

**Degree Completion Program
Academic Catalog
and
Student Handbook
2011-2014**

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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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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 and handbook 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

UNIVERSITY PROFILE

The Mission of the University

The faculty and board of trustees have accepted the following statement as being an accurate expression of the university's 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 Christian Schools:

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.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
5. 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.
6. 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.

History

John Brown University's rich history began with an enthusiastic author, educator, radio broadcaster, and evangelist, 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 ninety-two 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 45 undergraduate majors in traditional format. Also available at JBU are academic opportunities for professionals and graduates. The JBU Degree Completion Program was established in 1993 to meet the needs of working adults and allows them to complete their undergraduate degree. The Graduate Studies Program, established in 1995, offers master's degrees in School Counseling, Community Counseling, Marriage and Family Therapy, Business Administration, Leadership and Ethics, and Ministry.

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.

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 92 years, the central direction of that mission has remained the same: "Christ Over All."

Accreditation

John Brown University is accredited by the Higher Learning Commission, <http://ncahlc.org>, (800) 621-7440, and is approved by the Arkansas State Department of Education (ADE), <http://www.arkansased.org>. The Education Preparation programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP, formerly NCATE), <http://caepnet.org>, (202) 233-0077. All business degree programs of the Donald G. Soderquist College of Business are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), <http://acbsp.org>, (913) 339-9356. 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 111 Christ-centered colleges and universities of the liberal arts and sciences. Member schools, which must be accredited four-year 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 at 329 Eighth Street NE, Washington, DC 20002, cccu.org, phone (202) 546-8913, fax (202) 546-8713.

Location

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. Educational Centers for Degree Completion Programs are located in key metropolitan areas of Arkansas-Fort Smith, Little Rock, and Northwest Arkansas (Rogers). Classes are also offered at other convenient locations in the state, including Harrison, Hot Springs, and at the Sam Walton Development Complex in Bentonville.

The Soderquist Center for Leadership and Ethics

The Soderquist Center for Leadership and Ethics (SCLE) is a not-for-profit organization founded in 1998 in affiliation with John Brown University's College of Business. Located in Siloam Springs, Arkansas, the Center serves as a global resource for equipping people in the corporate, non-profit, and academic world with the transforming power of ethical leadership. The Center is named for Don Soderquist, Executive in Residence and former COO and Senior Vice-Chairman of Wal-Mart Stores, Inc.

The Center's energies are focused on equipping through customizable training programs. Customers include companies and corporations, not-for-profit organizations, and emerging leaders in graduate and undergraduate programs. The Center engages leaders through programs such as the Ethical Leadership Summit for senior executives, the Milestone program for middle managers, and team building programs on our adventure learning courses.

The Center offers Soderquist Fellowships to top applicants of John Brown University's Master of Business Administration (MBA) and Master of Science in Leadership and Ethics (MS) programs. While working 35 hours per week at the Center, Soderquist Fellows receive full tuition and an hourly stipend for a two-year experience, completing graduate degrees, contributing to the Center's mission, and working alongside veteran business leaders. For more information, visit soderquist.org.

The Center for Healthy Relationships

CHR Vision Statement

The [Center for Healthy Relationships](#) (CHR) exists to encourage and enrich relationships through the transforming power of biblically-based principles.

CHR Mission Statement

The Center for Healthy Relationships equips people for healthy relationships through biblically-based consulting, education, enrichment, resources, research, and assessment.

CRE Primary Goals:

1. Provide informational and training events designed to instill Christ-centered principles of healthy relationships, with an emphasis on marriage relationships, in the JBU community and at a local, regional, national, and international level.
2. Consult with Christian colleges and universities to assess existing relationship curricula/ministries/programs, help develop new courses/programs, and equip leaders to facilitate the implementation of those programs, including the design, development, and delivery of a weekend relationship enrichment program for university students who are seriously dating, engaged, or married.
3. Consult with churches to assess existing marriage curricula/ministries/programs, help develop new courses/programs and equip leaders to facilitate the implementation of those programs to help them increase their effectiveness in serving marriages and families.
4. Develop relationship-related assessments for colleges, universities, and churches to help them assess the degree to which what they are doing is making a measurable difference in the emotional, relational, and spiritual lives of those they serve.
5. Develop a comprehensive program for Northwest Arkansas to provide pre-marital education, marriage enrichment, and leadership training in ways that will impact churches, community agencies, and corporations with the goal of impacting the marriages of this community. This will also be designed to serve as a model to other communities.

ADMISSION

Admission Requirements - Business Administration major

Applicants desiring to major in Business Administration (BSBA) must have 60 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.

Application Process: Applicants to the BSBA Program must submit:

1. Application for Admission accompanied by \$25 application fee
2. Official copies of transcripts from all colleges attended

All materials should be sent to the appropriate Admissions Counselor.

Admission Requirements - Organizational Management major

Applicants desiring to major in Organizational Management (OM) must be at least 23 years of age and have 60 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 also must have at least two years of relevant work experience.

Application Process: Applicants to the OM Program must submit:

1. Application for Admission accompanied by \$25 application fee
2. Official copies of transcripts from all colleges attended

All materials should be sent to the appropriate Admissions Counselor.

Admission Requirements – Early Childhood Education major

Applicants desiring to major in Education (EDC) must be at least 23 years of age and have 60 hours of transferable credit, as determined by John Brown University, with a cumulative grade point average of 2.5 or better on the 4.0 scale. Applicants must also submit recommendations from two people, have at least two years of formal or informal work experience and provide evidence of having experience with children.

To be accepted into the Education major, students must provide acceptable federal and state background checks, successfully complete the Praxis I exam series, and successfully complete the Praxis II Elementary Education: Content Knowledge exam.

EDC applicants may not register for the program if they have not successfully completed English I and II.

Application Process: Applicants to the EDC Program must submit:

1. Application for Admission accompanied by a \$25 application fee
2. Official copies of transcripts from all colleges attended
3. References from two people (non-relatives)
4. Complete background check
5. Complete and pass Praxis I and II

All materials should be sent to the appropriate Admissions Counselor.

List of Acceptable Disciplines for EDC and OM Majors

Applicants must have credit for courses in specific academic disciplines. Examples of these are:

Area of Study	Acceptable Disciplines
English Composition	Freshman English, English composition
Humanities/Fine Arts	Art, applied arts, classical languages, commercial arts, communications (non-technical), dance, drama, English, fine arts, general humanities, graphic arts, instrumental music, journalism, literature, modern foreign language, music, philosophy, photography, religion, speech, voice
Natural Science/Math	Math (college algebra and above), computer science, natural sciences and labs including anatomy, astronomy, biology, botany, chemistry, earth science, environmental studies, genetics, geology, physics, physiology, plant sciences, zoology
Social/Behavioral Science*	Anthropology, area studies, economics, ethnic studies, geography, government, history, law, political science, psychology, social science, sociology
Biblical Studies	Bible courses (including Bible as literature), theology
Health/Physical Education	Physical education (including activity courses), nutrition, nursing, military basic training

*** EDC Students must complete Arkansas History, Geography and American Government in order to fulfill Social/Behavioral Science requirements and to be eligible for a teaching license in the State of Arkansas.**

Admission Requirements - Undeclared Major

A student who wants to enter one of our DCP majors and meets the other admission requirements of the associated DCP major, but does not yet have at least 60 hours of prior college credit can be admitted as an Undeclared major until the required 60 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 60 hours and then enroll in one of our DCP majors.

FINANCIAL PLANNING

Cost of Attendance

Charges for 2013-2014

<u>Degree Completion Programs</u>	<u>Per Credit Hour</u>
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Tuition	\$390
EDC Placement/Internship Fee (charged per course)	\$50
Elective Course Fee for those Offered in Rogers or Fort Smith	\$250
Distance Learning Online Course Fee	\$70
Payment Plan Fee (charged per term)	\$50

Fees

Application Fee	\$25
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Applications for Admission should be accompanied by this non-refundable application fee.

Late Registration Fee	\$50
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Degree Completion students who register for classes after the designated registration period are subject to a late fee.

Graduation Application Fee	\$35
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Each graduating student is required to pay this fee, without regard to commencement participation. The fee will be charged to 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	\$2
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The first official transcript is issued without charge. A fee is charged for all subsequently issued official transcripts.

Student Accounts

Tuition and fees are due and payable in full-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 financial account. Online payments may be transacted through EagleNet by E-check, VISA, Mastercard, Discover, and American Express. Paper checks should be mailed to JBU to the attention of the University Cashier.

Students who have not paid in full at the start of the term will be enrolled in a payment plan for that term and 20% of term charges are due at that time. A \$50 payment plan fee is applicable. The university reserves the right to change the fee structure as needed to fund the payment plan program. Students who fail to comply with their payment schedule are subject to finance charges and termination of enrollment. 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 Degree Completion Student Accounts Representative may be contacted at StudentAccountsDC@jbu.edu.

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.

Financial Aid

Each year, the majority of students attending John Brown University benefit from some type of 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). For additional information, visit the web at jbu.edu/dcp/financial_aid/. 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 financial aid applications and official notifications from federal and state programs, 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 financial aid, application for aid must be made 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 \$5,550 per year, based on authorization from Congress. Students may also be eligible for assistance from other sources, such as

a low interest Federal Stafford Student Loan (subsidized or unsubsidized) to help cover both direct and indirect costs of education. Award amounts are based on financial need.

