



Degree Completion Program

2014-2016

Academic Catalog and Student Handbook

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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

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 Calendar

2014-2015

FALL 2014

M 8/25	Fall 1 Classes Begin
M 9/1	Labor Day Holiday
F 9/19	*Last Day to Drop Fall 1 Classes
F 10/17	Last Day of Fall 1 Classes
M 10/20	Fall 2 Classes Begin
F 11/14	*Last Day to Drop Fall 2 Classes
M 11/24 - F 11/28	Thanksgiving Holidays
F 12/19	Last Day of Fall 2 Classes
Sa 12/20	Commencement Exercises

FALL 2015

M 8/24
M 9/7
F 9/11
F 10/16
M 10/19
F 11/6
M 11/23 – F 11/27
F 12/18
Sa 12/19

SPRING 2015

M 1/12	Spring 1 Classes Begin
F 2/6	*Last Day to Drop Spring 1 Classes
F 3/6	Last Day of Spring 1 Classes
M 3/9	Spring 2 Classes Begin
M 3/23 - F 3/27	Spring Break
F 4/10	*Last Day to Drop Spring 2 Classes
F 5/8	Last Day of Spring 2 Classes
Sa 5/9	Commencement Exercises

SPRING 2016

M 1/11
F 1/29
F 3/4
M 3/7
M 3/21- F 3/25
F 4/1
F 5/6
Sa 5/7

SUMMER 2015

M 6/1	Summer 1 Classes Begin
F 6/19	*Last Day to Drop Summer 1 Class
F 7/24	Last Day of Summer 1 Classes

SUMMER 2016

M 6/6
F 6/24
F 7/29

*Last day to withdraw from a course and receive a grade of “W”

For future academic calendar dates, [click here](#).

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 Evangelicals:

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

EDUCATIONAL PHILOSOPHY

The faculty has expressed its purpose as sending forth graduates

Whose lives reflect the love of Christ

Through reverence toward God.

Through consecration to Christ and His Church.

Through knowledge of the Bible and appreciation of its principles.

Through participation in Christian activities with talents, means, and time.

Through tolerance, humility, and helpfulness to others.

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

Through use of mental processes which lead to intelligent decisions.

Through familiarization with sources of information.

Through utilization of knowledge.

Through mastery of means of communication of ideas.

Who are able to function effectively in a multicultural world

Through a heightened awareness of diverse cultural contexts and values.

Through development of skills and attitudes necessary to interact, work, and minister with people of other cultures.

Through understanding the inclusiveness of God's Kingdom and the equality of all people before God.

Through formation of a Christian perspective of the world.

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

Through their willing response to God's unique plan.

Through working in chosen vocations with skill, efficiency, and dedication.

Through a cooperative and understanding attitude toward fellow workers.

Who make worthy contributions to their communities

Through active cooperation with other people toward general community improvement.

Through promoting wholesome entertainment, adequate educational programs, and other phases of community welfare.

Through exercising their political privileges in the spirit of Christ.

Through practicing the high ideals of love and justice toward all people.

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-six 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 44 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. In 1995, JBU began offering graduate classes. The Graduate School offers master's degrees in Business, Counseling, and Education.

Heart

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

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

Hand

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

While the scope of JBU's mission has grown over the last 96 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://hlccommission.org>, (800) 621-7440 and is approved by the Arkansas State Department of Education.

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://www.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 118 Christ-centered colleges and universities. Member schools, which must be accredited institutions, are committed to maintaining the highest academic standards within an environment which fosters moral and spiritual development in individuals and communities. Incorporated in 1982, the CCCU includes schools representing more than 30 denominations and offers numerous interchange programs in academics and assessment. Headquarters are located at 321 Eighth Street NE, Washington, DC 20002, www.cccu.org, (202) 546-8713.

LOCATIONS

Located in one of the fastest growing areas in the nation, John Brown University is an interdenominational Christian university. JBU faculty and staff work to provide a tremendous number of experiential learning opportunities for students, in and out of the classroom, that develop the "Head, Heart, and Hand." JBU's main campus is located in Siloam Springs, Arkansas. Educational Centers for Degree Completion Programs are located in key metropolitan areas of Arkansas-Northwest Arkansas (Rogers), Fort Smith, and Little Rock. Classes are also offered at other convenient locations in the state, including Harrison and at the Sam Walton Development Complex in Bentonville.

THE SODERQUIST CENTER

The Soderquist Center (Center) is a not-for-profit organization founded in 1998 in affiliation with John Brown University's Donald G. Soderquist 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 at the individual, team, or organizational level. Customers include corporations, not-for-profit organizations, and emerging leaders in graduate and undergraduate programs. The Center engages leaders through programs such as the Soderquist Leadership Summit for senior executives, the Milestone Leadership Intensive for middle managers, strategic planning and culture building for entire organizations, 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, Master of Science in Leadership and Ethics, and Master of Fine Arts programs. While working 35 hours per week at the Center, Soderquist Fellows receive full tuition and a stipend for a two-year experience, completing graduate degrees, contributing to the Center's mission, and working alongside veteran business leaders.

Visit <http://www.soderquist.org> to learn more.

