

John Brown University

Degree Completion Catalog

2016-2017

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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For information concerning the Traditional Undergraduate or Graduate Programs, please refer to the individual 2016-2017 Undergraduate or Graduate School catalogs.

Welcome from the President

Dear Students:

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

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

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

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

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

God-speed,

Dr. Chip Pollard

President

JBU Online Academic Calendar 2016-2018

FALL 2016

M 8/22 Fall A Classes Begin
 M 9/5 Labor Day Holiday
 F 9/9 *Last Day to Drop Fall A Classes
 F 10/14 Last Day of Fall A Classes
 M 10/17 Fall B Classes Begin
 F 11/4 *Last Day to Drop Fall B Classes
 M 11/28 - Su 12/18 Registration for Spring Classes
 M 11/21 - F 11/25 Thanksgiving Holidays
 F 12/16 Last Day of Fall B Classes
 Sa 12/17 Commencement Exercises

SPRING 2017

M 1/9 Spring A Classes Begin
 F 1/27 *Last Day to Drop Spring A Classes
 F 3/3 Last Day of Spring A Classes
 M 3/6 Spring B Classes Begin
 M 3/20 – F 3/24 Spring Break
 M 4/10 – Su 4/30 Registration for Summer Classes
 F 3/31 *Last Day to Drop Spring B Classes
 F 5/5 Last Day of Spring B Classes
 Sa 5/6 Commencement Exercises

SUMMER 2017

M 5/8 Summer A Classes Begin
 F 5/26 *Last Day to Drop Summer A Classes
 M 5/29 Memorial Day Holiday
 M 6/5 Summer M (Mid-Summer Term) Classes Begin
 F 6/23 Last Day of Summer A Classes
 F 6/23 *Last Day to Drop Summer M (Mid-Summer Term) Classes
 M 6/26 Summer B Classes Begin
 M 7/3 – F 7/7 Summer Break
 M 7/24 – Su 8/13 Registration for Fall Classes
 F 7/21 *Last Day to Drop Summer B Classes
 F 8/4 Last Day of Summer M (Mid-Summer Term) Classes
 F 8/18 Last Day of Summer B Classes

FALL 2017

M 8/21
 M 9/4
 F 9/8
 F 10/13
 M 10/16
 F 11/3
 M 11/27 – Su 12/17
 M 11/20 – F 11/24
 F 12/15
 Sa 12/16

SPRING 2018

M 1/8
 F 1/26
 F 3/2
 M 3/5
 M 3/19 - F 3/23
 M 4/9 – Su 4/29
 F 3/30
 F 5/4
 Sa 5/5

SUMMER 2018

M 5/7
 F 5/25
 M 5/28
 M 6/4
 F 6/22
 F 6/22
 M 6/25
 M 7/2 – F 7/6
 M 7/23 – Su 8/12
 F 7/20
 F 8/3
 F 8/17

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

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 Evangelical's:

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

Educational Philosophy

The faculty has expressed its purpose as sending forth graduates

Whose lives reflect the love of Christ

Through reverence toward God.

Through consecration to Christ and His Church.

Through knowledge of the Bible and appreciation of its principles.

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

Through tolerance, humility, and helpfulness to others.

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

Through use of mental processes which lead to intelligent decisions.

Through familiarization with sources of information.

Through utilization of knowledge.

Through mastery of means of communication of ideas.

Who are able to function effectively in a multicultural world

Through a heightened awareness of diverse cultural contexts and values.

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

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

Through formation of a Christian perspective of the world.

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

Through their willing response to God's unique plan.

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

Through a cooperative and understanding attitude toward fellow workers.

Who make worthy contributions to their communities

Through active cooperation with other people toward general community improvement.

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

Through exercising their political privileges in the spirit of Christ.

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

The History of John Brown University

John Brown University's rich history began with an enthusiastic 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-seven 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, Education, and Fine Arts.

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 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 97 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.

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.

Admission

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

Application Process - Applicants must submit:

1. Application for Admission accompanied by \$25 non-refundable application fee.
2. Official copies of transcripts from all colleges attended. Transcripts must be mailed by the college or university directly to the graduate Admissions Office at John Brown University.
3. 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.

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 45 hours of prior college credit can be admitted as an Undeclared major until the required 45 hours is reached. These students can take any JBU class as an elective (prerequisites must be met) as long as the intent is to reach 45 hours and then enroll in one of our DCP majors.