John Brown University participates in the following state aid programs:

- Arkansas Challenge Scholarship
- Higher Education Opportunities (GO! Opportunities Grant)
- Workforce Improvement Grant (WIG)
- National Guard Tuition Incentive Program (GTIP)

A student can apply for the Challenge and GO scholarships via the [YOUiversal 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.

The Financial Aid Office awards WIG to students who meet ADHE eligibility criteria. Limited funds are available.

A student can apply for the GTIP scholarship online. Guidelines for eligibility, as well as minimum and maximum award amounts are available on the GTIP web site.

Financial Aid Policy

All students enrolled at John Brown University who receive financial aid through 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

Satisfactory academic progress is deemed to have been made by a student who meets both the quantitative and qualitative requirements indicated below.

Quantitative Requirements

There are two quantitative requirements that the student must meet in order to remain eligible to apply for financial assistance. First, the student must pass, at a minimum, 67% of the credits attempted while attending the university. Also, the student will remain eligible to apply for aid as long as the number of credits attempted is not more than 150% of the number of credits required for the student's degree.

A transfer student may have earned credits at another school that will count toward his or her degree at JBU. Only transfer credits that apply to the student's degree will count as part of the 150% maximum. A student pursuing a second degree or teacher certification will have a new maximum time frame established on the degree program requirements for which he or she enrolls.

The determination of each student's meeting the quantitative requirements for satisfactory academic progress will be made annually following the conclusion of the spring semester. If a student fails to pass at least 67% of the credits attempted or has attempted more than 150% of the number of credits required for completion of his or her degree, then the student must appeal for reinstatement of financial aid eligibility.

Qualitative Requirements

A student is deemed to have met the qualitative requirements for satisfactory academic progress for financial aid purposes provided the student's academic status is not one of academic suspension.

Appeal Process

If a student does not successfully meet the satisfactory academic progress policy guidelines, the Assistant Director of Graduate and Degree Completion Financial Aid will notify the student in writing of their financial aid suspension status. The student may submit a written appeal to the Associate Vice President of Enrollment within 30 days of the time that the student is notified of their suspension. Financial aid eligibility appeals will be reviewed by the Financial Aid Office on a case-by-case basis.

The financial aid eligibility appeal is a separate process from the Registrar's Office appeal process for academic suspension. A successful appeal to reinstate a student to the university after academic suspension by the Registrar's Office does not necessarily reinstate a student to the financial aid programs.

Addendum to Satisfactory Academic Progress Policy

Appeal Due to Mitigating Circumstances

This section of the Satisfactory Academic Progress Policy gives some examples where allowances may be made for mitigating circumstances. These examples are not all-inclusive. The committee may allow other mitigating circumstances on a case-by-case basis depending on the merit of the appeal.

1. Death in the family or death of a close friend.
2. Serious illness of a family member.
3. Medical complications or prolonged illness of the student.
4. Inability to attend classes because of unexpected lack of transportation.
5. Serious financial problems requiring excessive hours of employment.

How do the following affect Satisfactory Academic Progress determinations?

1. Withdrawal: A withdrawal ('W') is counted as an attempted class that was not successfully completed.
2. Incomplete: An incomplete ('I') is counted as an attempted class that was not successfully completed.
3. Repeated course: A repeated course is counted as attempted and successfully completed if a passing grade was earned.

4. Transfer course: Transfer courses are counted as attempted and completed if the course work is applicable to the student's JBU degree and the grade earned is a "C" or better.
5. Non-credit remedial course work is not applicable at JBU.

A five-payment plan, employer payment plans, and Veterans Administration benefits are also available to qualified students. E-check, paper check, VISA, MasterCard, Discover, and American Express are accepted for payment of tuition and fees.

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 jmcgarrah@jbu.edu.

ACADEMIC PROGRAMS

CURRICULA

Three Degree Completion Programs are offered at John Brown University:

Bachelor of Science in Business Administration

Bachelor of Science in Organizational Management

Bachelor of Science in Liberal Arts, Liberal Arts

ACADEMIC POLICIES

Policies which apply to all Degree Completion Programs are set forth in this section. Additional requirements applicable to specific Degree Completion Programs are stated in the curricular outlines that appear in the academic programs requirements section of the catalog. The Degree Completion Program 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 Academic Advisor, written notices, and campus publications.

Course Credits

The basic unit of course credit is the semester hour.

Prerequisites and Corequisites

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. A corequisite is a course in which a student must be enrolled and satisfactorily participating simultaneously to the given course.

Completion of English Requirements for EDC Program

EDC applicants may not register for the program if they have not successfully completed English I & II.

Transfer of Credit

Credit which has been earned at another institution will be reviewed by both the Registrar and the appropriate 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.

Credit for Non-Collegiate Sponsored Learning

The credit applying toward a degree may include as many as 62 semester hours earned by means of alternative activities, such as credit by exam (30 hours maximum) and credit for prior learning (16 hours maximum).

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 (DSST) and certain other tests approved by the [American Council on Education](#) (ACE). A maximum of 30 credit hours may be earned by examination. DANTES exams are not accepted in the EDC Program.

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, [Program on Non-collegiate Sponsored Instruction \(PONSI\)](#), or other nationally recognized organizations. In these cases, official transcripts or other direct documentation must be provided.

To request credit for other types of prior learning, students are required to complete a Petition for Academic Credit and prepare a portfolio which documents the learning. Such a portfolio typically involves one or more of the following:

- a. Submission of a Technical and Professional Training (TPT) worksheet which demonstrates learning attained through workshops or other training experiences that have not been evaluated by ACE, PONSI, or other nationally recognized evaluation organizations.
- b. A life-learning essay, at least eight pages in length, developed according to the Kolb model and based on experiential learning which may or may not have resulted from formal instruction and is determined to be consistent with the John Brown University curriculum.

In the life-learning essay, the student is to demonstrate how the outcomes of the experiential learning are similar to those of a particular course, or are appropriate to be considered as a topic within a particular subject area. Completed materials are submitted to the Associate Registrar for Degree Completion who then forwards them to a faculty evaluator in the appropriate discipline.

Evaluation of TPT worksheets and life-learning essays is done by the faculty of the university. Faculty evaluators may request additional documentation or restructuring of the student's petition before awarding credit.

CPL based on faculty evaluation (TPTs or life-learning essays) is limited to 16 semester hours total per student. The posting of CPL on a student transcript will be in a category labeled as such. If credit is awarded, a designated course number will be used across the curriculum, with the distinct prefix of a department to indicate the area of learning. The course title will be chosen by the faculty evaluator and the student.

Students will be charged a fee for the portfolio evaluation. Payment of the fee in no way guarantees that credit will be awarded.

Maximum Experiential Credits

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

University Policies for Traditional Courses Taken at JBU

Students who enroll in any JBU classes that are not part of the Degree Completion 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 online [catalog](#).

Enrollment Status

Organizational Management majors are considered full-time if they enroll in twelve hours per term.

Students enrolled in the online degree completion majors are full-time if enrolled in a total of twelve hours per 16-week semester (online semesters are comprised of two eight-week terms).

Late Enrollment

Any student who enrolls after the close of the regular registration period may be subject to limitations in the course load and a late registration fee.

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 attend every night of class. If absence is unavoidable, students should inform the instructor; makeup assignments and consequences of such absences are determined by the instructor.

In the Organizational Management Program, missing two sessions of a five-week course, or three sessions of a six- or seven-week course, excused or unexcused, will result in a grade of 'F.'

For all online classes, students are expected to login to the Blackboard module regularly (at least 3 days a week) to check the syllabus and work schedule, and complete all assignments for the week. In eight-week online courses, being counted absent for three sessions will result in a grade of 'F'. An "absence" for online courses is defined in two ways (either of which will incur an absence):

- a. not turning in any assigned work for the week, or
- b. 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 generally logging in to participate and engage in course materials. Students are responsible for providing written evidence by email (with any supporting documentation attached) to substantiate "authorized absences."

Textbooks and Other Course Materials

Students have options for obtaining most books and materials for their courses. As part of the pre-registration 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.

Inclement Weather Policy

In the case of inclement weather, students can be notified of class cancellations through the JBU Crisis Alert System (CAS). This system gives JBU administration and security staff the ability to reach all students, faculty, and staff with time-sensitive information during unforeseen events or emergencies using voice, e-mail, and text messaging. During critical situations, JBU officials can use the system to broadcast pertinent information and provide details on appropriate response. All JBU student e-mail accounts are automatically registered to receive these messages. To register to receive a voice or text message, provide your contact information on our web site at eagle.jbu.edu/services/CrisisAlert/.

Classroom Demeanor

Students are expected to display classroom behavior that is appropriate to a Christian university. A professor may remove a student from a class if, in the professor's judgment, the student displays behavior that is uncivil, defiant, or otherwise disruptive to the classroom learning environment. Students dismissed from a class may not return to the class without the permission of the professor. Online postings require polite behavior; evidenced in font, word use, and grammar that is indicative of college level communication.

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. The university is responsible to clearly articulate the Academic Integrity Policy to students and faculty by publishing it in the Academic College/Student Handbook, the Faculty Handbook, and by informing all first-year students of this policy. Faculty are to reference the policy on their course syllabi. However, the primary responsibility for knowledge of and compliance with this policy rests with the student.

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 by the instructor of each course. Grade points per semester hour (effective 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	Earned Grade

Incomplete Grades

Students are allowed to receive an incomplete ('I') grade for a particular course only with prior approval of the instructor. The remaining work must be completed according to arrangements made with the instructor but no later than one month after the original due 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 by the Registrar.