THE CENTER FOR HEALTHY RELATIONSHIPS

Vision Statement

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

Mission Statement

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

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 access 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.

Visit liferelationships.com to learn more.

Admission Procedures

Requirements for Business Administration and Management Accounting majors

Applicants desiring to a major in Business Administration (BSBA) or Management Accounting (BSMA) 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 or BSMA Programs must submit:

1. Application for Admission accompanied by \$25 application fee.
2. Official copies of transcripts from all colleges attended. Transcripts must be mailed by the college or university directly to the graduate Admissions Office at John Brown University.

All materials should be sent to the appropriate Admissions Counselor.

Requirements for 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. Transcripts must be mailed by the college or university directly to the graduate Admissions Office at John Brown University.
3. Immunization Record - New students who were born on or after January 1, 1957, regardless of the number of hours enrolled, are required by Arkansas law to furnish proof of immunity against measles, mumps, and rubella. MMR vaccination may be confirmed by an immunization record from a doctor's office, health department, or school records. *This requirement does not apply to students who are enrolled in online courses only.* For more information, please contact your admissions counselor.

All materials should be sent to the appropriate Admissions Counselor.

Requirements for Liberal Arts major

Applicants desiring to major in Liberal Arts (BSLA) 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. Transcripts must be mailed by the college or university directly to the graduate Admissions Office at John Brown University.

All materials should be sent to the appropriate Admissions Counselor.

Requirements for Undeclared Major

A student who wants to enter one of our Degree Completion Program (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.

Cost of Attendance

Cost of Attendance for Degree Completion Programs

Tuition for 2015-2016 **\$420/credit hour**

Elective Course Fee for those offered in Rogers or Fort Smith **\$250**

Fees

Application Fee **\$25**

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

Late Registration Fee **\$50/term**

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

Payment Plan Fee **\$50**

Graduation Application Fee **\$35**

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**

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

Online payments may be transacted through EagleNet by E-check, VISA, Mastercard, Discover, and American Express. 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 StudentAccounts@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 Planning

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

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

The federal government sponsors student assistance programs to those who have demonstrated financial need. Through the Federal Pell Grant Program, students may receive as much as \$5,645 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 the direct and indirect costs of education. Award amounts depend on financial need.

John Brown University participates in the following state aid programs:

Arkansas Challenge Scholarship
Higher Education Opportunities (GO! Opportunities Grant)
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 JBU or the federal Title IV Assistance Programs must meet the satisfactory academic progress requirements as defined below in order to be eligible for further aid.

Satisfactory Academic Progress

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.

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, has attempted more than 150% of the number of credits required for completion of his or her degree, or has fallen below a cumulative GPA of 2.0, then the student must appeal for reinstatement of financial aid eligibility.

Qualitative Requirements

In order to pass the qualitative requirements, the student must achieve and maintain a cumulative grade point average of at least a 2.0 ("C" average) or must have an academic standing consistent with JBU's requirements for graduation.

Appeal Process

If a student does not successfully meet the satisfactory academic progress policy guidelines, the Graduate and Degree Completion Financial Aid Officer 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.

If the student's appeal is approved, the probationary period only lasts one semester. The student's satisfactory academic progress is checked upon completion of the probationary period.

The financial aid eligibility appeal is a separate process from the Registrar's 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:

Death in the family or death of a close friend.

Serious illness of a family member.

Medical complications or prolonged illness of the student.

Inability to attend classes because of unexpected lack of transportation.

Serious financial problems requiring excessive hours of employment.

How do the following affect Satisfactory Academic Progress determinations?

Withdrawal: a withdrawal ("W") is counted as an attempted class that was not successfully completed

Incomplete: an incomplete ('I') is counted as an attempted class that was not successfully completed.

Repeated course: a repeated course is counted as attempted and successfully completed if a passing grade was earned.

Transfer course: transfer courses are counted as attempted and completed if the course work is applicable to the student's JBU degree.

Non-credit remedial coursework is not applicable at JBU.

Veterans Administration Benefits

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

Educational Programs

Degree Completion Programs Offered through John Brown University

Four Degree Completion Programs are offered at John Brown University:

Donald G. Soderquist College of Business

Bachelor of Science in Business Administration (BSBA)

Bachelor of Science in Management Accounting (BSMA)

Bachelor of Science in Organizational Management (BS)

Division of Humanities and Social Sciences

Bachelor of Science in Liberal Arts (BSLA)

Academic Policies

Governing Policies for Satisfying Academic Requirements

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.

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.

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.

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

Degree Completion students 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).

Maximum Course Load

To be considered a full time student, Degree Completion Online students must complete 12 hours during a reporting term. However, students are allowed to complete up to 18 hours during one reporting term (nine hours in Term 1 classes and nine hours in Term 2 classes). Students who have been placed on academic probation will be limited to 15 hours during one reporting term.

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 scheduled class and participate in each week's activity for courses delivered online.

