Undergraduate degree, including:

### **Credit by Examination**

Students may earn credit through selected nationally recognized standardized tests. Such tests include the College Level Examination Program (CLEP), the Dantes Subject Standardized Tests, and certain other tests approved by the American Council on Education (ACE). A maximum of 30 credit hours may be earned by examination.

### **Credit for Prior Learning (CPL)**

The university recognizes that collegiate-level learning may occur outside the college/university classroom and has established specific procedures and policies for evaluating and granting credits for such learning. CPL may be earned only for documented and currently held learning, and is not granted



simply for experience. This learning may have resulted from personal study, travel, work experience, workshops and seminars, military training, or other professional or vocational experiences. The guidelines recommended by the Council for Adult and Experiential Learning will generally be followed, except where they might conflict with existing policies of the university.

Some classroom-based corporate or military learning experiences have been evaluated for college credit equivalency by the American Council on Education (ACE), the National College Credit Recommendation Service (NCCRS), or other nationally recognized organizations. In these cases, official transcripts or other direct documentation must be provided.

Students in the JBU Online Undergraduate Program are encouraged to develop a portfolio of prior learning. JBU assesses that learning according to standards set by the Council for Adult and Experiential Learning. Some of these standards are:

- Credit should be awarded only for learning and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
- The determination of competence levels and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted.
- Credit for Prior Learning provides JBU with a means of assessing learning associated with previous life-learning situations.

Visit with your admissions counselor for more information about non-traditional credit options.

## **Maximum Experiential Credits**

The maximum total credit allowed for vocal and instrumental ensembles toward the requirements of a bachelor's degree is four hours.

## **Traditional Courses Taken at JBU**

Students who enroll in any JBU classes that are not part of the JBU Online Undergraduate Program will be subject to the policies of the traditional university program (parking privileges, drop/add schedules, registration deadlines, fees, etc.) as appropriate. These policies are found in the JBU Traditional Undergraduate catalog.

## **Graduate Pathways**

John Brown University undergraduate students may begin work on a graduate degree after reaching junior status (60 completed hours) by declaring a Graduate Pathway. Once students declare a Graduate Pathway, their Academic Plan will reflect the courses required, and they will be assigned a graduate advisor in addition to their undergraduate advisor.

John Brown University undergraduate students may receive permission to substitute JBU graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate requirements in a related graduate program that the institution offers. A maximum of 12 graduate hours may apply toward both an undergraduate degree and a graduate degree. Some graduate courses are offered only online or at our off-campus locations in Rogers and Little Rock. Online graduate courses are 8 weeks in length.

Undergraduate students requesting to take graduate courses must have junior or senior standing, possess a cumulative undergraduate grade point average (CGPA) of 3.0 or higher. Applicability of specific graduate courses toward undergraduate degree requirements is determined by the respective undergraduate department head. Grade points earned in graduate courses are included in the student's undergraduate GPA, but courses with grades below the graduate minimum (C for most programs, B- for graduate counseling programs) will not apply toward a graduate degree.

Online undergraduate students pay the graduate tuition rate for their graduate courses.

Declaring a Graduate Pathway does NOT guarantee acceptance into a JBU graduate program. Students still must apply and be accepted for the Graduate program. Graduate courses taken by undergraduates may or may not be accepted as graduate courses at other institutions. This will be determined by that institution's policies.

## **Graduate Credit Toward Undergraduate Degree**

John Brown University undergraduate students may receive permission to substitute JBU graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate requirements in a related graduate program that the institution offers. Undergraduate students requesting to take graduate courses must have junior or senior standing, possess a cumulative undergraduate grade point average (CGPA) of 3.0 or higher, and receive permission from the respective graduate department head. Applicability of specific graduate courses toward undergraduate degree requirements is determined by the respective undergraduate department head. A maximum of 12 graduate hours may apply toward both an undergraduate degree and a graduate degree.

## **Maximum Course Load**

To be considered a full time student, JBU Online Undergraduate students must complete 12 hours during a semester. However, students are allowed to complete up to 18 hours during one semester (nine hours in the first eight-week term and nine hours in the second eight-week term). Students who have been placed on academic probation will be limited to 12 hours during one semester.

## **Attendance Requirements**

Because of the intensive nature of the curriculum and the participatory structure of course work in these programs, it is imperative that students engage and participate in each week's activities.

Missing three weeks (3 absences), excused or unexcused, will result in a grade of 'F' and restriction of access to the course in Blackboard.

For all classes, students are expected to login to the Blackboard module regularly (at least 3 days a week) to check the announcements and work schedule, and complete **all** assignments for the week. (*The due date for assignments may not be extended for purposes of achieving attendance.*)

An absence for online class is defined in two ways (either of which will incur an absence):

1. not submitting **any** assigned work for the week;
2. not demonstrating evidence of reading assigned chapters or viewing assigned videos, tutorials, or other media posted by the professor.

Evidence includes:

- posting to discussion forums,
- responding to other students' posts, and
- logging in to participate and engage in course materials.

**An Excused Absence** is defined as an absence that is unforeseen, due to emergency or life threatening situation (required documentation). In cases of excused absences, class work **can** be submitted for credit, but it still counts as an absence.

1. Death or serious illness in the immediate family.
2. Local emergencies requiring immediate attention (examples: tornado damage, flooding, etc.).

Students are responsible for providing written evidence by email to their advisor and instructor with any supporting documentation attached to substantiate "excused absences."

**An Unexcused Absence** is defined as an absence that are cannot be documented or for personal reasons. In cases of unexcused absences, class work **cannot** be submitted for full credit.

1. Non-emergency medical/work/personal reasons, which cannot be documented.

Instructors are neither obligated, nor expected to permit a student to make up work missed because of unexcused absences. If a student is allowed to make up such work, full credit may **not** be allowed.

It is the responsibility of the student to notify the professor in advance of any activity that will interfere with class attendance. Such notification must be made *using JBU email.*

### **Non-Attendance Resulting in Withdrawal**

Except in cases of extenuating circumstances, students who do not attend any class for ten consecutive days may be withdrawn from John Brown University for non-attendance. It is the responsibility of the student to contact instructors, advisor, Registrar, Student Accounts Services, and Financial Aid if extenuating circumstances exist.

## **Late Assignments**

Students are required to submit all assignments when due (due dates are posted in the course documents). Homework is designed to prepare students for class collaboration and learning. On a case-by-case basis, instructors may accept late work for partial credit at their own discretion. If late work is accepted it is subject to a 10% reduction per day late. Unless there is an extreme emergency or medical event (documentation is required), assignments will **not** be accepted for credit, if it is **not** submitted within seven days of the original due date.

## **Textbooks and Other Course Materials**

Students have options for obtaining most books and materials for their courses. As part of the preregistration process, students are given the option to receive materials from the bookstore at JBU, which is operated by Follett Corporation, by purchasing new, used, or renting. Students may also choose to purchase materials from other sources, but are responsible to make sure they have the correct edition of texts. Students with adequate financial aid may be able to obtain their materials from the bookstore using that aid.

## **Professional Demeanor**

Students are expected to display online behavior that is appropriate to a professional program at a Christian university. Online postings and emails require polite behavior; evidenced in font, word use, and grammar that is indicative of college level, professional communication. A professor may remove any postings that are uncivil, defiant, or otherwise disruptive to the learning environment.