Dropping Courses

If a student wishes to drop a course during a term, the student must notify their Academic Advisor before the first class session. 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 class but prior to the third meeting, 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 In-Class Courses	<u>Amount of Refund</u>	<u>Grade Earned</u>
Prior to the date of the 1st session of a course	100% refund	No Grade

On or after the date of the 1st session and before the date of the 2nd session	75% refund	W
On or after the date of the 2nd session and before the date of the 3rd session	50% refund	W
On or after the date of the 3rd session date	No refund	Earned Grade

**Drop Notification/Refunds for Degree Completion
BSBA 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.

Re-Enrolling in Courses

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

Auditing Courses

Degree Completion 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 'S' or 'U'. 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 Renewal

A student may repeat any course on his or her academic record with prior approval of the Program Director and the Registrar, with the understanding that all courses and grades will remain on the permanent record. However, only one taking of the course may contribute hours to the total for graduation, and only the highest grade received will be included in the calculation of the student's grade point average. If the student receives permission and renews a grade by means of transferring an equivalent course from another institution, the completed course is posted with a grade of 'CR', and any prior attempts are excluded from graduation hours and the grade point average.

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 Degree Completion 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 and Required Achievement for Continued Enrollment

1. A student with a cumulative grade point average (CGPA) less than 2.0 will be placed on probation the following term.
2. The maximum enrollment per term for any student on scholastic probation is 15 term hours. Students should understand that such limited enrollment may lengthen the time required to meet graduation requirements.
3. A student 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 Department Head.
4. A student may enroll after one term of academic suspension if a petition is approved by the Department Head.
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 124 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.

Requirements for 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 appropriate academic 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 pre-registration 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.

Scholastic Awards

Recognition of Superior Achievement

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. A designation indicating this achievement will be added to the student's transcript for each applicable term.

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 between 39 and 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."

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 the Student Accounts Representative and/or the Financial Aid Office 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 \$2 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 a Degree Completion Program must contact their Academic Advisor.

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 your desired resolution with the faculty person.

2. If talking to the faculty person fails to bring resolution, you may meet 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. 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 his/her discretion, may request the presence of the Dean of the Degree Completion 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

Occasionally a student may wish to appeal an academic action such as a grade, a graduation requirement, or a withdrawal penalty. Such appeals should be made in writing to the Dean of the Degree Completion Program. In most cases the student should first request the support of their Department Head.

ACADEMIC PROGRAM REQUIREMENTS

DEGREE COMPLETION PROGRAM

The Degree Completion Program provides non-traditional education opportunities for adult students through accelerated degree programs at various locations in central and northwest Arkansas and online. The Degree Completion Program enables working adults with two or more years of college to earn a bachelor's degree in less than two years. Most classes meet one evening per week or online.

Working together with faculty from other areas of the university, the Degree Completion Program offers majors in Organizational Management, Business Administration and Liberal Arts. 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. New groups begin at various times, and classes meet throughout the year without regard to usual university breaks.

The Degree Completion Program offers selected general education courses and electives in an accelerated format for its students. Some of these courses meet Friday evenings or Saturday mornings while many others are available online.

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

Additional information may be obtained from the Degree Completion Program office on the [Siloam Springs campus](#), [online](#), or at any of the following JBU centers:

[Fort Smith Center](#), 1401 South Waldron Road, Suite 201, Fort Smith, AR 72903, 479-646-0082 or 866-753-4190.

Central Arkansas Center, 5107 Warden Road, Suite 4, North Little Rock, AR 72116, 501-771-9000 or 866-753-4259.

[Rogers Center](#), 2807 Ajax Avenue, Suite 200, Rogers, AR 72758, 800-528-4723.

COLLEGE OF BUSINESS

BUSINESS ADMINISTRATION

(SYMBOLS: ATG, COR, BUS, ECN, MGT, MKT)

Requirements for the Bachelor of Science in Business Administration (B.S.B.A.) online degree

1. General Education – 42 hours

English Composition - 6 hrs
Humanities/Fine Arts - 9 hrs*
Natural Science - 3 hrs
Mathematics - 3 hrs (Must be College Algebra)
Natural Science/Math - 3 hrs
Social/Behavioral Science - 9 hrs*
Health/Physical Education - 3 hrs
Biblical Studies - 6 hrs**

*Maximum 8 hours in one discipline

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

2. Courses Specified by this program - 51 hours

COR1103 - Orientation to Online Adult Learning
ATG2173 - Principles of Financial Accounting
ATG2183 - Principles of Managerial Accounting
BUS1123 - Business Communication
BUS2113 - Financial Spreadsheet Applications
BUS 2153 - Financial Mathematics
BUS 2193 - Business Statistics
BUS 3153 - Applied Business Ethics
BUS 4143 - Business Law
BUS 4173 - Business Finance
BUS 4293 - Organizational Behavior
BUS 4993 - Strategic Management
ECN 2113 - Principles of Microeconomics
ECN 2123 - Principles of Macroeconomics
ECN 4103 - International Economics
MGT 2173 - Principles of Management
MKT 2143 - Principles of Marketing

3. Additional approved college credit - 31 hours

Minimum total semester hours 124

In order to graduate, each B.S.B.A. 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 MANAGEMENT

(SYMBOL: OM, BIS, HCA)

Requirements for the Bachelor of Science (B.S.) degree with major in Organizational Management (effective August 1, 2013)

1. General Education - 36 hours

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

*English Composition requirement must be met prior to OM 2124 in Term 1

**Maximum 8 hours in one discipline

2. Courses specified by this program - 48 hours

- OM 1101 Orientation to Adult Learning
- OM 2113 Organizations, Management, and Leadership
- OM 2124 Communication I: Strategies and Tactics for Effective Communication
- OM 2134 Communication II: Applied Research and Writing
- OM 3213 Critical Analysis and Reasoning
- OM 3223 Christian Faith for Business Leaders
- OM 3233 Diversity in Organizations
- OM 3243 Team Processes and Coalition Building
- OM 3253 Current Economic Issues
- OM 3263 Creating Value for Customers and Stakeholders
- OM 3273 Creative Value for Organization Members
- OM 3283 Entrepreneurial Spirit
- OM 4213 Organizational Ethics and Values
- OM 4224 Contemporary Metrics and Organizational Performance

OM 4234 Designing and Executing Competitive Strategies
OM 4241 Comprehensive Portfolio

3. Additional approved college credit - 40 hours

Minimum total semester hours 124

Requirements for the Bachelor of Science (B.S.) degree with major in Organizational Management (*no longer offered, as of July 31, 2013*)

1. General Education - 36 hours

English Composition: *6 hours
Humanities or Fine Arts: **9 hours
Natural Science: 3 hours
Natural Science or Mathematics: 3 hours
Social or Behavioral Science: **9 hours
Health or Physical Education: 3 hours
Biblical Studies: 3 hours

*English Composition requirement must be met prior to Term Two

**Maximum 8 hours in one discipline

2. Courses specified by this program - 48 hours

OM 1101 Orientation to Adult Learning
OM 3113 Introduction to Organizational Management
OM 3143 Business Communication
OM 3613 Legal Issues in Human Resource Management
OM 3503 Leadership and Management
OM 2173 Principles of Financial Accounting
OM 3153 Financial Mathematics
OM 4304 Managerial Economics
BBL 3913 Principles from the Life of Christ
OM 2183 Principles of Managerial Accounting
OM 4433 Financial Management
OM 4991 Capstone Project Proposal
OM 4113 Applied Statistics for Managers
OM 4403 Integrative Strategies in Marketing
OM 4703 Strategic Management in Organizations
OM 4803 Organizational Ethics
OM 4993 Organizational Management Capstone Project

3. Additional approved college credit - 40 hours

Minimum total semester hours 124

Requirements for the Bachelor of Science (B.S.) degree with major in Organizational Management and emphasis in Business Information Systems (*no longer offered, as of April 1, 2012*)

1. General Education - 36 hours

- English Composition: *6 hours
- Humanities or Fine Arts: **9 hours
- Natural Science: 3 hours
- Mathematics: 3 hours of College Algebra
- Social or Behavioral Science: **9 hours
- Health or Physical Education: 3 hours
- Biblical Studies: 3 hours

*English Composition requirement must be met prior to Term Two

**Maximum 8 hours in one discipline

2. Courses specified by this program - 38 hours

- OM 1101 Orientation to Adult Learning
- OM 3113 Introduction to Organizational Management
- OM 3143 Business Communication
- OM 2173 Principles of Financial Accounting
- OM 3503 Leadership and Management
- OM 3153 Financial Mathematics
- OM 4304 Managerial Economics
- BBL 3913 Principles from the Life of Christ
- OM 2183 Principles of Managerial Accounting
- OM 4433 Financial Management
- OM 4113 Applied Statistics for Managers
- OM 4403 Integrative Strategies in Marketing
- OM 4803 Organizational Ethics

3. Business Information Systems emphasis - 16 hours

- BIS 3313 Database Systems
- BIS 4333 BIS Project Management
- BIS 4423 Systems Analysis and Design
- BIS 4513 Business Programming

BIS 4981 Business Information Systems Capstone Project Proposal
BIS 4983 Business Information Systems Capstone Project

4. Additional approved college credit - 34 hours

Minimum total semester hours 124

Requirements for the Bachelor of Science (B.S.) degree with major in Organizational Management and emphasis in Healthcare Administration (*no longer offered, as of April 1, 2012*)

1. General Education - 36 hours

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

*English Composition requirement must be met prior to Term Two

**Maximum 8 hours in one discipline

2. Courses specified by this program - 38 hours

- OM 1101 Orientation to Adult Learning
- OM 3113 Introduction to Organizational Management
- OM 3143 Business Communication
- OM 2173 Principles of Financial Accounting
- OM 3503 Leadership and Management
- OM 3153 Financial Mathematics
- OM 4304 Managerial Economics
- BBL 3913 Principles from the Life of Christ
- OM 2183 Principles of Managerial Accounting
- OM 4433 Financial Management
- OM 4113 Applied Statistics for Managers
- OM 4403 Integrative Strategies in Marketing
- OM 4803 Organizational Ethics

3. Healthcare Administration emphasis - 16 hours

- HCA 3103 Healthcare Information Systems
- HCA 3113 Public Health and Community Relations
- HCA 4503 Healthcare Accounting and Financial Control Systems
- HCA 4703 Healthcare Operations, Performance, and Governance
- HCA 4981 Healthcare Administration Capstone Project Proposal
- HCA 4983 Healthcare Administration Capstone Project

4. Additional approved college credit - 34 hours

Minimum total semester hours 124

COLLEGE OF EDUCATION

(SYMBOL: EDC)

EARLY CHILDHOOD EDUCATION

NOTE: Effective July 31, 2013, the BSE Early Childhood Education degree is no longer available to new students. Please contact your admissions advisor for further assistance.