Face-to-Face Delivered Programs

If an absence of a scheduled class is unavoidable, students should inform the instructor prior to any anticipated absence. Students who miss less than the permitted number of absences (as defined below) will be required to complete a make-up assignment designed to replicate as close as possible the learning opportunity provided in the classroom for each respective absence. Students will be required to complete the makeup assignment within one week of the absence. Failure to complete the makeup assignment(s) within the time frame provided will result in a reduction of one full letter grade (per the equivalence of each absence without an accompanying makeup assignment) of the grade the student would have earned prior to the reduction.

In the Organizational Management and other face-to-face programs, 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.'

Students who fail to attend any 15 minute consecutive period of a class session may be considered partially absent. Two partial absences for any one course are the equivalent of one absence of the respective course and the student is subject to completion of a make-up assignment or equivalent grade reduction. Partial absences may occur at the beginning, middle or end of any specific class session.

Special Attendance Requirements for the Organizational Management Program:

Orientation to Adult Learning

This two week course serves as a launch and orientation experience for incoming students in the OM program and serves to prepare them for success in the program and bonding with the other members of their cohort. The class meets twice over two consecutive weeks. Full attendance at both class sessions are mandatory requirements to continue in the program. If a student has a prior conflict with attendance at one or more sessions, they should discuss the conflict with their admissions counselor prior to the start of the program. In limited circumstances, and with prior approval from the dean of degree completion, an alternative solution may be available. For example, if a student is unable to attend the equivalent of up to one session, the student will be required to make up the course work as well as an additional make up assignment and a fee of \$100/experience may be assessed to compensate one-on-one instruction.

Comprehensive Portfolio

A concluding requirement of the OM program is full participation in the Comprehensive Portfolio course and process. A brief 20 minute orientation is held during week 6 of the second to last course in the program; the course itself entails a seven-week period that includes various weekly assignments conducted online and managed simultaneous to the last on-ground course in the program; and a culminating presentation and celebration event held after the last formal on-ground course session. Attendance at all physical events and full participation in all aspects of the portfolio course is required to complete the OM program.

Online Delivered Programs

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. The due date for assignments may not be extended for purposes of achieving attendance. 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;
- 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/.

In the event a class session is cancelled due to inclement weather, a make-up session may be conducted using recorded lectures and synchronous or asynchronous learning activities conducted through Blackboard. Your instructor will provide the details of each make-up assignment. On rare occasions, it may be necessary to reschedule the class to achieve the learning activity in a face-to-face environment. The DC staff and or instructor will contact you for any necessary rescheduling of class sessions.

If a class is not canceled, but individual students are unable to attend due to localized conditions; the absence is subject to normal provisions of attendance and the instructor will provide the student the necessary make-up assignment related to the absence. Make-up assignments are designed to replicate as much as possible the rich learning experience that occurs within the classroom, rather than serve as a punitive measure. Students are encouraged to exercise caution during inclement weather and avoid driving when travel advisories are posted. Although conditions near a center may be conducive for enabling a class to proceed, localized conditions for the student must prevail in each student's decision to travel to class.

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. Violations and their definitions are as follows:

a) Plagiarism: Submitting as part or all of one's own work material that is copied or paraphrased from another source, including online sources, without the proper acknowledgment of that source. Examples include: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.

b) Cheating: Using unauthorized material or study aids for assistance on examinations or other academic work. Examples include: looking at a peer's exam, altering a graded exam, using notes without permission, etc.

c) Fabrication: Submitting altered or contrived information in any academic assignment. Examples include: falsifying data, text material, or sources.

d) Facilitating academic dishonesty: Helping another student violate this policy. Examples include: allowing one's work to be copied, working together on an assignment where collaboration is not allowed, doing work for another student.

Faculty Action Regarding Violations of Academic Integrity

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

First offense: In the first case of dishonesty, the faculty member will normally give the student a zero for the assignment or test on which the student has been dishonest. Faculty members are free to impose more severe penalties if such penalties are announced in the course syllabus.

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

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

Appeal

A student who feels that he or she has been unfairly accused or unjustly treated may appeal to the appropriate academic dean. Final appeals will be handled by the All-Campus Judiciary Committee.

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

In extenuating circumstances, students may be 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 Degree Completion OM Cohort Courses and Degree Completion Elective 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
Distance Learning Courses**

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

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

Re-Enrolling in Courses

If a student drops, withdraws, or fails a course, the student will need to contact their 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 Department Head 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 & 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 Associate Registrar.
4. A student may enroll after one term of academic suspension if a petition is approved by the Associate Registrar.
5. A student who is permitted to re-enroll after academic suspension may continue to re-enroll if satisfactory progress is being made toward a 2.0 CGPA as determined by the Registrar's Office.
6. A student on scholastic probation may remain eligible for some types of financial aid, if standards for Satisfactory Academic Progress are met.

Minimum Total Semester Hours

Completion of any bachelor's degree at John Brown University requires at least 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.

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.
- 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 Student Account Services with respect to financial obligations. Transcripts are not released unless the student grants permission through a signed statement.

The first official transcript is issued without charge; a \$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 they 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.

Degree Completion Program

DeWoody, Dean

The Degree Completion Program provides non-traditional educational 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, Management Accounting, 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.

Little Rock Center, 8114 Cantrell Road, Suite 250, Little Rock, AR 72227, 501-771-9000 or 866-753-4259.