## **Academic Integrity**

As a Christian institution of higher education, John Brown University seeks to maintain the highest standards of academic integrity. Violations of these standards will result in substantial penalties. Violations and their definitions are as follows:

1. **Plagiarism:** Submitting as part or all of one's own work material that is copied or paraphrased from another source, including online sources, without the proper acknowledgment of that source. Examples include: self-plagiarism (submitting already graded work from the same or another class), failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.
2. **Cheating:** Using unauthorized material or study aids for assistance on examinations or other academic work. Examples include: taking exams/quizzes with assistance to/or from others, viewing a peer's quiz/exam, altering a graded exam, using notes without permission, etc.
3. **Fabrication:** Submitting altered or contrived information in any academic assignment. Examples include: falsifying data, text material, or sources.
4. **Facilitating academic dishonesty:** Helping another student violate this policy. Examples include: allowing one's work to be copied, working together on an assignment where collaboration is not allowed (such as a quiz or exam, etc.), doing work for another student.

## Faculty Action Regarding Violations of Academic Integrity

All violations of the academic integrity policy will be reported to the Dean, who will maintain a file on student offenses.

First offense: In the first case of dishonesty, the faculty member will normally give the student an "F" for the assignment or test on which the student has been dishonest.

Second offense: A second violation of the integrity policy in the same course or in any other course will result in an 'F' in the course.

Third offense: Any further violations of the integrity policy may result in suspension or dismissal from the university.

## Grading System

Indication of each student's progress is reported regularly by instructors. Grades are issued following each term. The grading scale used as a basis for letter grades is established for all courses.

**Grade points per semester hour (in effect as of Fall 1999) are determined as follows:**

A Superior Accomplishment	4.0
A-	3.7
B+	3.3
B Commendable Accomplishment	3.0
B-	2.7
C+	2.3
C Satisfactory Accomplishment	2.0
C-	1.7
D+	1.3
D Minimal Accomplishment	1.0
F Failure	0.0

The following are not included in grade point average:

I - Incomplete Work    S - Satisfactory  
NC - No Credit Earned    U - Unsatisfactory  
WP - Withdrew Passing    WF - Withdrew, Failing  
W - Withdrew

## Incomplete Grades

In extenuating circumstances, students may be allowed to receive an incomplete ('I') grade for a particular course **before** the last day of class. Students should submit written request by email to their academic advisor, including any and all supporting documentation.

If an Incomplete is granted, the dean of the online undergraduate program will notify the student, their academic advisor, and the instructor.

All remaining course work must be submitted and graded according to arrangements made with the instructor, but no later than 30 days after the last class date. If the student does not complete the work by this deadline, the instructor will assign a grade based on work received, or the grade will convert to 'F' automatically.

## Adding and Dropping Courses

Students register for courses during the official published registration time periods. Students may not register for courses after the close of the late registration time period. Course registrations and additions completed during the late registration period must have approval from the dean and are subject to a late fee.

If a student wishes to drop a course during a term, the student must notify their advisor **before** the class start date. The Student Accounts Representative will credit the student's account for that course's tuition. The course will not appear on the transcript.

If the student withdraws **after** the beginning of the first week of classes but **prior** to the end of the third week of classes, the student will receive a 'W' for the course. After this time, the student will not be eligible for a grade of 'W'; the student will receive the grade earned.

Withdrawal from the university or dropping a course may have implications for student financial aid or veterans' benefits.

Tuition will be refunded to the student and a grade of 'W' or 'F' will be posted based on the following schedule:

## Drop Notification/Refunds

### Drop Notification/Refunds for JBU Online Undergraduate Courses

	<u>Amount of Refund</u>	<u>Grade Earned</u>
During the first week of classes	100% refund	No Grade
During the second week of classes	80% refund	W
During the third week of classes	40% refund	W
After the third week of classes	No refund	Earned Grade

Other non-tuition fees are not refundable. See refund policies for Traditional Undergraduate Studies and Graduate Studies if enrolling in courses from those programs.

## Re-Enrolling in Courses

If a student drops, withdraws, or fails a course, the student will need to contact their advisor to determine when the course is offered again and how to re-enroll in the course. The cost for a repeated course(s) (those for which the student received a 'W' or 'F') is full tuition.

## Auditing Courses

JBU Online Undergraduate students may register for courses on a non-credit or audit basis provided the proper procedure is followed, either at initial registration for the term or by official change of registration prior to the stated deadlines. The names of such students will be entered on the class roll, and the class appears in the student's academic record, but without credit and with final grade of 'AU' for satisfactory completion or 'U' for unsatisfactory completion. It is the responsibility of the student to obtain a statement of grading criteria for satisfactory participation from the instructor. Tuition is charged at one half of the rate of for-credit registration and subject to the same regulations.

## Grade Point Average

To receive a degree the grade point average of **all degree work must be at least 2.0**, and **in the major at least 2.25**.

## Residence Requirements

Fulfillment of the residence requirements for a JBU Online Undergraduate bachelor's degree from John Brown University consists of completion by means of courses taken in residence of **at least 36 hours** of credit presented in fulfillment of degree requirements. Of those, **at least 32 hours** must be in the major field of study.

## Scholastic Probation & Required Achievement for Continued Enrollment

1. A student (enrolled in 6 or more hours during a term) with a cumulative grade point average (CGPA) less than 2.0 will be placed on probation the following term and will be required to take IDS 1151.
2. The maximum enrollment per term for any student on scholastic probation is 12 term hours (maximum of 6 hours Term A and B). Students should understand that such limited enrollment may lengthen the time required to meet graduation requirements.
3. A student (enrolled in 6 or more hours during a term) whose CGPA is still below 2.0 after being on probation for two successive terms, or a student with less than a 1.0 term GPA, will be suspended unless a petition for re-enrollment is approved by the Associate Registrar.
4. A student may enroll after one term of academic suspension if a petition is approved by the Associate Registrar.

5. A student who is permitted to re-enroll after academic suspension may continue to re-enroll if satisfactory progress is being made toward a 2.0 CGPA as determined by the Registrar's Office.
6. A student on scholastic probation may remain eligible for some types of financial aid, if standards for Satisfactory Academic Progress are met.

## **Minimum Total Semester Hours**

Completion of any bachelor's degree at John Brown University requires at least 120 hours of academic credit. Certain programs exceed the minimum.

Sufficient courses must be completed to offset any deficiency in total number of semester hours in addition to all other specific requirements, preferably in an area which will enrich and broaden the student's acquaintance with the major areas of knowledge.

## **Non-Degree Seeking Students**

In most cases, a maximum of 15 hours may be completed under non-degree status. Permission to take more than 15 hours is subject to approval by the respective Program Director and the Dean. Students enrolled in degree programs have priority over non-degree students in class registrations and on waitlists. Non-Degree seeking students must meet the admissions requirements required for the JBU Online Undergraduate Program in order to register.

## **Double Major**

Students who wish to pursue a second major within the JBU Online Undergraduate Program must complete all unique hours within the second major. Students are allowed to transfer in up to 25% of the second major from another university. Students who wish to complete a second major must do so prior to graduating. Once a student has graduated they cannot add a second major.

## **Additional Bachelor's Degrees**

For two bachelor's degrees, a minimum of 154 semester hours must be completed incorporating all requirements for both degrees. A maximum of 36 credits by exam may be included. All other stipulations of the residence requirements apply to the second as well as to the first degree.

## **Fresh Start Policy**

A student who re-enrolls in the university after an absence of seven or more years and completes one full-time semester or term with a 2.0 GPA or higher may request a "Fresh Start" by petitioning the Dean. If the petition is approved, none of the credits earned prior to the absence will be included in the GPA calculation and only those with a 'C' or higher may be used to fulfill graduation requirements. In effect, the Fresh Start treats early JBU work as transfer work. After the "Fresh Start" is applied to a student's transcript, those courses with a 'C' or higher will be designated by 'CR' and those with a 'C-' or lower will be designated by 'NC'.



## **Graduation**

### **Application for Graduation**

An Application for Graduation form, available on-line during the preregistration process, should be completed when registering for the final semester or term in residence before completion of degree requirements. This application provides information regarding the graduation fee, exit assessment requirements, and a final check of the student's name as it is to appear on the diploma and in the commencement program. A graduation application fee will be charged to the student's account at the time the application for graduation has been submitted.