Requirements for the Bachelor of Science in Education (B.S.E.) degree with major in Early Childhood Education (no longer offered, as of July 31, 2013)

1. General Education - 35 hours

- English Composition: *6 hours
- Humanities or Fine Arts: 5 hours
- Natural Science: **3 hours
- Natural Science or Mathematics: **6 hours
- Social or Behavioral Science: ***9 hours
- Health or Physical Education: 3 hours
- Biblical Studies: 3 hours

*EDC applicants may not register for the program if they have not successfully completed English I & II.

**Maximum 8 hours in one discipline

***Students must complete Arkansas History, Geography, and American Government in order to fulfill Social/Behavioral Science requirements and to be eligible for a teaching license in the state of Arkansas.

2. Other required course

Approved First Aid/CPR Course (age appropriate) before Internship

3. Courses specified by this program - 61 hours

- EDC 3002 Professional Preparation
- EDC 3113 Human Growth and Development
- EDC 3123 Educational Psychology
- EDC 3134 Educational Foundations and Technology
- EDC 3144 Differentiated Learning for Early Childhood Education
- EDC 3214 Instructional Methods: 1-4
- EDC 3234 Curriculum and Instruction for Early Childhood Education
- EDC 3243 Assessment for Early Childhood Education
- EDC 3222 Fine Arts for Early Childhood Education
- EDC 4314 Curriculum and Instruction: Language Arts for Early Childhood Education
- BBL 3923 Biblical Foundations and Ethics for Teachers
- EDC 4334 Math Structures for Early Childhood Education
- EDC 4413 Curriculum and Instruction: Mathematics for Early Childhood Education (includes lab)
- EDC 4423 Curriculum and Instruction: Reading for Early Childhood Education (includes lab)
- EDC 4433 Curriculum and Instruction: Science for Early Childhood Education (includes lab)
- Internship and Seminar (15 weeks/full semester)
- EDC 4510 Internship: Early Childhood Education
- EDC 4511 Seminar: Early Childhood Education

4. Additional approved college credit - 30 hours

Minimum total semester hours
126

In order to graduate, students in the Education major must have a 2.5 cumulative GPA and have a grade of "C/2.0" or higher in each course in the major as well as for Arkansas History, Geography, and American Government. They must also gain approval of a professional portfolio which includes evidence of taking Praxis exams that are required for Arkansas licensure.

EDC Labs, Online & Saturday Classes

Evening Educational Labs

Educational labs occur in the evenings from 6:00-10:00 p.m. on the dates indicated on the group schedule and provide opportunities for group work, skill practice thru role-playing, and the opportunity to experience a workshop style learning environment. These labs provide a valuable part of the EDC student’s teacher education training at John Brown University.

Attendance is required for the evening educational labs just as it is required for all other sessions. For a three-credit hour course, there will be two evening educational labs. For a four-credit hour course, there will be three evening educational labs.

Online Component

Each week students are required to “attend” class in an online environment for at least 2 hours and up to 3.7 hours per week. There are 14 courses in the EDC program requiring online participation; ten courses require 2 hours per week online, three courses require 3.7 hours per week; and one course requires 2.3 hours per week.

Attendance is required for the online component just as attendance is required for the plenary evening sessions, educational lab evening sessions, and Saturday labs.

Some of the online component course work will focus on learning to use Blackboard software that hosts the JBU-EDC course guides. Most of the online component course work will focus on the textbook requiring EDC students to use test bank questions as a guide for understanding the assigned textbook readings.

Saturday Lab

Throughout the EDC program there is one required Saturday lab. The Motor Development Lab meets from 9:00 a.m. -1:00 p.m. and is held on the main campus in Siloam Springs.

Attendance is required for this Saturday lab just as attendance is required for all other sessions.

In order to graduate, all EDC students must attend the Motor Development Lab—if, for some reason, they are unable to attend the lab designated for their cohort, they may be allowed to attend this lab with another cohort if available. There are portfolio-related documents that are begun during this lab and are a graded part of an EDC course.

Saturday Course

There is one course in the program that occurs on Saturdays: EDC 3222 Fine Arts for Early Childhood Education. There are four sessions that take place on Saturday mornings from 8:30 a.m. – 12:30 p.m. approximately one month apart. There is an online component for this course, but there are no educational labs.

EDC Field Experience Guidelines

Dressing Appropriately

As representatives of John Brown University and the teaching profession, it is important to use good judgment in appearance and behavior. Research has shown that our appearance has a significant effect upon the way we are perceived and upon the impact we have on others. Your professional appearance is reflected in personal hygiene and grooming as well as in the clothing that you wear. As teacher

candidates, be sure your appearance communicates to others that you believe that school is an important place that students are important people, and that school should be an orderly and productive place. Styles that are extreme or that could be offensive to others should be avoided (ex. purple hair, nose rings, etc.) In addition to the following, you are to follow the dress code for the school to which you are assigned.

To help you transfer this statement to today's wardrobe, here are some guidelines to help you choose.

General guidelines:

- Wear clothes that are professional (not trendy, extreme, or offensive to others). Consider these your professional uniform -- clothes that will reflect the dignity and importance of your profession.
- Wear comfortable shoes (no gym shoes or flip flops).
- Wear attractive slacks (no blue jeans except for "Jeans Day" or Field Day).
- Wear clothes that have a traditional fit (not too tight or too sloppy).
- Wear clothes made of appropriate fabric (avoid denim, sheer, etc.).

Guidelines for females:

- Begin the semester with more formal attire.
- Blouses (no casual T shirts or midriffs). Blouses should either be tucked in or should extend well below the waistline.
- Skirts with appropriate lengths (no mini-skirts).
- No shorts (except for Field Day).

Guidelines for males:

- Begin the semester more formally with a tie.
- Attractive shirts with collars.
- Comfortable slacks (but no shorts except for Field Day).
- Socks with shoes.

Arriving on Time

You should arrive for your field observation 10-15 minutes prior to the time you are scheduled to arrive. This will give you time to check-in at the school office, find the classroom and settle in. Please do not be late.

Maintaining Confidentiality

You will observe all types of students in all types of situations. In some cases, you will learn the names of some of the students; in all cases you should keep those names completely confidential. Do not discuss the names of the students you deal with in your homes, in public, with friends, or in written work, etc.

Missing a Field Experience

If, for whatever reason, you must miss a scheduled field experience, call the school beforehand to let them know you will not be there and to reschedule for a different time. The schools do not like finding out at the last minute that you will not be coming, so please give them as much notice as possible.

Keeping Time Logs

You should keep accurate, neat and complete records of the time you spend in observation/participation at schools on the Time/Activity Log Sheets provided by the Education Division. You will need to take the Log Sheet with you for each observation in order to have the cooperating teacher sign it.

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

(SYMBOLS: EGL, HST, POL, PSY)

LIBERAL ARTS

Requirements for the Bachelor of Science in Liberal Arts (B.S.L.A.) online degree

1. General Education – 42 hours

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

These hours are in addition and separate from the hours in the program requirements.

*Maximum 8 hours in one discipline

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

2. Courses Specified by this program - 48 hours

The student will complete two areas of concentration:

A. Psychology of Human Interaction

PSY-2383 Statistics for the Behavioral Sciences
PSY-3203 Psychological Testing
PSY-2233 Theories of Counseling
PSY-4333 Cognitive Psychology
PSY-4343 Theories of Learning
PSY-3423 Social Psychology
PSY-2393 Research Methods
PSY-4213 Abnormal Psychology

B. Civic Engagement and Social Justice

HST-2153 20th Century World History
RPH-3003 Introduction to Philosophy
RPH-4423 Ethics
POL-3003 Political Philosophy
POL-3133 Politics of Social Policy
COM-3453 Social Movements
COM-4636 Political Communication
COM-4373 Online Advocacy

3. Additional required courses - 6 hours

COR-1103 Gateway to Online Adult Learning
EGL-4003 Masterpieces of Literature

3. Additional approved college credit (hours outside of the program) - 28 hours

These hours should be chosen in consultation with your advisor.

Minimum total semester hours 124

COURSE DESCRIPTIONS

Course Numbers

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.