Rogers Center, 2807 Ajax Avenue, Suite 200, Rogers, AR 72758, 800-528-4723.

Donald G. Soderquist College of Business

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

Walenciak (Dean)

BUSINESS ADMINISTRATION

Student Learning Outcomes for the BSBA Program

Communication - Graduates will be able to communicate effectively and professionally in various contexts using diverse techniques and media.

Critical Thinking - Graduates will be able to conceptualize, apply, analyze, synthesize, and evaluate information to reach answers and conclusions.

Business Skills and Knowledge - Graduates will be able to demonstrate relevant skills and knowledge necessary for professional growth and success.

Leadership and Teams - Graduates will be able to understand the servant leadership model and be able to lead individuals and groups to perform effectively.

Ethics and Legal Issues - Graduates will be able to anticipate, identify, and personally resolve legal and ethical issues and behaviors.

Research, Modeling and Analytics - Graduates will be able to apply the analytical skills necessary to address relevant questions, perform various analyses, understand and apply results, and assess impact.

Global Business - Graduates will be able to think globally and function effectively in culturally diverse environments.

Information and Technology - Graduates will be able to understand and use information and technology in effective ways.

Christian Worldview - Graduates will be able to understand the Christian worldview and its application to their personal and professional lives.

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

COR 1103 - Orientation to Online Adult Learning

ATG 2173 - Principles of Financial Accounting

ATG 2183 - Principles of Managerial Accounting

BUS 1123 - Business Communication

BUS 2113 - 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 BSBA major must have a cumulative grade point average of 2.0 (4.0 scale) or above for all degree work and 2.25 in the major.

Student Learning Outcomes for the BSMA Program

Students graduating from this program should demonstrate capability in the roles and responsibilities of internal accountants and financial professionals as described by the Institute of Management Accountants on IMAnet.org.

1. Managing functions that are critical to business performance
2. Supporting organizational management and strategic development
3. Providing accurate and insightful information for better decisions
4. Ensuring that organizations operate with integrity and proper governance
5. Planning for the long-term and helping to ensure sustainability
6. Safeguarding the interests of the organization and its key stakeholders

Requirements for the Bachelor of Science in Management Accounting (BSMA) 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

COR 1103 - Orientation to Online Adult Learning

ATG 2173 - Principles of Financial Accounting

ATG 2183 - Principles of Managerial Accounting

ATG 3123 - Intermediate Management Accounting

ATG 3193 - Managerial Cost Accounting I

ATG 4143 - Internal Auditing

ATG 4193 - Managerial Cost Accounting II

BUS 2153 - Financial Mathematics

BUS 2193 - Business Statistics

BUS 3063 - Investments

BUS 3153 - Applied Business Ethics

BUS 4173 - Business Finance

BUS 4283 - Intermediate Corporate Finance

BUS 4993 - Strategic Management

ECN 2113 - Principles of Microeconomics

ECN 2123 - Principles of Macroeconomics

MGT 2173 - Principles of Management

3. Additional approved college credit - 31 hours

Minimum total semester hours 124

In order to graduate, each BSMA 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.

Division of Humanities and Social Sciences

(SYMBOLS: COM, POL, PSY)

Froman (Department Head)

DEPARTMENT OF LIBERAL ARTS

Student Learning Outcomes for the BSLA Program

Moral and Ethical Judgment - Make moral and ethical judgments based upon a Christian worldview.

Communication Media - Utilize various communications media to develop civic engagement.

Analyzing Issues - Demonstrate the ability to draw upon historical knowledge in order to analyze relevant historical and contemporary issues.

Engaged Citizenship - Demonstrate engaged citizenship by developing a broad understanding of social and political issues.

Understanding Human Behavior - Demonstrate an understanding of human behavior and how it impacts a person's worldview.

Utilizing Personal Strengths - Demonstrate an understanding of one's own strengths and how to utilize them.

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

1. General Education – 42 hours

English Composition - 6 hrs

Humanities/Fine Arts - 9 hrs*

Natural Science - 3 hrs

Mathematics - 3 hrs (College Algebra or higher)

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 - 39 hours

COR-1103 Orientation to Online Adult Learning

EGL-4003 Masterpieces of Literature

HST-2153 20th Century World History

RPH-3003 Introduction to Philosophy

RPH-4423 Ethics

Psychology - select 12 hours from the following:

PSY-2233 Theories of Counseling

PSY-2383 Statistics for the Behavioral Sciences

PSY-2393 Research Methods

PSY-3203 Psychological Testing

PSY-3423 Social Psychology

PSY-4213 Abnormal Psychology

PSY-4333 Cognitive Psychology

PSY-4343 Theories of Learning

Communication - select 6 hours from the following:

COM-3453 Social Movements

COM-4363 Political Communication

COM-4373 Online Advocacy

Government - select 6 hours from the following:

POL-2013 American Government

POL-3003 Political Philosophy

POL-3133 Politics of Social Policy

Note: 18 hours must be upper-division course work within the program.

3. Additional approved college credit (hours outside of the program) - 43 hours

These hours should be chosen in consultation with your advisor.