### **Participation in Commencement Exercises**

Degree candidates may participate in commencement exercises only upon completion of all degree requirements no later than the last day of the semester. Any course work in progress at other institutions must be completed during terms ending no later than one week following JBU commencement.

Students not enrolled at JBU during the semester in which they plan to graduate must contact the Registrar's Office in writing during the first two weeks of the term, declaring their intention to participate in commencement. Failure to do so may result in the student not being listed in the printed commencement program.

Eligibility to participate in commencement is limited to the commencement at the end of the student's final semester in attendance or the commencement at the end of the following semester. Furthermore, participation eligibility is dependent upon compliance with all of the deadlines posted on the commencement web site.

### **Graduation Requirements after Extended Absence**

In general, a student is required to graduate under the requirements of a catalog which is current at the time of graduation. Current catalogs are those dated for the year in which a student's degree is conferred and for the preceding years.

A student who, after an extended absence, desires to complete graduation requirements under a catalog which was in effect while the student was in residence at JBU is subject to the following:

1. The student must meet the requirements in the major field as listed in a current catalog completing in the five years prior to graduation a minimum of six semester hours in the major field (as approved by the major department).
2. If general education requirements were completed under the older catalog, the general education requirements of a current catalog are considered met. In areas (biblical studies, social studies, natural science, etc.) where not all general education requirements were completed, current catalog requirements must be met.

3. A student completing one of the teacher education curricula must meet Arkansas certification requirements in effect at the time of graduation.

4. All provisions of the residence requirement must be met.

## **Scholastic Awards**

Full-time students attaining certain standards of scholastic achievement are placed on the President's or Dean's List of Distinguished Students at the end of each term. To qualify for the Dean's list, the student must have at least 3.4 term GPA on a minimum of 12 semester hours, and at least 3.8 term GPA for the President's list.

## **Degree Honors**

Upon completion of the bachelor's degree, each graduate who has attained a cumulative grade point average of 3.6 or above is recognized with an appropriate degree honor. Eligibility is contingent upon completion of at least 60 semester hours of graded course work at John Brown University. Graduation honors are indicated on the diploma and by the wearing of an appropriate medal on the gown during the commencement exercises.

Cum Laude-Grade point average at least 3.6

Magna Cum Laude-Grade point average at least 3.8

Summa Cum Laude-Grade point average at least 3.9

Students who have less than 59 semester hours of graded course work at John Brown University and have a grade point average of 3.8 or higher will graduate "with distinction." With Distinction honors are indicated on the diploma and by wearing of an appropriate tassel on the cap during the commencement exercises.

## **Transcripts**

An official transcript of a student's academic record may be obtained by submitting a transcript request form to the Registrar's Office, provided the student has made satisfactory arrangements with Student Account Services with respect to financial obligations. Transcripts are not released unless the student grants permission through a signed statement.

The first official transcript is issued without charge; a \$5 fee is incurred for each official transcript thereafter.

Official transcripts of academic credits are not released while the student's account is in arrears. The university engages professional collection agencies to deal with delinquent accounts, as necessary.

## **Withdrawal from the Program**

Students wishing to withdraw from the JBU Online Undergraduate Program must contact their academic advisor to complete the withdrawal process.

## **Academic Grievance Process**

To file a complaint about a faculty person (the way he/she conducts class, lack of objectivity in grading, etc.) students should follow the process outlined below:

1. Discuss the specific complaint and the desired resolution with the faculty person.
2. If talking to the faculty person fails to bring resolution, you may meet/discuss with the Department Head and present a concise, well-thought-out, written statement of the problem and the desired resolution.
3. The Department Head will offer to meet with you and the accused faculty person by phone or online. If you are unwilling to attend such a meeting, your complaint will be considered dropped. If you consent to the meeting, then the Department Head will be responsible for documenting the proceedings and the outcome in writing.
4. The accused faculty person or you may request a second meeting within seven days to which both the faculty person and you, within the limits set by the Department Head, may invite colleagues and students. The Department Head, at their discretion, may request the presence of the Dean of the JBU Online Undergraduate Program.
5. If the problem is not resolved to the satisfaction of either party, a written appeal may be made to the Vice President of Academic Affairs who is empowered to make the final decision. The Vice President of Academic Affairs will respond with a final decision in writing to those involved.

## **Appeal Procedure**

A student who can provide specific reasons that he/she has been unjustly accused may appeal to the Dean by sending an email including a well-written appeal letter with specific facts and any documentation available. All appeal decisions from the dean are final.

# Learning Resources

## John Brown University Library

The two-story John Brown University Library—also known as the Arutunoff Learning Resource Center—is the central location for resources supporting the research needs of the JBU community. The library is an important part of the academic program at JBU and functions as a partner in the teaching/learning process. The main collection consists of over 115,000 items, including books, microforms, and DVDs. In addition, the library subscribes to more than 67,000 periodical titles, nearly all of which are available electronically. The library also subscribes to 144 electronic databases (full-text periodicals, online reference resources, and indexes) and provides access to 330,000 e-book titles.

The professional library staff provides research and reference services to both individuals and groups, and efficient interlibrary loan services to the JBU community. The library facility includes large and small study rooms, a classroom, presentation practice equipment and spaces, quiet and comfortable spaces for reading, and 46 computers for student use. The Writing Center and ITS Help Desk are also located in the JBU Library.

In addition to resources in the main library, a number of materials are housed in two library branches. The Music Library, on the lower level of the Cathedral, contains music sound recordings, scores, and appropriate listening equipment. The Career Development Center Library, on the first floor of the Walker Student Center, houses materials related to vocational counseling and graduate school opportunities. The Film Library is housed in the main library and contains films that have been selected based on their recommendation by the Academy of Motion Picture Arts and Sciences, the American Film Institute, or Arts & Faith.

The gateway to the JBU Library is its web site, [www.jbu.edu/library/](http://www.jbu.edu/library/), where information about all library collections and services may be obtained. The library web site features an online catalog that can be accessed from any computer with an Internet connection. Students can connect to electronic databases through the campus network and via remote access. Reference questions and interlibrary loan requests can be made online or via e-mail at [library@jbu.edu](mailto:library@jbu.edu).

The JBU Library belongs to several networks and consortia. To provide efficient interlibrary loan services, the library is a member of the Online Computer Library Center (OCLC), which gives our users borrowing privileges to over 250 million items held in over 72,000 member libraries worldwide. The library belongs to ARKLink (a consortium of 47 academic libraries in Arkansas) and AMIGOS (a regional resource-sharing network). The library is a charter member of the Christian Librarian Association Network.

Special collections in the JBU library include the published materials of the school's founder, John E. Brown, Sr., materials of radio evangelist J. Vernon McGee, the Romig Juvenile Literature Collection, and the Gary and Carrie Oliver Marriage and Family Resource Room. In addition, the JBU Archives houses an extensive collection of artifacts related to the history of the university.

**Library Hours** (*may vary*)

Monday - Thursday	7:30am - Midnight
Friday	7:30am - 5:00 pm
Saturday	11:00am - 6:00pm
Sunday	3:00pm - Midnight

### Library Contacts

Circulation	479.524.7202
Research Assistance	479.524.7153
Interlibrary Loan	479.524.7276
Instructional Services	479.524.7355
Email	library@jbu.edu

**LIBRARY WEB SITE** <http://www.jbu.edu/library/>

**LIBRARY CARD** Use your JBU student ID card. You may also borrow materials from 27 academic libraries in Arkansas using a free ARKLink card. Contact Beckie Peden (x7202 or bpeden@jbu.edu) for details.