A corequisite is a course in which a student must be enrolled and satisfactorily participating concurrently with the given course.

ATG (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, fixed asset analysis, liabilities and stockholders' equity. Offered in online format. An additional fee associated with this course.

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. Offered in online format. An additional fee associated with this course. Prerequisites: ATG 2173.

BBL (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 2003 Orientation to the Bible

Three hours

This is an introductory level course designed to give students an exposure to and appreciation of the Bible's contents, background, purpose, and relevance.

BBL 3913 Principles from the Life of Christ

Three hours

A study of the life of Jesus Christ in general but with major emphases on selected portions of His life, ministry, sacrificial death, and resurrection. With a view to "Living Christianly in a World of Unchristian Ideas," the course emphasizes the application of His life-changing principles to everyday living.

BBL 3923 Biblical Foundations and Ethics for Teachers

Three hours

A study of basic biblical doctrines, selected portions of Old and New Testaments, and application of biblical principles and ethics through children's literature such as the Narnia Tales.

BIS (Business Information Systems)

BIS 3313 Database Systems

Three hours

A comprehensive overview of database systems including relational and object oriented databases. This course introduces the concepts and implementation of the relational database system, including SQL methodology and Entity-Relationship (E-R) models. Students apply their understanding of the database development process by planning, designing, and constructing a physical system using database software to implement the logical design. Offered in online format. An additional fee associated with this course.

BIS 4333 BIS Project Management

Three hours

A study of the factors necessary for successful management of system development or enhancement projects. Both technical and behavioral aspects of project management are discussed, focusing on management of development for enterprise-level systems. Offered in online format. An additional fee associated with this course.

BIS 4423 Systems Analysis and Design

Three hours

An examination of the system development and modification process. Students evaluate and choose a system development methodology, learning and applying means for effective communication, and integration with users and user systems. Development of interpersonal skills is emphasized, as analysts, designers, and implementers often serve as liaisons between clients, users, team members, and others associated with development, operation, and maintenance of the system. Included is the use of data modeling tools, and development and adherence to life cycle. Offered in online format. An additional fee associated with this course.

BIS 4513 Business Programming

Three hours

A study of algorithm development, programming, computer concepts and the design and application of data and file structures. The goal is to develop an understanding of the logical and physical structures of both programs and data. Advanced topics in the use of Visual.NET programming, design, and data structures are presented. Offered in online format. An additional fee associated with this course.

BIS 4981 BIS Capstone Project Proposal

One hour

An introduction to the Organizational Management Capstone Project for Business Information Systems emphasis students. Project options include (but are not limited to) a business plan, a grant or

capital campaign proposal, a new charity or ministry, a major project for a company or organization, or a comprehensive training process. The topic is to be integrative in nature, must be approved by the instructor *and be related to the business information systems field*. The approved proposal will be implemented during BIS 4983. Offered in online format. An additional fee associated with this course.

BIS 4983 BIS Capstone Project

Three hours

A substantial applied research/development effort to be completed during the final term of study and must be related to an approved Business Information Systems field. Project options include (but are not limited to) a business plan, a grant or capital campaign proposal, a new charity or ministry, a major project for a company or organization, or a comprehensive training process. The topic is to be integrative in nature. Students submit a project document and a process integration paper, as well as deliver an oral presentation related to the project. The project must have been approved in BIS 4981. Offered in online format. An additional fee associated with this course. Prerequisites: BIS 3313, 4333, 4423, 4513, and 4981.

BUS (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. Offered in online format. An additional fee associated with this course. Prerequisite: EGL 1013.

BUS 2113 Financial Spreadsheet Applications

Three hours

Practice in using spreadsheets for accounting and financial applications. Emphasizes creating schedules, financial modeling, generating macros, and producing reports. Offered in online format. An additional fee associated with this course. Prerequisite: ATG 1163 or 2173.

BUS 2153 Financial Mathematics

Three hours

A study of mathematical tools and models used for time-value of money calculations. Topics include simple interest, compound interest, annuities, debt extinction, and bond pricing. Offered in online

format. An additional fee associated with this course. Prerequisite: College Algebra, Trigonometry, or consent of instructor.

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. Offered in online format. An additional fee associated with this course. Prerequisite: College Algebra, Trigonometry, or consent of instructor.

BUS 3153 Applied Business Ethics

Three hours

An integrated set of activities designed to raise student awareness of real-life business moral dilemmas while gaining practical experience in the implementation and operation of business ethics programs and departments. Students write business cases, draft corporate codes of conduct, and study cases and laws related to corporate governance. Students interact with business ethics professionals and The Soderquist Center for Leadership and Ethics. Offered in online format. An additional fee associated with this course.

BUS 4143 Business Law

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. Offered in online format. An additional fee associated with this course.

BUS 4173 Business Finance

Three hours

Study of decision-making techniques involving working capital management, capital budgeting, long-term financing, and dividend policy. Offered in online format. An additional fee associated with this course. Prerequisites: ATG 2183 or 1163, BUS 2153, and ECN 2123.

BUS 4293 Organizational Behavior

Three hours

The study of individual and group processes in work situations. Topics include historical development, the human relations movement, individual behavior, learning, motivation, decision making, group

behavior, and organizational development. Offered in online format. An additional fee associated with this course.

BUS 4993 Strategic Management

Three hours

An integrative study of business strategy and policy involving the creation and presentation of a formal business plan. Offered in online format. This is a capstone course and must be taken during the final 12 hours of the student's major field course work. An additional fee associated with this course.

COM (Communication)

COM 2263 Non-Fiction Film and Video

Three hours

A survey of the development of the documentary film genre from the late 19th-century to the present.

COR (Core Curriculum)

COR 1103 Orientation to Online Adult Learning

Three hours

This course 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. Offered in online format. An additional fee associated with this course.

ECN (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. Offered in online format. An additional fee associated with this course.

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. Offered in online format. An additional fee associated with this course.

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. Offered in online format. An additional fee associated with this course. Prerequisite: ECN 2123.

EDC (Education)

EDC 3002 Professional Preparation

Two hours

A course preparing students for successful navigation through the EDC program. Course content includes (but is not limited to) the following training modules: Learning Management System software; Gate-Portfolio System; Entry Assessments; Online Component; Curriculum Alignment (how the courses work together); Course Guides; Field Experience Preparation; APA; Professional and Personal Strategic Program Management within EDC; and Pathwise Evaluation System.

EDC 3113 Human Growth and Development

Three hours

A foundational course dealing with physical, mental, emotional, social, and cultural aspects of individual development from prenatal through adolescence. Emphasis is placed on the Piagetian stages and socio-cultural theory, along with an emphasis on how motor development influences the cognitive, affective, and psychomotor development of the child. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experiences require the observation of children from prenatal through early adolescence.

EDC 3123 Educational Psychology

Three hours

Psychology applied to teaching and learning covering topics such as motivation, retention, reinforcement, transfer of learning, maturation, socialization, and individual differences relative to cultural and environmental influences. Field experience required.

EDC 3134 Educational Foundations and Technology

Four hours

Cultural and historical foundations of American public education, emphasizing its relationship to a diverse society. Design, production, utilization, and evaluation of various instructional technologies (according to ISTE) are included in this course. Classroom presentation techniques and professional development are stressed. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experience required.

EDC 3144 Differentiated Learning for Early Childhood Education

Four hours

Differentiated Learning for Early Childhood Education is an orientation to the various disabilities categorized under the Individuals with Disabilities Education Act. An overview of the legal responsibilities and special educational support systems necessary to provide services to students with disabilities is provided as well as techniques in differentiated instruction to accommodate all learners in an inclusive classroom setting. The course includes classroom management techniques and addresses cultural, linguistic, and other diversity factors present in a typical public school classroom. Differentiated Learning also encompasses instruction on collaboration and inclusion of parents as partners in their child's education including the creation of a resource guide for implementation in the public school classroom. Field and lab experience required. Prerequisites: EDC 3113 and 3134.

EDC 3214 Instructional Methods: 1-4

Four hours

An emphasis on the application of effective teaching skills. The course includes experiences with several planning and teaching models appropriate for students of diverse backgrounds and special needs. Social studies methods and materials are incorporated throughout the course. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experience required.

EDC 3222 Fine Arts for Early Childhood Education

Two hours

An exploration of fine arts for the P-4 classroom. The course includes creating lesson plans, classroom observations, methods for integrating fine arts into the classroom, and role-playing a creative teaching situation. An online component is included as part of the contact time for this course requiring

approximately two hours of online work per week. Fine arts experiences outside the classroom are required.

EDC 3234 Curriculum and Instruction for Early Childhood Education

Four hours

The philosophical and historical foundations of early childhood education. The course focuses on integrated learning, including the study of physical, cognitive, social, spiritual, and emotional needs of young children. Also included are teaching methods, materials, equipment, classroom management and development of curriculum, with emphasis on the preschool and K-1 classroom. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experience required.

EDC 3243 Assessment for Early Childhood Education

Three hours

An investigation of the principles of assessment that are of primary importance to educators of diverse populations. The course includes relating objectives to assessment, constructing tests (e.g., language assessment, designing formative and summative assessments, content area achievement, diagnostic), interpreting and using test results (including modification strategies), and utilizing portfolios and other means of authentic assessment. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week.

EDC 4314 Curriculum and Instruction: Language Arts for Early Childhood Education

Four hours

A course focusing on language development and its importance to learning and to the components of the language arts program, as well as how these components support learning in all other areas of the school curriculum. Foundations for children's literature and a variety of literary selections are studied (Newbery, Caldecott, Coretta Scott King). Methods and materials for teaching language arts in primary grades are presented, focusing on the four components of a language arts curriculum. A language case study is required. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experience required.