Minimum total semester hours 124

Department of Organizational Management

(SYMBOL: OM)

ORGANIZATIONAL MANAGEMENT

Student Learning Outcomes for Organizational Management

The Organizational Management degree is a diverse, accelerated program that is designed to address the career-advancement interests of mid-career adult learners who are returning to college. This degree focuses on applying administrative and organizational theory and concepts to address the issues that leaders face daily in our uncertain world. This curriculum, created with a uniquely Christian worldview, develops skills that are relevant to leadership in a broad range of organizational contexts.

The OM major should achieve the following outcomes:

1. Effective communication – presentation and persuasion skills, standards of professionalism and excellence, use of contemporary media efficiently and effectively
2. Creativity, critical reasoning, and integrative thought – skill in defining issues, understanding multiple viewpoints, integrating ideas and streams of thought, generating well-crafted arguments
3. Decision making – ability to analyze options in meaningful ways and to select courses of action that are rational and ethical
4. Knowledge utilization – ability to find and identify useful information, ideas, concepts, and theories; to build and synthesize; and to make application in meaningful ways
5. Empowered leadership – enhanced ability to act based on confidence that comes from knowledge, competence, and practices
6. Christian worldview – to understand organizational life and processes from the perspective of the evangelical Christian worldview

Requirements for the Bachelor of Science (BS) degree with major in Organizational Management

1. General Education - 36 hours

English Composition: *6 hrs

Humanities or Fine Arts: **9 hrs

Natural Science: 3 hrs

Natural Science or Mathematics: 3 hrs

Social or Behavioral Science: **9 hrs

Health or Physical Education: 3 hrs

Biblical Studies: 3 hrs

*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

Course Numbers & Offerings

Course Information

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.

Visual Arts (ART) Courses

ART 2233 Art History I

Three hours

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

Accounting (ATG) Courses

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.

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. Prerequisite: ATG 2173.

ATG 3123 Intermediate Management Accounting

Three hours

An intermediate accounting course with in-depth focus on asset, liability and owners' equity measurement; revenue determination, timing, and recognition; financial statement preparation, presentation, and analysis. Offered in online format. Prerequisite: ATG 2183.

ATG 3193 Managerial Cost Accounting I

Three hours

An intermediate course covering the managerial use of accounting data to assist managers in their plans and decisions regarding resource allocation, organizational control and performance evaluation. This course will study items such as the costs cycle, job order costing, process costing, budgeting, standard costs, direct costing, and non-manufacturing costs. Offered in online format. Prerequisite: ATG 2183.

ATG 4143 Internal Auditing

Three hours

Examines standards and procedures of auditing accounting information and statements, internal control, verification of balance sheets and operating accounts, and responsibilities of the auditor. Offered in online format. Prerequisite: ATG 3123.

ATG 4193 Managerial Cost Accounting II

Three hours

An intermediate course covering the managerial use of accounting data to assist managers in their plans and decisions regarding resource allocation, organizational control and performance evaluation. This course will study items such as the costs cycle, job order costing, process costing, budgeting, standard costs, direct costing, and non-manufacturing costs. Offered in online format. Prerequisite: ATG 3193.

Bible (BBL) Courses

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. Offered in online format.

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. Offered in online format.

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.

Business (BUS) Courses

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. 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. Prerequisite: ATG 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. Prerequisite: MTH 1113 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. Prerequisite: MTH 1113 or consent of instructor.

BUS 3063 Investments

Three hours

A survey course that analyzes, measures, and values: debt, equity, other investment instruments and their derivatives; while exploring the theories, strategies, accounting recognition, tax implications, and risk factors associated with investment activity. Offered in online format. Prerequisites: ATG 2173 and BUS 4173.

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. Offered in online format.

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.

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. Prerequisites: ATG 2183, BUS 2153, and ECN 2123.

BUS 4283 Intermediate Corporate Finance

Three hours

Builds on finance theory, methods, and applications of corporate finance with emphasis on the development of problem solving skills for the business manager including risk management and analyzing the international financial environment. Offered in online format. Prerequisites: ATG 2183 or 1163, BUS 2153, and 4173.

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.

BUS 4993 Strategic Management

Three hours

An integrative study of business strategy and policy involving the creation and presentation of a formal business plan. This is a capstone course to be taken after student has completed 80 hours of course work. Offered in online format.

Communication (COM) Courses

COM 3453 Social Movements

Three hours

A survey of social movements and the theoretical strategies used to further those causes, including analysis of abolition, suffrage, civil rights, and other significant events. Offered in online format.

COM 4363 Political Communication

Three hours

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

COM 4373 Online Advocacy

Three hours

A survey of the interaction of the Internet use and the tools it provides to promote an issue, candidate, or organizational brand. The advocacy is demonstrated through a number of different formats and strategies and commonly includes the use of dedicated social networking sites. Offered in online format.

Core (COR) Courses

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.

Economics (ECN) Courses

ECN 2003 Basic Economics

Three hours

An introduction to the basic concepts of economics, including microeconomics, macroeconomics, personal finance, economics ethics, and economic history. Offered in online format.

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.