**FIND ARTICLES** A wide variety of academic journal databases, ebook collections, and other materials are available online through the library web site. Go to [www.jbu.edu/library](http://www.jbu.edu/library), click on "Online Resources" and then select a resource to search from the relevant subject area. If off-campus, when prompted enter your JBU **username** and **password**.

Online resources include:

- *ABI/INFORM Complete* (full-text business journals)
- *Accounting & Tax Periodicals* (accounting and tax journals)
- *Business Source Elite* (full-text business journals)
- *eBooks on EBSCOhost* (scholarly e-books)
- *Gale Academic OneFile* (full-text journals in all disciplines)
- *Hoover's Company Records* (information about companies worldwide)
- *IBISWorld* (market research and analysis of U.S. industries)
- *LexisNexis Academic* (business, news, and legal information)
- *MarketResearch.com* (data and analysis of industries, markets, and products)
- *ProQuest Central* (full-text journals in all disciplines)
- *ProQuest Psychology Journals* (full-text psychology journals)
- *PsycINFO* (comprehensive behavioral science and mental health literature index)
- *WorldCat* (worldwide book catalog)

**FIND BOOKS** - Use the online catalog located at the library homepage: [www.jbu.edu/library](http://www.jbu.edu/library).

**CHECKOUT PERIOD** - 21 days for books. Renewal period is 21 days. May be renewed twice if there is no hold on the book; renewable by phone or email: [library@jbu.edu](mailto:library@jbu.edu). A student may have up to 20 books checked out at any time. **Document delivery:** We can email articles or mail books to you from our library; you are responsible for return postage on books.

**INTERLIBRARY LOANS** - Items not available through the library may be obtained from other libraries through our interlibrary loan service. Request items not available in the library in person or by mail, phone, or email (jposey@jbu.edu) or use the ILLiad form on the library web site (login required). Most books arrive within 1 - 2 weeks and articles within days. Articles will typically be delivered to you electronically. Books can be mailed to you; you are responsible for return postage.

**RESEARCH QUESTIONS** - Research and other library questions may be asked at the library reference desk, phoned in (x7153), emailed (library@jbu.edu) or texted: 479-310-JBU1 (5281).

**STYLE GUIDES** - Go to "Research Help" at the library home page; select "Cite Your Sources."

**WRITING CENTER** - Located in the library or online consultation services available through Writing Center site located on EagleNet. Contact jhimes@jbu.edu regarding hours and services.

**FINES/FEES** - \$.25 per day per overdue item. You will be billed for replacement of missing item(s), plus \$10 processing fee per item.

## **Information Technology Services**

John Brown University has many technology resources available for students. All campus buildings and remote sites are interconnected with a network infrastructure that allows for authorized access from classrooms, laboratories, offices, residence halls, and remote locations. Wireless networking also extends accessibility in most residential and study areas throughout the university.

On the Siloam Springs campus, there are computer labs in each academic building for student use. The Library has general purpose, collaborative computing resources available days and evenings throughout the week. Both black and white and color printing is available for a small fee.

JBU Online Undergraduate students have access to additional computing resources at the Rogers Center and the Little Rock Center. Computers with Internet access and laser printing are available for student use in common study areas. Wireless Internet access is also available.

The Media Lab, located in the Learning Resource Center (LRC), offers assistance in specialized printing, provides art and project supplies for purchase, and manages the rental of audio/visual technology used for academics and small events.

The Help Desk, also located in the LRC, is available for assistance with any questions or issues related to technology use on campus, with extended hours throughout the week and weekend.

Students who bring a computer to any of the campuses may connect to the campus network using their provided username and password. Once connected, students can access the Internet, EagleNet, the Library, JBU email, and personal network storage.

Policies regarding the privacy of electronic information and appropriate computer use at John Brown University may be referenced in the Information Technology Services *Acceptable Use Policy*. This, and additional information about technology services, may be found through the web via the EagleNet portal or by contacting the ITS Help Desk at 479-524-7256, or email help@jbu.edu.

## **Important Notice Regarding the Privacy of Electronic Information**

John Brown University cannot and does not make any guarantee, explicit or implied, regarding the privacy of electronic mail or information saved in network folders. Electronic communication is vulnerable to interception, misdirection, or rerouting. Therefore, highly confidential materials should be delivered or stored in another manner.

Note also that occasionally a representative of the university may see all or part of an electronic message sent by you or addressed to you. University personnel may also view files saved in network folders. Information contained in electronic messages or network directory files may be used against you in disciplinary proceedings.

### **Policies for appropriate computer use at JBU:**

Disciplinary action will be taken whenever anyone is found to be in violation of this code. Violations of civil or criminal law will be referred to Campus Security.

- You should use only those computer accounts which have been authorized for your use.
- You must always identify computing work with your own name or other approved ID. Do not attempt to modify files or otherwise work on the JBU Network without logging in.
- You are responsible for any activity conducted with your computer accounts. Do not tell anyone else your password or "log on" to a computer for someone else using your account.
- If you have access to privileged or sensitive information, you may not disclose that information for any purpose other than official University business.
- You must not attempt to access, copy, or destroy programs or files that belong to other users or to the University without prior authorization.
- Unauthorized or fraudulent use of the University's computing resources is a serious violation of University regulations and may be against the law.
- You may not use JBU computer systems to make or store illegal copies of copyrighted digital materials, including computer programs, pictures, clipart and other images, movies and videos, textual information, articles, reports, and music. If you are running KaZaa, Morpheus, iMesh, Grokster, Limewire, Bearshare, WinMX or any other similar programs and storing the files you download on JBU computers, you are probably in violation of this policy.
- Programs acquired elsewhere must not be used on JBU computers. Only Information Technology Services (ITS) may place software onto the network or onto lab computers.
- Do not store shareware, freeware, uninstalled plugins, or other downloaded software on lab hard drives or in personal network folders. Such files will be deleted regularly from lab computers and network folders.
- Your use of software owned by John Brown University must abide by the copyright and license agreements. It is your responsibility to become familiar with the copyright/ licensing agreements before using a product. It is illegal to copy most software products.
- Theft of hardware, software, supplies or other properties will be reported to the University's Security Office as a crime
- Out of consideration for others, you should also observe the following guidelines:
  - Do not forward chain letters.
  - Do not send email messages to everyone on the JBU address list
  - Please keep your network home folder cleared out of un-needed files.

- Please delete un-needed messages from your email mailbox.
- Do not play games on lab computers.
- Please observe the two-hour maximum use policy in labs during peak times.
- Please observe any usage guidelines posted in labs.
- Do not connect a wireless access point or any other wireless equipment to the JBU Network without consulting with ITS.
- Do not attempt to modify system facilities in any way. Intentional compromise of system integrity by virus or other means may result in disciplinary action.
- Do not attempt to disable or bypass network security systems. This includes the use of various "Tunneling" protocols and remote proxy web sites ("Anonymisers") to hide the true nature of what you are doing.
- Sending harassing, threatening, or sexually explicit messages will result in disciplinary action.
- Internet users must abide by JBU's behavioral code while online, including but not limited to not using accounts to engage in gambling activities, obtaining pornographic or other objectionable material, or conducting for-profit business.



# **Student Support Services**

## **Services for Students with Disabilities**

It is the goal of John Brown University that all enrolled students be given equal opportunity to succeed in their quest for a higher education that is based upon our "Christ Over All" philosophy and that integrates the educational principles of "Head, Heart, and Hand." In accordance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA, John Brown University is committed to providing reasonable accommodations to students who are disabled.

The Director of Student Support Services works with students and instructors to arrange appropriate assistance in learning and physical access. Students having documented disabilities are encouraged to contact the director at (479) 524-7401, email [jheathcote@jbu.edu](mailto:jheathcote@jbu.edu), or to stop by the Office of Disability Services located in the Learning Resource Center (LRC), Room 150.