EDC 4334 Math Structures for Early Childhood Education

Four hours

A presentation of college level mathematics in a format that prepares teachers of early childhood mathematics. Emphasis is on the use of manipulatives while learning math concepts. Topics include problem-solving, sets and logic, functions, the mathematical meaning and background of arithmetic through real numbers, number theory, probability and statistics, introductory algebra, introductory

geometry, geometric constructions, congruence, similarity, measurement, and coordinate geometry. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week.

EDC 4413 Curriculum and Instruction: Mathematics for Early Childhood Education

Three hours

An overview of the methods and materials for teaching arithmetic (based upon NCTM standards) with diverse students in grades P-4. Emphasis is placed on the use of math manipulatives. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experiences required.

EDC 4423 Curriculum and Instruction: Reading for Early Childhood Education

Three hours

This course provides a balanced overview of instruction and assessment and is designed to encompass both the theoretical and practical aspects of learning how to teach reading with an emphasis on balanced literacy. Included are studies of the stages of reading development, as well as an emphasis on procedures and methods for analyzing and diagnosing reading difficulties, specifically addressing skills and strategies necessary for reading content materials. Candidates submit a comprehensive integrated unit plan. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experiences required.

EDC 4433 Curriculum and Instruction: Science for Early Childhood Education

Three hours

A study of the physical and biological environment designed to help prospective early childhood teachers to develop a scientific perspective on their surroundings. Various methods of communicating scientific truth and encouraging scientific inquisitiveness are presented and practiced. An online component is included as part of the contact time for this course requiring approximately two hours of online work per week. Field experiences required.

EDC 4510 Internship: Early Childhood Education

Eleven hours

Interns are assigned to primary school(s) full-time to work under the joint supervision of an experienced classroom teacher and a university faculty member. Prerequisites: senior standing; passing "Gate Three" with a minimum of 75 percent; Term three Field Experience Logs (70 hours) and reflections for the 70 hours.

EDC 4511 Seminar: Early Childhood Education

One hour

A discussion of problems and concerns encountered during Internship, designed to bring professional theory and practice into a working perspective. Included are topics such as classroom management, safety, legal and ethical issues affecting teaching, working with parents, portfolio assessment, and cultural diversity. Corequisite: EDC 4510

GSC (General Science)

GSC 1183 Concepts in Astronomy

Three hours

An introduction to the basic facts of astronomy, including the history and basic assumptions of astronomy. The course takes the "regions" approach, beginning with an understanding of common phenomenon on earth and moving to the solar system, nearby star systems, the galaxy, and the universe at large. Some discussion of how concepts in modern astronomy relate to notions within the Christian faith is included.

HCA (Healthcare Administration)

HCA 3103 Healthcare Information Systems

Three hours

Emphasizes identification, implementation, and effective use of the most common information systems in healthcare. This study includes applications used in government and academic settings, as well as hospital, clinical environments, and tertiary care facilities.

HCA 3113 Public Health and Community Relations

Three hours

Examines the basic components of healthcare. This course addresses the determination and measurement of health and diseases, focuses on the individual health needs of patients, and a historic perspective of the development of healthcare, especially in the United States. Students learn how healthcare organizations involve the community in implementing their mission-promoting partnerships and strategic alliances. Students learn methods to develop and implement community outreach that include positive public and patient relationships.

HCA 4503 Healthcare Accounting and Financial Control Systems

Three hours

As a review of healthcare financial environments, it addresses the formation and uniqueness of financial accounting in healthcare including the special needs in preparation and financial analysis of healthcare financial statements, and includes investment planning, management, and compliance. This course provides an introduction to coding and reimbursement policies, an orientation to physician fee schedules, third-party contracts, and related reconciliation processes. Retirement planning, management and compliance with laws, and filing procedures are also addressed.

HCA 4703 Healthcare Operations, Performance, and Governance

Three hours

Integrates the study of governance in healthcare organizations. This course reviews roles of physicians and other healthcare stakeholders and introduces the student to quality performance improvement programs, including compensation and benefits programs, job classification systems, employee placement, appraisal, and training programs. It also identifies risks throughout the healthcare organization, including legal compliance, liability insurance, personnel and property security plans and policies, stakeholder needs assessment, relationship development, physician business training, patient and process flow, monitoring of licensure, credentialing, and recertification.

HCA 4981 HCA Capstone Project Proposal

One hour

An introduction to the Organizational Management Capstone Project for Healthcare Administration emphasis students. Project options include (but are not limited to) a business plan, a grant or capital campaign proposal, a new charity or ministry, a major project for a company or organization, or a comprehensive training process. The topic is to be integrative in nature, must be approved by the instructor *and be related to the healthcare administration field*. The approved proposal will be implemented during HCA 4983.

HCA 4983 HCA Capstone Project

Three hours

A substantial applied research/development effort to be completed during the final term of study and must be related to an approved Healthcare Administration field. Project options include (but are not limited to) a business plan, a grant or capital campaign proposal, a new charity or ministry, a major project for a company or organization, or a comprehensive training process. The topic is to be integrative in nature. Students submit a project document and a process integration paper, as well as deliver an oral presentation related to the project. The project must have been approved HCA 4981. Prerequisites: HCA 3103, 3113, 4503, 4703, and 4981.

ICS (Intercultural Studies)

ICS 2903 Cross-Cultural Relations

Three hours

A practical examination of effective intercultural relationships, giving attention to intercultural aspects of leadership skills, team dynamics, conflict resolution, effective communication, and ethnocentricity.

KIN (Kinesiology)

KIN 1013 Personal Health Management

Three hours

A practical study of the functions of the body in relation to the wellness model, the care of the body and problems of health with application for the individual.

MGT (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. Offered in online format. An additional fee associated with this course.

MKT (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. Offered in online format. An additional fee associated with this course. Prerequisite: ECN 2003 or 2113.

MTH (Mathematics)

MTH 2003 Introductory Statistics

Three hours

A course to give students tools to be critical readers of current issues involving quantitative data and to understand the concepts of statistics, the science of gaining information from numeric data. Applications of the use of data from a wide variety of professions, public policy, and everyday life are made. The study focuses on methods of producing data, organizing data, and drawing conclusions from data. Topics may include sampling; experiments and experimental design; measurement, validity, and accuracy; describing distributions; understanding relationships and correlation; consumer price index; confidence intervals; and statistical significance.

OM (Organizational Management)

OM 1101 Orientation to Adult Learning

One hour

Introduction to adult learning concepts and program expectations, including the Comprehensive Portfolio.

OM 2113 Organizations, Management, and Leadership

Three hours

Introduction to foundational topics associated with leading people and managing successful organizational processes.

OM 2124 Communication I: Strategies and Tactics for Effective Communication

Four hours

Exploration of effective communication strategies and practices in contemporary organizations. Prerequisite: EGL 1013, English I, or equivalent.

OM 2134 Communication II: Applied Research and Writing

Four hours

Essential logic and presentation of research, development of research questions, understanding data sources and data acquisition, reaching sound conclusions, and building strong fact-based conclusions. Prerequisite: OM 2124.

OM 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, fixed asset analysis, liabilities and stockholder's equity.

OM 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: OM 2173.

OM 3113 Introduction to Organizational Management

Three hours

An introduction to many topics associated with the management of organizations as a field of study. Through readings, discussions, and simulations, students learn foundational concepts in organizational design, group dynamics and management, institutional mission, team dynamics, organizational culture, and other concepts relevant to the study of organizations.

OM 3143 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.

OM 3153 Financial Mathematics

Three hours

A study of financial models used in managerial, production, and financial decision-making. Topics include simple interest, compound interest, annuities, amortization, sinking funds, and bond pricing. Prerequisite: Intermediate Algebra or higher mathematics course

OM 3213 Critical Analysis and Reasoning

Three hours

Development of purposeful, unbiased analysis of evidence to arrive at logical and reasonable conclusions.

OM 3223 Christian Faith for Business Leaders

Three hours

Overview of core Christian values and perspectives with application to the daily life of the practicing manager/leader.

OM 3233 Diversity in Organizations

Three hours

Application of theoretical constructs (i.e., Hofstede cultural dimensions) to understand the many forms of diversity in contemporary organizations.

OM 3243 Team Processes and Coalition Building

Three hours

Experiential approach to understand team dynamics and processes with focus on building healthy, sustainable, goal-focused teams.

OM 3253 Current Economic Issues

Three hours

Survey of contemporary economic concepts that are critical to customer satisfaction, effective strategies, and organizational success.

OM 3263 Creating Value for Customers and Stakeholders

Three hours

Understanding the process of creating and articulating value propositions relating to external customers and stakeholders, and then aligning the organization to fulfill those commitments.

OM 3273 Creating Value for Organization Members

Three hours

Strategic Focus on creating sustainable organizations and effective change while developing and caring for people in healthy and meaningful ways.

OM 3283 Entrepreneurial Spirit

Three hours

Exploration of entrepreneurship in the context of business start-ups and larger organizations.

OM 3503 Leadership and Management

Three hours

An overview of leadership and management. Traditional and non-traditional perspectives of the role of leaders and managers are presented. The importance of leadership and management to the long-term success of organizations is stressed.