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. 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. Prerequisite: ECN 2123.

English (EGL) Courses

EGL 1023 English II: Literary Analysis and Research

Three hours

An exploration of texts from ancient to modern world literature in drama, prose, and poetry. Authors may include Homer, Sophocles, Dante, Shakespeare, Voltaire, Dostoevsky, and Kafka. Reflective and analytical essays are required. Offered in online format. Prerequisite: EGL 1013.

EGL 4003 Masterpieces of Literature

Three hours

Selections from ancient to contemporary world literature in drama, prose, and poetry. Offered in online format. Prerequisite: EGL 1023.

General Science (GS) Courses

GSC 1143 Earth Science

Three hours

Introductory survey of topics in geology, astronomy, oceanology, and meteorology. Earth materials and processes of geology are emphasized. Three hours lecture-discussion-demonstration per week. Offered in online format. Prerequisite: minimum ACT math score of 19 or SAT math score of at least 480, or MTH 0153 or higher.

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.

History (HST) Course Descriptions

HST 1013 Western Civilization I

Three hours

A survey of the origins and development of Western Civilization in its global context to the early Renaissance. Offered in online format.

HST 2153 Twentieth Century World History

Three hours

A study of major political, economic, and military trends of the twentieth century. Offered in online format.

Kinesiology (KIN) Courses

KIN 1002 Wellness for Life

Two hours

A practical study of the fundamental health and wellness principles based upon the wellness model. Personal applications to the lifestyle of the individual that address Christian stewardship of their health and well-being are emphasized. Offered in online format.

Management (MGT) Courses

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.

Marketing (MKT) Courses

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. Prerequisite: ECN 2003 or 2113.

Mathematics (MTH) Courses

MTH 1113 College Algebra

Three hours

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

MTH 2003 Introduction to Statistics

Three hours

A course to give students an understanding of the concepts of statistics and tools to become critical readers of current issues involving quantitative data. Applications of the use of data from a wide variety of professions, public policy, and everyday life are made. The course focuses on methods of producing data, organizing data, and drawing conclusions from data. Topics include descriptive statistics, frequency distributions, correlation, regression, inference, and significance. Selected topics in research design and the consumer price index are also taught. Offered in online format. Prerequisite: MTH 1113.

Organizational Management (OM) Courses

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 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 (e.g., 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 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.

Political Science (POL) Courses

POL 2013 American Government

Three hours

A study of the origins, institutions, and policies of national, state, and local government in the United States. The course promotes better citizenship through understanding and appreciation of

American self-government. A Biblical assessment of the various aspects of American government is offered. Offered in online format.

POL 3003 Political Philosophy

Three hours

A study of ancient and modern political philosophies, utilizing primary texts. The course addresses the place of political philosophy in the broader field of philosophy, emphasizing a worldview approach as a means of understanding human existence. Topics include nature, reason, freedom, justice, right, property, law, religion, will, passions, power, customs, and community. Offered in online format. Prerequisites: EGL 1023 and HST 1013 or 1023.

POL 3133 Politics of Social Policy

Three hours

An examination of the origin, logic, structure, and function of America's social welfare state. Areas explored include income support, poverty and welfare, social security, health care, and affirmative action. Particular emphasis is placed upon evaluating the competing goals of social policy from a Christian perspective. Students will learn how to apply their faith to matters of public policy. Offered in online format.

Psychology (PSY) Courses

PSY 1013 Introductory Psychology

Three hours

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

PSY 2233 Theories of Counseling

Three hours

A study of major counseling theories. Includes dynamic, existential, humanistic, gestalt, cognitive-behavioral, reality, and family systems theories of counseling and the most useful strategies from each. Offered in online format. Prerequisite: PSY 1013.

PSY 2383 Statistics for the Behavioral Sciences

Three hours

A study of the essential statistics techniques needed to analyze experimental data and understand current research publications with applications in social and behavioral sciences. Topics include graphing, descriptive statistics, inferential statistics, and hypothesis testing (using correlation, regression, t-tests, ANOVA, and chi square). Extensive use of statistical software for both calculation and enhancing conceptual understanding and critical thinking. Offered in online format. Prerequisite: PSY 1013.

PSY 2393 Research Methods

Three hours

An introduction to research methods in psychology that stresses critical thinking about methodological issues. Research skills are developed in hypothesis construction, research design, interpretation of statistical results, scientific writing, library and internet research, and presentation of results to a professional audience. Offered in online format. Prerequisite: PSY 2383.

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.

PSY 3203 Psychological Testing

Three hours

An examination of the theory, interpretation, and appropriate use of individual and group tests of personality, mental ability, aptitude, achievement, and interest. Offered in online format. Prerequisite: PSY 2383.

PSY 3423 Social Psychology

Three hours

An investigation of how the behavior, feelings and thoughts of an individual are influenced or determined by the behavior and characteristics of others. Topics for discussion include attraction, attitudes, aggression, persuasion, and group behavior. Offered in online format. Prerequisite: PSY 1013.