## **Student Development Office**

### **Office of Christian Formation**

The Office of Christian Formation (OCF) exists to lead the JBU community to become more like Christ through discipleship, corporate worship, and outreach. Within OCF are two primary divisions related to JBU students: Chapel and Student Ministries. For information, call (479) 524-7213.

### **Chaplain**

The JBU Online Undergraduate Program Chaplain serves JBU's adult learner population through pastoral presence and prayer. The Chaplain writes a monthly devotion and receives and prays for any prayer requests given on behalf of the students. In these and a variety of other ways, the Chaplain supports the mission of John Brown University, fostering the spiritual growth, giving emotional support and assistance when needed.

### **Counseling Services**

**(JBU) Subsidized Counseling for JBU Online Undergraduate Students:** Students who are currently enrolled full-time in online undergraduate classes are eligible to receive JBU-subsidized counseling services at counseling practices that have agreements with JBU in place. Counseling is for the purpose of helping the students work through personal concerns that might otherwise make continuing their education more of a challenge. For information, email Missy Swyers at [MSwyers@jbu.edu](mailto:MSwyers@jbu.edu).

# Directory of Services & Personnel

## Siloam Springs Offices & Personnel

Toll Free (866) 856-8503

Dean of the JBU Online Undergraduate Program -  
Dr. Stacey Duke sduke@jbu.edu

Dean, Soderquist College of Business -  
Dr. Ryan Ladner rladner@jbu.edu

Dean, College of Education & Human Services -  
Dr. Richard Ellis rellis@jbu.edu

Department Head, Online Undergraduate Psychology -  
Dr. Richard Froman rfroman@jbu.edu

Department Head, Online Undergraduate Nursing -  
Mrs. Kristin McCloud kmccloud@jbu.edu

Department Head, Online Undergraduate Liberal Arts -  
Dr. Robert Moore rmoore@jbu.edu

## Rogers Center

Toll Free (866) 753-4478

## Little Rock Center

Toll Free (866) 753-4259

## Bookstore

Manager - Jeff Bowles jbowles@jbu.edu (479) 524-7195

## Financial Aid Office

Financial Aid Specialist - Gina Pace gpace@jbu.edu (479) 524-7102

**Student Accounts Services** StudentAccounts@jbu.edu (479) 525-7398

## Career Development Center

Director - Raynisha Robinson rrobinson@jbu.edu

**Computer Center and Helpdesk** help@jbu.edu (479) 524-7256

## Library Circulation Desk

Director - Brent Swearingen bswearingen@jbu.edu (479) 524-7191

Instructional & Liaison Services Librarian –  
Rachel Maxson rmaxson@jbu.edu (479) 524-7355

## Registrar's Office

Dean of Academic Services and Registrar –  
Dr. Becky Weimer bweimer@jbu.edu (479) 524-7493

Associate Registrar - Tiffany Lopez tlopez@jbu.edu (479) 524-7389

VA Certification/Deferral Requests/Grade Reports -  
Julie McGarrah jmcgarrah@jbu.edu (479) 524-7103

# Board of Trustees

## 2019-2020

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Dr. Wayne Hardy  
Tulsa, OK

Mr. Lawson Hembree, IV  
Fort Smith, AR

Mr. Keith E. Holmberg '77  
Travelers Rest, SC

Ms. Emily Hornok '08  
Oxford, MS

Mr. Michael R. Kairis (Mike) '86  
Yorba Linda, CA

Mr. Michael S. King '81  
Hesston, KS

Mr. Alan L. Lee '90  
Oakton, VA

Mr. David H. LeVan (Dave) '87  
Bentonville, AR

Mr. Alfonso Mendez '88  
San Isidro, Heredia Costa Rica

Mr. Noah Mitchell '05 and '07  
Columbus, OH

Mr. William C. Naramore, Sr. (Bill) '70  
Dallas, TX

Mr. Doug Neufeld  
Inman, KS

Mr. Phillip O. Porter  
Siloam Springs, AR

Mr. W. Mike Ross  
Yukon, OK

Mrs. April Ryan  
Tulsa, OK

Mrs. Ruth H. Smith  
Little Rock, AR

Mr. Marvin G. Spees '80  
Topeka, KS

Mr. John P. Spenst '04  
Little Rock, AR

Mr. Wendell Stratton  
Stuttgart, AR

Mrs. Diane N. Willits '78  
Siloam Springs, AR

## Faculty & Administration

S. KYLE AGEE, Assistant Professor of Visual Arts, 2015.  
M.F.A., B.S., John Brown University

DAVID R. ANDRUS, Professor of Visual Arts, 1983.  
M.F.A., Syracuse University  
B.S., John Brown University

AMINTA S. ARRINGTON, Assistant Professor of Intercultural Studies, 2014.  
Ph.D., Biola University  
M.A., Johns Hopkins University  
B.A., Wheaton College

CARY L. BALZER, Professor of Biblical Studies, 1998.  
Ph.D., University of Manchester  
M.Div., Asbury Theological Seminary  
B.A., Seattle Pacific University

TRACY A. BALZER, Assistant Professor of Christian Formation, 1998.  
M.A., John Brown University  
B.A., Seattle Pacific University

JANE E. BEERS, Associate Professor of Biology, 2005.  
M.Ed., Northwestern State University  
B.A., Taylor University

STEPHEN T. BEERS, Vice President for Student Development; Associate Professor of Higher Education, 1998.  
Ed.D., Ball State University  
M.S., Wright State University  
B.A., Taylor University

DANIEL R. BENNETT, Associate Professor of Political Science, 2016.  
Ph.D., Southern Illinois University  
B.A., George Fox University

BRENTON D. BENWARE, Head Men's Soccer Coach; Instructor of Kinesiology, 2017.  
M.A., Liberty University  
B.S., Oklahoma Wesleyan University

JASON A. BESCHTA, Head Men's Basketball Coach; Instructor of Kinesiology, 2014.  
M.S. Baylor University  
B.S., Bryan College

JAMES R. BLANKENSHIP, Associate Professor of Biblical Studies, 2002.  
Ph.D., University of Pennsylvania  
J.D., Vanderbilt University School of Law  
M.A., Gordon Conwell Theological Seminary  
B.A., Indiana University

FRANK BLUME, Professor of Mathematics, 1995.  
Ph.D., University of North Carolina  
B.A.C.H., M.S., Technical University of Berlin

H. TODD BOWDEN, Associate Professor of Kinesiology, 1997.  
M.S., B.A., University of Arkansas  
A.T.C., National Athletic Trainers Association

ANDRE' G. BROQUARD, Dean of Students; Director of Residence Life; Assistant Professor of Higher Education, 2002.  
Ed.D., University of Arkansas  
M.A., Regent University  
B.A., Taylor University

JAMES E. BRUCE, Associate Professor of Philosophy, 2008.  
Ph.D., M.A., Baylor University  
M.A., B.A., New College, University of Oxford  
A.B., Dartmouth College

MAXIE B. BURCH, Professor of Biblical Studies, 2011.  
Ph.D., Baylor University  
M.Div., Southwestern Baptist Theological Seminary  
B.A., The Citadel

JAMES P. CALDWELL, Professor of Construction Management, 1985.  
Registered Land Surveyor, Arkansas  
Certified Professional Constructor  
M.S., Purdue University  
B.S., John Brown University

KENNETH D. CARVER, Head Women's Volleyball Coach; Instructor of Kinesiology, 2017.  
B.A., Malone University

LOU Y. CHA, Assistant Professor of Christian Ministry and Formation, 2016.  
Ph.D., Southern Baptist Theological Seminary  
M.Div., Bethel Seminary  
B.S.N., Alverno College  
B.A., Lakeland College