OM 3613 Legal Issues in Human Resource Management

Three hours

An analysis of the policies, procedures, and legal issues relating to recruiting, selecting, training, developing, and compensating employees. Attention is given to Equal Opportunity Employment and the Occupational Safety and Health Administration legislation through a series of cases and simulations.

OM 4113 Applied Statistics for Managers

Three hours

An introductory study of statistical theory with emphasis on application to managerial problems. Topics include descriptive statistics, data reliability and validity, probability distributions, sampling and sampling theory, estimation and testing, correlation, simple and multiple linear regressions, forecasting, Chi-square, and analysis of variance.

OM 4213 Organizational Ethics and Values

Three hours

Study of organizational ethics and values and how they are developed and promulgated, and their significance to organizational mission and performance. Prerequisite OM 3223.

OM 4224 Contemporary Metrics and Organizational Performance

Four hours

Survey of financial, operational, and other metrics with focus on using information to drive desired performance outcomes. Prerequisites: OM 3263 and 3273.

OM 4234 Designing and Executing Competitive Strategies

Four hours

Integrative study of competitive analysis, strategic design and implementation, and execution of strategies that lead to mission fulfillment. Must be taken within the final nine hours of the major. Prerequisite: OM 4224.

OM 4241 Comprehensive Portfolio

One hour

Documentation of student accomplishment and learning throughout the program. Prerequisite: OM 4224.

OM 4304 Managerial Economics

Four hours

An examination of the principles of economics utilized by managers and supervisors in all fields. The internationalization of the U.S. economy and possible actions affecting economy in various types of organizations are included.

OM 4403 Integrative Strategies in Marketing

Three hours

An introduction to basic marketing theory and terminology. Students analyze real-world cases by exploring domestic and international marketing opportunities and problems, develop skills and confidence to identify and evaluate critical marketing data, and develop successful programs to solve problems and capitalize on opportunities.

OM 4433 Financial Management

Three hours

A study of the basic concepts of finance from the financial manager's point of view, including financial analysis and planning, working capital management, the capital budgeting process, and long-term financing. An investment game is introduced, cases are discussed in depth, and student presentations are made.

OM 4703 Strategic Management in Organizations

Three hours

An integrative study of managerial processes at the strategic level of organizations. Emphasis is on developing a strategic analytical perspective through the use of readings, case studies, guest speakers, or other means. Topics include organizational vision and mission, environment, core competencies,

competitive advantage, strategy types, implementation, diversification, and global considerations.
Prerequisites: OM 3113, 3123, 3143, 3153, 3503, 3613, 4113, 4304, 4403, 4433, and 4503

OM 4803 Organizational Ethics

Three hours

An exploration of the moral dimension of business, including ethical principles in business, the business system, ethics in the marketplace, ethics and the environment, the ethics of consumer production and marketing, the ethics of job discrimination, and the individual in the organization. Cases are discussed and a presentation is made during the final class meeting.

OM 4991 Capstone Project Proposal

One hour

An introduction to the Organizational Management Capstone Project. Project options include (but are not limited to) a business plan, a grant or capital campaign proposal, a new charity or ministry, a major project for a company or organization, or a comprehensive training process. The topic is to be integrative in nature and must be approved by the instructor. The approved proposal will be implemented during OM 4993.

OM 4993 Organizational Management Capstone Project

Three hours

A substantial applied research/development effort to be completed during the final term of study. Project options include (but are not limited to) a business plan, a grant or capital campaign proposal, a new charity or ministry, a major project for a company or organization, or a comprehensive training process. The topic is to be integrative in nature. Students submit a project document and a process integration paper, as well as deliver an oral presentation related to the project. The project must have been approved in OM 4991. Prerequisites: OM 4703, 4991.

PSY (Psychology)

PSY 1013 Introductory Psychology

Three hours

A scientific study of the principles underlying human behavior. The student is introduced to the theory, research, and practice that characterize modern psychology.

PSY 2383 Statistics for the Behavioral Sciences

Three hours

A general statistics course that stresses a conceptual understanding of statistical procedures, and their appropriate use and interpretation. The course uses spreadsheet applications, current behavioral research publications, and examples from current events to teach critical thinking skills. Topics include descriptive statistics, the normal distribution, probability, and inferential statistics. Prerequisites: PSY 1013 and either an ACT Math score of at least 19, SAT score of at least 480, or MTH 0153.

PSY 2903 Psychology of Personal Growth

Three hours

A study of the origin and nature of human individual differences, including an investigation of human coping strategies, an exploration of the potential of personality change, and understanding the scientific approach to human adjustment.

STUDENT RESOURCES

Resources for Learning

John Brown University Library

The two-story John Brown University library—also known as the Arutunoff Learning Resource Center—is the central location for library 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 120,000 items, including books, e-books, microforms, sound recordings, DVD and video recordings, curriculum, computer software, and archival materials. In addition, the library subscribes to more than 12,000 periodical titles that appear in online, paper, microform, or CD-ROM formats. The library also subscribes to 60 electronic databases (full-text periodicals, online reference resources, indexes, and abstracts). 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 study rooms, meeting rooms, a group research lab, and a computer lab for student use.

In addition to resources in the main library, a number of materials are housed in four 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 Construction Management Library, in the Engineering Building, houses books and periodicals related to that discipline. The Soderquist Center's Library is located in the Soderquist Business Center and contains materials relevant to business and ethics.

The gateway to the JBU Library is its web site, 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 using online forms found at the web site, instant messaging, or via e-mail.

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 users borrowing privileges to over 110 million items held in over 12,000 member libraries worldwide. The library belongs to ARKLink, a consortium of 47 academic libraries in Arkansas, which provides free reciprocal borrowing for students at participating libraries.

Special collections in the 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 - 11:00pm
Friday	7:30am - 5:00 pm
Saturday	Noon - 5:00pm
Sunday	3:00pm - 11:00pm

Library Contacts

Circulation	479.524.7272
Reference	479.524.7153
Interlibrary Loan	479.524.7276
Instructional Services	479.524.7355
Email	library@jbu.edu

CATALOG ACCESS At the library website: www.jbu.edu/library

LIBRARY CARD Use student ID card

CHECKOUT PERIOD 21 days - renewal period is 21 days. May be renewed twice if there is no hold on the book; renewable by phone or by email.

CHECKOUT LIMITS A student may have up to 15 books checked out at any time. Books can be mailed to students (the student pays return postage).

OVERDUE FINES \$.25 per day per book

UNRETURNED MATERIALS You will be billed for replacement of item(s), plus \$10 processing fee per item.

INTERLIBRARY LOANS Requested items will be available in 1 - 2 weeks. Request items in person or by mail, phone, fax, or email simones@jbu.edu, or use the online form at the library web site.

REFERENCE QUESTIONS May be phoned in or sent electronically using the online form at the library web site or email: spaschold@jbu.edu.

BUSINESS E-RESOURCES Available from any computer with Internet access via the library web site - click on “E-Resources.” When prompted, enter your **JBU username and password**. If you don't know your JBU username and password, email: help@jbu.edu.

EBSCO Academic Search Elite (full-text journals)

ProQuest Direct (full-text journals)

ABI Inform (full-text business journals)

BioOne (full-text biology journals)

Britannica Online

Business Source Elite (full-text business journals)

ERIC (education digests)

Gallup Polls

HealthSource (full-text health journals)

Hoover's Online (company information)

IDEAL (full-text science articles)

Legal Collection (full-text legal journals)

LexisNexis Academic (business and legal information)

MLA International Bibliography (literary journal index)

Newspaper Source (regional newspapers)

PsycInfo (psychology journal index)

STAT-USA (U.S. and international economic statistics)

WorldCat (worldwide book catalog)

EDUCATION RESOURCES: Available from any computer with Internet access, via www.jbu.edu/library - click on “**E-Resources.**” When prompted, enter your **JBU username and password.** If you don't know your JBU username and password, email the Help desk.

Print Materials: How to access: www.jbu.edu/library - enter keyword in JBU Catalog search box on home page. **Education books** are in Reference Collection of the library, and in L – LT in the Main Collection. **Curriculum materials** are located in the DoIt Lab, and **Juvenile books** are located in the room between the library and the lab.

Ebooks: How to access: www.jbu.edu/library - click on NetLibrary icon on home page; more than 350 ebooks on the subject of education.

Magazine and journal articles: How to access: www.jbu.edu/library - click on **E-resources** heading; from drop-down menu select **Teacher Education.** You will find the following links to education articles:

ERIC (education digests).

Gale Discovering (full-text research materials for students K-12).

Middle Search Plus (full-text for 150 popular magazines for middle school and junior high school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles)).

Primary Search (full-text for 60 popular magazines for elementary school research. All full-text articles are included in the database are assigned a reading level indicator (Lexiles)).

Professional Development Collection (A highly specialized collection of over 500 full-text educational journals, including nearly 350 peer-reviewed titles).

Computing and Media Resources

John Brown University has many technology resources available for students. All campus buildings and remote sites are interconnected with an Internet 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 across the university.

Degree Completion students have access to additional computing resources at the Fort Smith Center, Central Arkansas Center, and Rogers Center. Computers with Internet access and laser printing are available for student use in common study areas. Wireless Internet access is also available.

On the Siloam Springs campus, there are two general classroom labs equipped with computers and instructional technology to be used for hands-on instruction. These labs are available for general use when class is not in session. Additionally, the Walker Student Center and the library have general purpose computer labs dedicated for student use and are available days and evenings throughout the week. Laser printing, both black and white and color is available for a small fee.