PSY 4213 Abnormal Psychology

Three hours

The nature, causes, and treatment of maladaptive behavior including personality disorders, psychoses, reactions to stress, anxiety disorders, and other dysfunctions. Includes a review of diagnostic techniques, biological and psychological therapies, preventive programs and other strategies of intervention. Offered in online format. Prerequisite: PSY 1013.

PSY 4333 Cognitive Psychology

Three hours

A study of the major principles, research methods, and empirical findings of cognitive psychology, including attention, memory, imagery, categorization, language, and problem solving. Offered in online format. Prerequisite: PSY 2393.

PSY 4343 Theories of Learning

Three hours

A study of the major theories, research methods, and empirical findings of animal and human learning. Classical and operant conditioning paradigms are emphasized. Offered in online format. Prerequisite: PSY 2393.

Religion and Philosophy (RPH) Courses

RPH 3003 Introduction to Philosophy

Three hours

A survey of the main areas of philosophy, including metaphysics, epistemology, ethics, and philosophy of religion. Students should develop their critical reading skills, their ability to analyze difficult but rewarding philosophical texts, and their ability to advance a single, clear argument on philosophical issues. Additionally, students should become more comfortable speaking about philosophical problems and concerns and they should know more about the relationship between the Christian faith and contemporary philosophy. Offered in online format. Prerequisites: EGL 1023 and HST 1013 or 1023.

RPH 4423 Ethics

Three hours

A comprehensive and critical study of morality. Topics include metaethics, normative ethics, and applied ethics. Offered in online format. Prerequisite: RPH 3003 or POL 3003.

Social Studies (SST) Courses

SST 1113 Introduction to Sociology

Three hours

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

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 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, microforms, and DVDs. In addition, the library subscribes to more than 90,000 periodical titles, nearly all of which are available electronically. The library also subscribes to 80 electronic databases (full-text periodicals, online reference resources, and indexes). The library provides access to 90,000 e-book titles, including 400 online reference books.

The professional library staff provides research and reference services to both individuals and groups, and efficient interlibrary loan services to the JBU community. The library facility includes large and small study rooms, a group research lab, quiet and comfortable spaces for reading, and 32 computers for student use.

In addition to resources in the main library, a number of materials are housed in three 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 Soderquist Center Library is located in the Soderquist Business Center and contains materials relevant to business and ethics.

The Film Library is housed in the main library and contains films that have been selected based on their recommendation by the Academy of Motion Picture Arts and Sciences, the American Film Institute, or Spiritually significant films.

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, text messaging, or via e-mail at library@jbu.edu.

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

Special collections in the JBU library include the published materials of the school's founder, John E. Brown, Sr., materials of radio evangelist J. Vernon McGee, the Romig Juvenile Literature

Collection, and the Gary and Carrie Oliver Marriage and Family Resource Room. In addition, the JBU Archives houses an extensive collection of artifacts related to the history of the university.

Library Hours (*may vary*)

Monday – Thursday	7:30am - 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 (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, sent electronically using the online form at the library web site library@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)

Educational 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/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 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).

Technology Resources

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

There are general classroom laboratories equipped with computers and instructional technology for hands-on instruction, and these are available for general computer 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. Black and white and color laser printing is available for a small fee.

There is a Media Lab located in the Learning Resource Center (LRC) for special printing and other media service needs. 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 also available for a fee.

Each residence hall provides access to a 24-hour computer lab for student use. Additionally, there are other specialized computer labs housed in specific academic departments. These include Biology, Chemistry, Construction Management, Engineering, Language, Music, Physics, Visual Arts, and the Writing Center.

Students who bring their own computer to campus may connect to the campus network using their provided network account. Once connected, students may access the Internet, email, class-related resources, references, and other university services.

More complete and current information about technology services may be found on our website 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 & Student Support Services

Students may contact the Office Academic Assistance for help in further developing their academic skills. This includes such areas as study and 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 Coordinator will help a student engage a tutor, but payment is the responsibility of the student. Contact the Academic Assistance Coordinator at (479) 524-7401.

The Office of Academic Assistance administers the CLEP, DANTES, and MAT and proctors tests for correspondence courses. For general information, fees, or to schedule an appointment, contact the Academic Assistance Coordinator.

Services for Students with Disabilities

It is the goal of John Brown University that all enrolled students be given equal opportunity to succeed in their quest for a higher education that is based upon our "Christ Over All" philosophy and that integrates the educational principles of "Head, Heart, and Hand." In accordance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008, John Brown University is committed to providing reasonable accommodations to students who are disabled. Students having documented disabilities are encouraged to contact the Director at (479) 524-7400, email kireland@jbu.edu, or to stop by the Office of Disability Services located in the Learning Resource Center (LRC), Room 148, on the Siloam Springs campus.

Student Development Office

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.