CHAD J. CLARK, Assistant Professor of Music, 2018  
M.M.E., Arizona State University  
B.A., Georg Fox University

NICHOLAS A. CORNETT, Associate Professor of Counseling, 2012.  
Ph.D., University of North Texas  
M.S., B.S. John Brown University

DON W. CRANDALL, Vice President for Enrollment Management; Assistant Professor of Organizational Leadership, 1985.  
M.S., B.A., Aurora University

CURTIS J. CUNNINGHAM, Assistant Professor of Teacher Education, 2015.  
Ph.D., University of Arkansas  
M.Ed., Drury University  
B.S., Southwest Baptist University

ROBYN D. DAUGHERTY, Director of Athletics; Instructor of Interdisciplinary Studies, 1999.  
M.A., B.S., John Brown University

CONNOR J. DAVIS, Assistant Professor of Music Theory, 2019.  
Ph.D., Louisiana State University  
M.A., Eastern Illinois University  
M.Mus., Michigan State University  
B.Mus., University of Arkansas

KIRK W. DEMARAIS, Instructor of Visual Arts, 2018.  
B.S., John Brown University

TIMOTHY J. DINGER, Executive Director, JBU Community Counseling Clinics; Assistant Professor of Counseling, 2001.  
Ed.D., B.A., Texas Tech University  
M.A., Dallas Seminary

LIESL M. DROMI, Assistant Professor of Music, 2014.  
M.M., Belmont University  
B.A., John Brown University

STACEY L. DUKE, Dean, Graduate & Online Undergraduate Programs; Assistant Professor of Business, 2016.  
D.S.L., Regent University  
M.B.A., Bryan College  
B.A., Southeastern Louisiana University

JENNIFER R. EDWARDS, Associate Professor of Worship Arts, 2009.  
M.A., Denver Seminary  
B.S., John Brown University

JILL F. ELLENBARGER, Assistant Professor of Chemistry, 2016.  
Ph.D., Texas A&M University  
B.S., Union University

J. RICHARD ELLIS, Dean, College of Education and Human Services; Professor of Higher Education, 1993.  
Ph.D., University of Michigan  
M.Div., Biola University  
B.R.Ed., William Tyndale College

EDWARD E. ERICSON III, Vice President for Academic Affairs and Dean of the Faculty; Professor of History, 1994.  
Ph.D., M.A., Indiana University  
B.A., Calvin College

VON P. ESHNAUR, Instructor of Kinesiology, 2002.  
M.A., Concordia University  
B.S.E., University of Arkansas

EVA M. FAST, Assistant Professor of Business, 2011.  
M.B.A., B.S., John Brown University

RICHARD K. FAUST, Associate Professor of Construction Management, 2009.  
M.E.T., M.S., Pittsburg State University  
B.S., Minnesota State University

MICHAEL FRANCIS, Assistant Professor of Biblical Studies, 2016.  
Ph.D., University of Notre Dame  
M.Div., Westminster Theological Seminary  
M.Phil., M.A., B.A., University of Cambridge

RICHARD L. FROMAN, Professor of Psychology, 1994.  
Ph.D., University of Wyoming  
M.A., B.A., California State University, Sacramento

C. JOEL FUNK, Associate Professor of Biology, 2009.  
Ph.D., M.S., Kansas State University  
B.A., Tabor College



J. BRADLEY GAMBILL, Associate Professor of English, 2005.  
Ph.D., Oklahoma State University  
M.F.A., University of Iowa  
M.A., New Mexico State University

JANET L. GARDNER, Assistant Professor of Nursing Education, 2017.  
M.S.N., B.S.N., University of Arkansas

J. BRAD GATLIN, Associate Professor of Business, 2016.  
D.B.A., Anderson University  
M.B.A., B.S., Bryan College

TIMOTHY P. GILMOUR, Associate Professor of Engineering, 2012.  
Ph.D., Pennsylvania State University  
B.S., Cedarville University

TODD M. GOEHNER, Associate Professor of Visual Arts, 2005.  
M.F.A., University of Idaho  
B.A., John Brown University

DARREN T. GOULD, Instructor of Broadcasting, 2009.  
M.A., B.A., Wheaton College

BRIAN T. GREUEL, Professor of Biology, 1997.  
Ph.D., Washington University  
M.S., Ohio State University  
B.S., Wheaton College

DEREK A. GWINN, Assistant Professor of Family Studies, 2012.  
Ph.D., M.A., University of Minnesota, St. Paul  
B.S., B.A., University of Kentucky, Lexington

KIMBERLY B. HADLEY, Vice President for Finance and Administration; Assistant Professor of Business, 2004.  
D.B.A., Anderson University  
M.B.A., B.S.B.A., University of Arkansas

KENNETH D. HAHN, Professor of Physics, 2014.  
Ph.D., M.S., B.S., Texas A&M University  
M.A.B.S., Dallas Theological Seminary

CASEY J. HALL, Instructor of Counseling, 2019.  
M.S., John Brown University  
B.S., University of Arkansas

MELISSA E. HALL, Associate Professor of Family and Human Services, 2011.

Ph.D., University of Arkansas

M.Ed., University of Oklahoma

B.S., Southwestern Assemblies of God University

SAMUEL J. HEINRICH, Associate Professor of Business, 2014.

D.B.A., George Fox University

M.B.A., University of Colorado

B.S., John Brown University

STEVEN E. HELMS, Director of Cybersecurity Program; Assistant Professor of Cybersecurity, 2017.

M.S., Liberty University

B.B.A., Texas A&M University

BRIAN C. HERNDON, Associate Professor of Teacher Education, 2018.

Ph.D., Ed.S., B.A., University of Missouri

M.A., University of Colorado

SHERYL L. HILL, Associate Professor of Nursing Education, 2016.

D.N.P., M.S., University of Minnesota

B.S.N., Boise State University

AMANDA E. HIMES, Associate Professor of English, 2006.

Ph.D., Texas A&M University

M.A., Baylor University

B.A., East Texas Baptist University

JONATHAN B. HIMES, Professor of English, 2003.

Ph.D., M.A., Texas A&M University

B.A., Harding University

A. KATHY HOGAN, Instructor of Adult Education, 1998.

M.Ed., B.S., University of Arkansas

S. NEAL HOLLAND, Professor of Visual Arts, 1998.

M.F.A., National University

M.A., Southwestern Baptist Theological Seminary

B.A., Ouachita Baptist University

CHRISTOPHER E. HULL, Associate Professor of Counseling, 2017.

Ph.D., Regent University

M.A., Reformed Theological Seminary

B.A., Dordt College

IVAN D. IGLESIAS, Associate Professor of Spanish, 2009.  
Ph.D., M.A., University of Arkansas  
B.A., Universidad del Atlantico, Columbia

KYLE J. IRELAND, Director of Student Support Services, Assistant Professor of Academic Services, 2015.  
Ed.D., Liberty University  
M.A., B.A., Olivet Nazarene University

KIRK A. JACKSON, Associate Professor of Accounting, 2018.  
D.B.A., Anderson University  
M.B.A., University of Oklahoma  
B.S., Southern Nazarene University

PRESTON L. JONES, Professor of History, 2003.  
Ph.D., University of Ottawa  
M.A., Sonoma State University  
B.A., California State University

PATRICIA A. KIRK, Professor of English; Writer in Residence, 1998.  
M.F.A., University of Arkansas  
Third year Certificate in Mandarin Chinese, University of Hong Kong  
M.A., Tulane University  
B.A., University of California

TIMOTHY R. KISNER, Assistant Men's Basketball Coach, Instructor of Kinesiology, 2018.  
M.S., Ohio University  
B.S., Central Michigan University