There is a Media Lab located in the Learning Resource Center for special printing and other media services. Technology such as digital cameras, projectors, and other audio/visual technology may be checked out for academic projects. Supplies for lettering, posters, banners, and other needs are available for sale. Large format color printing is available for a fee.

More complete and current information about technology services may be found through the web via the [EagleNet](#) portal or contact the Help desk.

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 John Brown University:

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.

Office of Academic Assistance

Students may contact the Director of Student Support Services for assistance in further developing their academic skills. This includes such areas as study skills, note-taking skills, time management, test-taking skills, and other skills that help students succeed academically. Computer programs that help improve reading, writing, and math are available at minimal cost. Study skills videos are available. The Director will help a student engage a tutor, but payment is the responsibility of the student.

The Office of Academic Assistance also administers the [CLEP](#), [DANTES](#), and [MAT](#), and proctors tests for correspondence courses. For general information, fees, or to schedule an appointment, call (479) 524-7471.

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 and the Americans with Disabilities Act of 1990, John Brown University is committed to providing reasonable accommodations to students who are disabled. Students having documented disabilities may consult JBU's Director of Student Support Services, Jacqueline Wright, who works with students and instructors to arrange appropriate assistance in learning and physical access. The Office of Disability Services is located on campus, in the Learning Resource Center, Room 147. You may contact the Director by phone (479) 524-7400, or by e-mail to JWright@jbu.edu.

Student Development Services

Counseling Center

The college experience often entails emotional as well as intellectual challenges. Developing meaningful relationships, changes in one's family, stress, anxiety, and depression are just a few of the issues facing students. The professional staff in the Counseling Center is available to facilitate

students' growth during these times of uncertainty, questioning, and struggle. Individual and group therapy, couple counseling, and psychoeducational groups are available. For an appointment, complete the online form. Counseling sessions are confidential, and appointments are scheduled with discretion and respect for the needs and desires of students.

Career Development Center

The staff at the [Career Development Center](#) (CDC) is concerned with providing a comprehensive career development program for the students of John Brown University.

Students have the opportunity to develop self-understanding through the resources available at the center. Students may participate in individual counseling, personality inventories, and computer-aided guidance programs. The varied resources in the CDC library can be helpful to students in any stage of career planning by helping them understand personal strengths, make wise decisions about majors, and begin to explore career alternatives.

The center also serves as a link between college and the world of work through providing regular workshops on job search skills and strategies. The annual Career Fair brings employers and graduate school representatives to campus to increase awareness and provide information related to future career and graduate education. The CDC also provides information about graduate schools, graduate entrance test materials, job vacancy notices, occupational profiles and descriptions, and potential employers. For assistance, call (479) 524-7282.

Health Services

At the Health Services Office located in the Walker Student Center on the main campus, a registered nurse is available weekdays for screening acute illnesses and injuries, as well as offering advice for everyday health problems. The nurse works closely with area doctors whose offices are within walking distance of the Siloam Springs campus.

Equipment such as crutches, heating pads, and humidifiers can be checked out for short term use. Health education and wellness materials/videos are available for personal use or class preparation.

Allergy injections can be arranged with written orders from the allergist. In order to offer complete care, it is important that the Health Services office have on file all student medical records pertaining to pre-existing conditions such as diabetes, epilepsy, and malaria. Also, regular updates of family telephone numbers on the JBU web site ensures immediate communication in case of emergency.

Arkansas law of 2009 requires documentation of two doses of Measles/Mumps/Rubella (MMR) vaccination for all incoming freshmen and foreign-born students. Students enrolled only in online courses or those born prior to 1957 are exempt from this requirement.

To receive an application for any exemption, contact the Arkansas Department of Health at (501) 661-2169. You can receive the MMR vaccine on campus.

Arkansas law regarding Act 96 of 1913 requires all incoming students who were born or have lived for longer than six months in countries where Tuberculosis is endemic to show documentation of a TB skin test administered in the U.S. within six months of classes beginning. This can be done on campus.

International Programs Department

The International Programs Department (IPD) serves the needs of international students including Walton Scholars, MKs, and third culture students. The office also offers assistance with international student orientation, immigration regulations, and international education opportunities. IPD sponsors social and cultural activities to promote intercultural awareness and understanding among the entire JBU community.

Mission Statement: The International Programs Department of John Brown University supports students, faculty, and staff who will benefit from and contribute to the multicultural environment of JBU.

United States Citizenship and Immigration Services. IPD assists students, faculty, and staff in obtaining and maintaining the proper immigration status. Workshops are conducted on immigration, employment, and U.S. tax issues.

Walton International Scholarship Programs. The Walton International Scholarship Program (WISP) awards 60 annual scholarships to students from Central America and Mexico. IPD attentively seeks to ensure growth and long-term success for its WISP scholars.

International Education. IPD administers, in conjunction with the academic division, our Semester in Ireland Studies Program, and a variety of JBU international summer studies programs. IPD also links students with international and domestic studies opportunities offered through the Council of Christian Colleges & Universities (CCCU). Short-term international mission teams are coordinated by the Office of Christian Formation in partnership with the IPD.

The **Friendship Family Program** connects international students with a host family who will help in the adjustment process and contributes to students' success by providing care and support.

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 Degree Completion Programs' 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 of its adult degree completion students, giving emotional support and assistance when needed.

Resources for Lifestyle

The Walton Lifetime Health Complex (WLHC) offers students the most modern of health and fitness facilities for a complete daily workout. Swimming, jogging, racquetball, weights, aerobics, and team sports are just a few of the activities available to help reduce health risks and improve one's quality of living. The WLHC services are available to all students and their families at no charge. For information, call (479) 524-7303.

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

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:

- a. admission to JBU
- b. application for employment
- c. 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:

- a. Name
- b. Address
- c. Telephone
- d. Date and place of birth
- e. Major field of study and year in school
- f. Participation in officially recognized sports and activities
- g. Weight and height of members of athletic teams
- h. Dates of attendance
- i. Degrees and awards received
- j. The most recent previous educational agency or institution attended
- k. Parents' name and addresses
- l. Marital status (name of spouse)
- m. 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 at John Brown University

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 call 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

1. 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.

2. 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 the Director of Faculty & Student Development or the University's Title IX Compliance Officer, who is the Vice President for Finance & Administration. (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 the Director of Faculty and Student Development or the University's Title IX Compliance Officer/Vice President for Finance & Administration, 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 the Director of Faculty & Student Development or the University's Title IX Compliance Officer/Vice President for Finance & Administration.

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 the Director of Faculty & Student Development or the Vice President for Finance & Administration. 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.

DIRECTORY OF SERVICES AND PERSONNEL

Siloam Springs Offices & Personnel	Toll Free (866) 856-8503	Fax (479) 524-1626
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B.A., Indiana University

J.D., Vanderbilt University School of Law

M.A., Gordon Conwell Theological Seminary

Ph.D., University of Pennsylvania

DAVID E. BRISBEN, Professor of Christian Ministries, 1992.

B.A., Erskine College

M.Miss., M.C.E., Reformed Theological Seminary

M.Div., Erskine Seminary

Ph.D., Trinity Evangelical Divinity School

DAVID A. CATER, Professor of Psychology, 1993.

B.A., Pasadena College

M.A., California State University, Los Angeles

M.A., Ph.D., Fuller Seminary

GRACE Y. DAVIS, Associate Professor of Education, 1998.

B.A., University of the Redlands

M.A., Oral Roberts University

RICHARD L. FROMAN, Professor of Psychology, 1994.

B.A., M.A., California State University, Sacramento

Ph.D., University of Wyoming

GLORIA J. GALE, Director, Education Degree Completion; Professor of Education, 2000.

B.S., M.M.E., Western Michigan University

M.L.S., Central Michigan University

Ph.D., Walden University

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

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B.S., Philadelphia Biblical University

M.R.E., Grand Rapids Baptist Seminary

Ed.D., Nova Southeastern University

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B.A., Nazarene Bible College

M.S., John Brown University

JOHN B. McCULLOUGH, Professor of Business, 1974.

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

M.S., Oklahoma State University

Certified Public Accountant, Arkansas

PAT R. O'BRIEN, Director of Professional Business Programs; Assistant Professor of Business, 2004.

B.S., Virginia Polytechnic Institute and State University

M.B.A., Webster University

MICHAEL A. ORF, Director, Faculty Recruitment & Development, Degree Completion; Assistant Professor of Distance Education, 2012.

Ed.S., M.A., B.S., Arkansas State University

JOE F. WALENCIAK, Program Director, Graduate Business; Professor of Business, 1982.

B.S., John Brown University

M.B.A., Ph.D., University of Arkansas

RAYMOND T. WEST, JR., Associate Professor of Computer Science, 1987.

B.S., New Mexico State University

M.S., Virginia Polytechnic Institute and State University

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JOHN E. SHEEHY, M.A., Men's Basketball Coach, 1989-2007

MARION SNIDER, B.S., Administration, 1940-1985

SHIRLEY FORBES THOMAS, Ph.D., English, Honors, and Administration, 1969-2001

JAMES C. WALTERS, D.Min., Biblical Studies, 1968-2003

K. GARY WARNER, M.S., Journalism, 1993-2010

GILBERT B. WEAVER, Th.D., Biblical Studies, 1960-1969, 1972-1999

CHARLES D. WILLIS, B.Arch., Building Construction, 1946-1986

HELEN B. WILMOTH, Ed.D., Home Economics, 1967-1985

JOE M. ZIMMERMAN, Ph.D., Music, 1956-1960, 1961-1966, 1967-1969, 1971-1996