FERPA, Nondiscriminatory Policy, and Other Student Rights

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

Notice of Nondiscriminatory Policy

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

Rights of Access to Your Educational Records

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

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

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

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

Reporting an Incident of Harassment, Discrimination or Retaliation

John Brown University encourages reporting of all perceived incidents of harassment or retaliation, regardless of the offender's identity or position. Students who believe that they have been the victim of such conduct should discuss their concerns with 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 & Personnel

Siloam Springs Offices & Personnel	Toll Free (866) 856-8503	Fax (479) 524-1626
Dean of Degree Completion & Coordinator of Online Initiatives - Stacey Duke	dukes@jbu.edu	(479) 524-7371
Administrative Assistant to the Dean – Dianne Ewin	dewin@jbu.edu	(479) 524-7469
Department Head, Business Programs – Sam Heinrich	sheinrich@jbu.edu	(479) 524-7264
Program Director for Liberal Arts – Richard Froman	rfroman@jbu.edu	(479) 524-7295
Rogers Center	Toll Free (866) 753-4478	Fax (479) 631-0897
Office Manager – Carol Petross	cpetross@jbu.edu	(479) 631-4665
Assistant Dean, Enrollment Management & Site Operations – Lori Walker	lwalker@jbu.edu	(479) 631-4665
Director of Degree Completion Student Services – Aaron Abbott	aabbott@jbu.edu	(479) 631-4665
Assistant Director for Degree Completion Admissions – Jill Randall	jrandall@jbu.edu	(800) 528-4723
Admissions Specialist – Sarena Boyd	sboyd@jbu.edu	(479) 631-4665
Fort Smith Center	Toll Free (866) 753-4259	Fax (501) 771-9032
Office Manager – Sylvia Spencer	sspencer@jbu.edu	(479) 646-0082
Admissions Counselor (Fort Smith Center) – Kelly Dewitt	kdewitt@jbu.edu	(800) 528-4723
Little Rock Center	Toll Free (866) 753-4259	Fax (501) 771-9032
Office Manager – Sue Abramovitz	sabramovitz@jbu.edu	(501) 771-9000
Admissions Counselor (Little Rock Center) – Elizabeth Pulley	epulley@jbu.edu	(800) 528-4723
Bookstore		
Manager – Jeff Bowles	jbowles@jbu.edu	(479) 524-7195
Student Financial Services		
Degree Completion Student Accounts Rep	StudentAccounts@jbu.edu	(479) 525-7398
Career Development Center		
Director – Raynisha Robinson	rrobinson@jbu.edu	(479) 524-7263
Computer Center and Helpdesk		
	help@jbu.edu	(479) 524-7256

Financial Aid Office

Associate Vice President of Enrollment – Kim Eldridge	keldridg@jbu.edu	(479) 524-7424
Assistant Director, Degree Completion Financial Aid – Erica Kollman	ekollman@jbu.edu	(479) 524-7151

Library Circulation Desk

Director – Brent Swearingen	bswearingen@jbu.edu	(479) 524-7191
Instructional & Liaison Services Librarian – Rachel Maxson	rmaxson@jbu.edu	(479) 524-7355

Registrar's Office

Dean of Academic Services and Registrar – Becky Lambert	blambert@jbu.edu	(479) 524-7493
Associate Registrar for the Degree Completion Program – Tiffany Taylor	ttaylor@jbu.edu	(479) 524-7389
VA Certification/Deferral Requests/Grade Reports – Julie McGarrah	jmccgarrah@jbu.edu	(479) 524-7103

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July 1, 2015 - June 30, 2016

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University Administration

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James L. Krall, Ed.D.

VICE PRESIDENT FOR STUDENT DEVELOPMENT

Stephen Beers, Ed.D.

Faculty

JAMES R. BLANKENSHIP, Associate Professor of Biblical Studies, 2002.

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

GRACE Y. DAVIS, Director, Professional Development School; Associate Professor of Education, 1998.

B.A., University of the Redlands

M.A., Oral Roberts University

STACEY L. DUKE, Dean, Degree Completion Programs; Coordinator of Online Initiatives; Assistant Professor of Business, 2016.

D.S.L., Regent University

M.B.A., Bryan College

B.A., Southeastern Louisiana University

RICHARD L. FROMAN, Department Head of Degree Completion Liberal Arts Program; Professor of Psychology, 1994.

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

Ph.D., University of Wyoming

SAMUEL J. HEINRICH, Department Head of Degree Completion Business Programs; Associate Professor of Business, 2014.

M.B.A., University of Colorado

B.S., John Brown University

KATHY HOGAN, Instructional Designer, Office of Distance Learning; Instructor of Adult Education, 1998.

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

DENISHA K. McCOLLUM, Director, Graduate Business Program, Assistant Professor of Business, 2007.

M.Ed., North Central University

M.S.L.E., John Brown University

B.A., University of Arkansas

JOHN B. McCULLOUGH, Professor of Business, 1974.

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

M.S., Oklahoma State University

Certified Public Accountant, Arkansas

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

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

C. JEFFREY TERRELL, Dean, College of Education & Human Services; Professor of Counselor Education, 2014.

Ph.D., M.S., University of Southern Mississippi

M.Div., New Orleans Baptist Theological Seminary

B.A., Samford University

JOE F. WALENCIAK, Dean, Donald G. Soderquist College of Business; Professor of Business, 1982.

B.S., John Brown University

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

Note: All faculty and administration listings are as of Fall 2014.

Faculty Emeriti

IDA M. ADOLPHSON, Ed.D., Psychology, 1973 - 1993

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

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

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

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

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

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

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

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