JAMES L. KRALL, Vice President for University Advancement; Assistant Professor of Organizational Leadership, 1996.  
Ed.D., University of Tennessee  
M.A., Ball State University  
B.A., Taylor University

RYAN A. LADNER, Dean, Soderquist College of Business; Associate Professor of Marketing, 2015.  
D.B.A., George Fox University  
M.A., Liberty University  
M.B.A., Mississippi College  
B.S.B.A., University of Southern Mississippi

CHARLES C. LAMPTON, Professor of Counseling, 2001.  
Ph.D., M.A., Texas Tech University  
B.A., University of Arkansas

JASON M. LANKER, Associate Professor of Youth Ministries, 2007.  
Ph.D., M.A., Biola University  
B.A., The Master's College

JOHN B. LEE, Assistant Professor of Engineering, 2018.  
Ph.D., University of Arkansas  
B.S.M.E., Oklahoma Christian University

JOHN D. LENSCHOW, Director, Irish Studies Program; Instructor of Biblical Studies, 2006-2008, 2017.  
M.Th., M.Div., Gordon-Conwell Theological Seminary  
B.A., Oral Roberts University

KEVIN H. MACFARLAN, Professor of Mechanical Engineering, 1993.  
Ph.D., University of Arkansas  
M.S., B.S., Virginia Polytechnic Institute and State University

BOB C. MARTIN, Professor of Visual Arts, 2008.  
M.F.A., University of Arkansas  
B.A., Northeastern State University

CONSTANCE D. MATCHELL, Professor of Teacher Education, 2015  
Ed.D., Harding University  
M.Ed., University of Arkansas  
B.S.E., John Brown University

RACHEL E. MAXSON, Instructor of Librarianship, 2015.  
M.L.I.S., San Jose State University  
M.Div., Yale University  
B.A., Wheaton College

M. KRISTIN McCLOUD, Assistant Professor of Nursing Education, 2017.  
M.S.N., University of Arkansas  
B.S.N., Arkansas Tech University

DENISHA K. McCOLLUM, Associate Professor of Business, 2007.  
M.Ed., North Central University  
M.S.L.E., John Brown University  
B.A., University of Arkansas

MELISSA L. MICHAEL, Assistant Professor of Math Education, 2014.  
M.S., B.S., University of Arkansas

DEBORAH M. MILLER, Assistant Professor of Communication, 2019.  
M.S.L.E., John Brown University  
M.S., B.S., Arkansas State University

ROBERT H. MOORE, Associate Professor of History, 2007.  
Ph.D., Emory University  
M.A., B.A., University of Arkansas  
KIMBERLY S. MURIE, Assistant Professor of Teacher Education, 2015.  
Ph.D., M.A., B.S., University of Arkansas

SUSAN Q. NEWTON, Associate Professor of Chemistry, 2005.  
Ph.D., University of Arkansas  
B.S., John Brown University

ROBERT B. NORWOOD, Associate Vice President for Academic Administration; Dean of Undergraduate Studies; Director of Assessment; Professor of Electrical Engineering, 1998.  
Ph.D., M.S., B.S., Stanford University

ELLEN M. ODELL, Director of the Nursing Program; Associate Professor of Nursing Education, 2014.  
D.N.P., Case Western Reserve University  
M.S.N., George Mason University  
B.S.N., University of Missouri-St. Louis  
A.D.N., McLennan Community College

BENJAMIN OKAI, Assistant Professor of Counseling, 2019.  
Ph.D., Regent University  
M.S., B.Min., Harding University  
B.A., University of Ghana

GARY J. OLIVER, Executive Director of The Center for Healthy Relationships; Professor of Psychology and Practical Theology, 1998.  
Ph.D., M.A., University of Nebraska  
Th.M., Fuller Theological Seminary  
M.Div., Talbot Theological Seminary  
B.A., Biola University

CHARLES C. PASTOOR, Professor of English, 2001.  
Ph.D., M.A., Baylor University  
B.A., Calvin College

KATHLEEN M. PAULSEN, Head Women's Soccer Coach; Instructor of Kinesiology, 2013.  
M.S., B.A., University of Arkansas

BONNIE R. PHILLIPS, Assistant Professor of Counseling, 2015.  
Ph.D., University of Louisiana  
M.S., B.A., Harding University

TRACI T. PIERCE, Assistant Professor of Marketing, 2018.  
D.B.A., George Fox University  
M.B.A., B.A., Harding University

PETER F. POHLE, Professor of Visual Arts, 2001-2005, 2006.  
M.F.A., Syracuse University  
B.A. Equivalent, Berlin

CHARLES W. POLLARD, President; Associate Professor of English, 2004.  
Ph.D., University of Virginia  
M.A., Oxford University  
J.D., Harvard Law School  
B.A., Wheaton College

TRISHA D. POSEY, Director of the Honors Scholars Program; Professor of History, 2007.  
Ph.D., University of Maryland  
M.Phil., University of Kent at Canterbury  
B.A., Grand Canyon University

GEOFFREY T. REDDICK, Assistant Professor of Family & Human Services, 2018.  
Ph.D Saint Louis University  
M.S., John Brown University  
B.A., University of Arkansas

GERALD L. REIMER, Associate Professor of Accounting, 2017.  
M.B.A., Washburn University  
B.S., John Brown University

DEANA L. REINHARDT, Assistant Professor of Nursing Education, 2018.  
M.S.N., B.S.N., Regis University  
A.S.N., Northwest Arkansas Community College

GREGORY S. ROBINSON, Associate Professor of Outdoor Leadership Ministries, 2014.  
Ph.D., The Union Institute & University  
M.S., B.A., John Brown University

JUAN CARLOS RODRIGUEZ, Instructor of Mechanical Engineering, 2016.  
M.S.L.E., B.S.E., John Brown University  
M.S.M.E., University of Tulsa

CHARLES A. ROMIG, Professor of Counseling, 2008.  
Ph.D., Purdue University  
M.A., Trinity Evangelical Divinity School  
B.S., University of Illinois

REBECCA J. ROTHFUSS, Director of the Leader Scholars Institute; Associate Professor of Business, 1994.

Ph.D., Dallas Baptist University

M.S., Oklahoma State University

B.A., Bartlesville Wesleyan

D. MICHELLE SATTERLEE, Assistant Professor of Psychology, 2017.

D. Psych., M.A., George Fox University

M.A., B.A., MidAmerica Nazarene University

ERIN L. SHAW, Assistant Professor of Visual Arts, 2018.

M.F.A., University of Oklahoma

B.F.A., Baylor University

KEVIN E. SIMPSON, Professor of Psychology, 2012.

Ph.D., University of Denver

M.S., University of North Texas

B.S., John Brown University

MARQUITA S. SMITH, Associate Professor of Journalism, 2010.

Ed.D., University of Arkansas

M.A., University of Maryland

B.S., University of Tennessee

STEVEN P. SNEDIKER, Associate Professor of Visual Arts, Cinema, 2009.

M.F.A., National University

B.S., John Brown University

JEFFREY D. SODERQUIST, Head Women's Basketball Coach; Instructor of Kinesiology, 1998.

B.S., John Brown University

TED JUNSEOK SONG, Associate Professor of Engineering, 2012.

Ph.D., M.S., The University of Texas at Austin

B.S., Hanyang University, Seoul, Korea

WILLIAM A. STEVENSON, III, Director of International Programs; Assistant Professor of Intercultural Studies, 1988.

M.A., B.S., John Brown University

JACOB H. STRATMAN, Professor of English, 2007.

Ph.D., Marquette University

M.A., Missouri State University

B.A., William Jewell College

BRENT C. SWEARINGEN, Director of the Library; Instructional Services Librarian; Associate Professor of Librarianship, 2006.

M.S., University of Illinois

M.Ed., DePaul University  
B.A., University of Arkansas

CARLA B. SWEARINGEN, Dean of Faculty Development; Professor of Chemistry, 2005.  
Ph.D., Loyola University  
B.A., Hendrix College

MARK A. TERRILL, Associate Professor of Construction Management, 2010.  
M.S., University of Texas  
M.A., M. Min., Tennessee Temple University  
B.S., New Mexico Institute of Mining & Technology

T. KAI TOGAMI, Professor of International Business, 2015.  
M.S., Illinois State University  
B.S., Wheaton College

GREGORY A. VARNER, Associate Professor of Mathematics, 2012.  
Ph.D., University of Missouri  
M.S., University of Arkansas  
B.A., Hendrix College

DAVID H. VILA, Professor of Religion and Philosophy, 1999.  
Ph.D., St. Louis University  
M.Div., M.A., Covenant Theological Seminary  
B.A., Covenant College

SHANON L. VUGLAR, Assistant Professor of Engineering, 2018.  
Ph.D., M.S., B.E., B.T., University of New South Wales

TIMOTHY S. WAKEFIELD, Professor of Biology, 2000.  
Ph.D., Auburn University  
M.A., University of Missouri  
B.S., Union University

RANDALL E. WALDRON, Professor of Economics and International Business, 2012.  
Ph.D., Vanderbilt University  
B.A., Northwestern University

JOE F. WALENCIAK, Dean, Business Development and Partnerships; Distinguished Professor of Business, 1982.  
Ph.D., M.B.A., University of Arkansas  
B.S., John Brown University

JOSIAH S. WALLACE, Associate Professor of Speech and Theatre, 2018.  
M.F.A., Baylor University  
B.A., Seattle Pacific University



ANGIE QIAN WANG, Assistant Professor of Biology, 2017.  
Ph.D., Texas A&M University  
M.S., B.E., Lanzhou University of Technology, China

REBECCA J. WEIMER, Dean of Academic Services and Registrar; Assistant Professor of  
Higher Education, 2000.  
Ed.D., M.S., University of Arkansas  
B.S., Ball State University

PAUL H. WHITLEY, Associate Professor of Music, 2011.  
Mus., Northwestern University  
M.M., New England Conservatory  
B.M., Wheaton College

JESSICA H. WILSON, Associate Professor of Creative Writing, 2013.  
Ph.D., Baylor University  
M.E., University of Dallas  
B.A., Pepperdine University

JUDY K. WINSLETT, Assistant Professor of School Counseling, 2016.  
Ed.D., Ed.S., Harding University  
M.S., John Brown University  
B.A., Northeastern State University

*Effective July 1, 2019*

## **Faculty Emeriti**

IDA M. ADOLPHSON, Ed.D., Psychology, 1959 - 1968, 1973 - 1989

JOEL R. ARMSTRONG, M.F.A., Visual Arts, 2003 - 2017

JACK AUGUSTINE, Ed.D., Health Promotion and Human Performance, 1985 - 1997

DONALD P. BALLA, M.S., J.D., Accounting, 1985 - 2014

LeVON BALZER, Ph.D., Administration, 1994 - 2004

LINDA L. BECKMAN, D.Mus.A., Music, 1996 - 2011

LARRY N. BLAND, Ph.D., Engineering, 2002 - 2018

ANDREW C. BOWLING, Ph.D., Biblical Studies, 1969 - 1999

LISA BRANDOM, Ed.D., English, 1984 - 2006

HARRIET J. BRICKER, M. Ed., Education, 2008 - 2013

DAVID E. BRISBEN, Ph.D., Christian Ministries, 1992 - 2019

WILLIAM H. BURNSIDE, Ph.D., History, 1969 - 1990

G. ROBERT BURNS, Ed.D., Health and Sport, 1975 - 2006

DOYLE M. BUTTS, Ph.D., Economics, 1971 - 2012

JOHN V. CARMACK, Ph.D., Marriage and Family Therapy, 1998 - 2017

ROBBIE F. CASTLEMAN, D.Min., Biblical Studies, 2001-2016

DAVID A.CATER, Ph.D., Psychology, 1993 - 2012

KENT DAVIS, Ph.D., Construction Management, 1969 - 1975, 1977 - 2004

MICHAEL T. FLYNN, M.A., Broadcasting, 1977 - 1999

MEL R. FRATZKE, P.E.D., Administration, 1997 - 2001

KENNETH W. FRENCH, Ph.D., Mechanical Engineering, 1971 - 2009

GARY M. GUINN, Ph.D., English, 1977 - 2012

ROBERT R. GUSTAVSON, Ph.D., Kinesiology, Head Soccer Coach, 1980 - 2009

MARY E. HABERMAS, M.L.S., Library, 1994 - 2015

JOHN C. HILL, M.A., Adult Education and Administration, 1978 - 2012

DAVID E. JOHNSON, Ph.D., Psychology, 1980 - 2017

MICHAEL D. KENNELLEY, Ph.D., Business, 2000 - 2015

PAUL G. KIMBALL, M.B.A., Business, 1981 - 1999

EDWARD C. KLOTZ III, D. Miss., Intercultural Studies, 1996 - 2014

THOMAS R. LAMBORN, Ed.D., Education, 2003 - 2015  
FRED P. LOLLAR, M.A., Journalism, 1984 - 1992  
CAROLE A. MAINES, Ph.D., Counselor Education, 1995 - 2011  
ARNOLD C. MAYER, M.Ed., Communication and Adult Education, 1989 - 2007  
JOHN B. McCULLOUGH, M.S., Business, 1974 - 2015  
PAT R. O'BRIEN, Ph.D., Business, 2004 - 2014  
LARRY O'KELLEY, M.A., Sociology, 1967 - 1994  
JAMES V. PEARSON, Ph.D., Engineering, 1959 - 1962, 1963 - 2002  
CHARLES E. PEER, M.F.A., Visual Arts, 1987 - 2018  
CALVIN E. PISTON, Ph.D., Mathematics and Administration, 1982 - 2018  
EDWARD RENFROW, Ed.D., Health and Sport, 1981 - 2004  
WARREN B. ROBY, Ph.D., Language Studies, 2000 - 2017  
LINDA G. ROMIG, Ed.D., Education, 1985 - 2007  
RICHARD L. RUBLE, Ph.D., Th.D., Biblical Studies, Psychology, and Administration, 1964 - 1999  
LEO SETIAN, Ph.D., Electrical Engineering, 1970 - 2012  
SIMONE I. SCHRODER, M.L.I.S., Librarianship, 1988 - 2018  
JOHN E. SHEEHY, M.A., Men's Basketball Coach, 1989 - 2007  
DON W. SIEMENS, Ph.D., Mathematics, 1984 - 2012  
PAUL B. SMITH, M.Mus., Music, 1987 - 2017  
SHIRLEY FORBES THOMAS, Ph.D., English, Honors, and Administration, 1969 - 2002  
ROBERT E. TIMMONS, D.B.A., Business, 2004 - 2018  
SANDRA S. VAN THIEL, Ph.D., Education, 1974-1976, 1981 - 2013  
THOMAS W. VERDERY, M.B.A., Business, 2009 - 2017  
JAMES C. WALTERS, D.Min., Biblical Studies, 1968 - 2003  
GARY WARNER, M.S., Journalism, 1993 - 2010  
GILBERT B. WEAVER, Th.D., Biblical Studies, 1960 - 1969, 1972 - 1998  
RAYMOND T. WEST, JR., M.S., Computer Science and Administration, 1987-2016  
JACQUELINE S. WRIGHT, M.Ed., Administration, 2006 - 2013  
JAN HELMUT WUBBENA, D.Mus.A., Music, 1977 - 2017  
THERESA R. WUBBENA, M.A., Music, 1976 - 2018

*Effective July 1, 2019*