Academic Colleges and Divisions

Five programs in Degree Completion 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 Leadership (BSOL)

Department of Humanities and Social Sciences

Bachelor of Science in Liberal Arts (BSLA)
Bachelor of Science in Psychology (BSP)

Cost of Attendance

Degree Completion Tuition

Tuition for 2016-2017 \$420/credit hour

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

General 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 Enrollment Fee \$5

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 \$5

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

Valuables

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

Student Accounts

Tuition and fees are due prior to the start of each term. Payment will be the term's charges less financial aid (i.e. scholarships, grants, and loans) that is listed as pending or posted on the student's financial account. Online payments may be transacted through EagleNet by E-check, VISA, Mastercard, Discover, and American Express. Paper checks should be mailed to JBU to the attention of the university Cashier.

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

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

Financial Aid

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

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

The federal government sponsors student assistance programs to those who have demonstrated financial need. Through the Federal Pell Grant Program, students may receive as much as \$5,815 per year, based on authorization from Congress. Students may also be eligible for assistance from other sources, such as a low interest Direct Loans (subsidized or unsubsidized) to help cover both the direct and indirect costs of education. Award amounts depend on financial need.

John Brown University participates in the following state aid programs:

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

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

1. The GPA Standard (Qualitative)

- Undergraduate students must achieve and maintain a cumulative grade point average of at least a 2.0 (“C” average) or must have an academic standing consistent with JBU’s requirements for graduation.
- Graduate students must achieve and maintain a cumulative grade point average of at least a 2.8 to continue in the JBU Graduate Program and be eligible to receive aid.

2. The Pace of Progress Standard (Quantitative)

- Students must pass a minimum of 67% of the credits attempted during their academic career.
 - In accordance with Federal Student Aid requirements, the Financial Aid Office allows the student the opportunity to receive federal aid for only one retake of a class. A repeated course is counted as attempted and successfully completed if a passing grade is earned.
- Undergraduate students cannot attempt more than 150% of the credits required for completion of the student's degree.
 - In the case of a transfer student who may have earned credits at another institution, only the credits that apply to the student's degree will be considered as part of the 150% degree maximum.

Appeal Process

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

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

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

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

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

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

Additional SAP Considerations

- *Incompletes:* An incomplete (I) is counted as an attempted class that was not successfully completed.
- Per traditional undergraduate academic policy, an incomplete grade must be made up within 30 days after the official grade reporting date. After the 30 days, the incomplete grade will be changed to the grade of an "F" and can only be changed upon approval of the instructor and the Dean of Undergraduate Studies. In extenuating circumstances, the instructor may request an extension date from the Associate Dean of Academic Services.
- *Withdrawals:* a withdrawal (w) is counted as an attempted class that was not successfully completed.
- For semester-based JBU Degree Completion students, a withdrawal is counted as an attempted class that was not successfully completed. However, for term-based JBU Degree Completion students, a withdrawal received during the add/drop period does not factor into the SAP calculation; withdrawals after the add/drop period immediately incur an F and count as an attempted class that was not successfully completed.
- *Not-for-credit remedial coursework and audited courses* are not counted in SAP calculations.
- *Transfer hours:* Transfer hours that apply to a student's degree count as hours attempted and completed, but they are not considered in the calculation of cumulative GPA.
- *Students pursuing a second degree:* Students pursuing a second degree are not eligible for the Pell Grant. Students are only eligible for loans up to 150% of the hours required to obtain their degree. Students who have completed a

degree, but who have not enrolled in a new degree program are not eligible for financial aid.

- *Determining official or unofficial withdrawal:* JBU has several procedures in place for determining whether or not a student officially withdrew for students who received all F's or I's in a term.
 - Undergraduate: Professors and academic advisors initially monitor students for absences, though they are not required to take attendance. If a lengthy absence is observed by either the professor, academic advisor, or other faculty or staff members, the student is reported to the Office of the Registrar. The Registrar then notifies the student with a letter indicating that the student will be officially withdrawn unless they begin to consistently attend classes. If a student does not respond to the Registrar's contact, the student is removed from classes and is officially withdrawn. At this time, the Financial Aid Office is notified by the Registrar of the student's official withdrawal.

Graduate/Degree Completion

When a graduate or degree completion student fails to attend classes and fails to notify proper administrators that they wish to withdraw, the university utilizes one of two methods to address these situations. First, the professor notifies the administration that a student failed to attend or, in the case of an online class, failed to submit assignments. After the administration appropriately reviews the situation to confirm that the student will not continue in the class, the administration sends a withdrawal form to each of the campus offices affected, including the Financial Aid Office.

In the second method, the Degree Completion professor includes a complete attendance record for the class with the submission of final grades. The administration then distributes this information via email/fax to each of the campus offices affected, including the Financial Aid Office. For the JBU Degree Completion Program students, the administration is the JBU center that oversees the student's campus (JBU Rogers Center for the Rogers campus; JBU Fort Smith Center for the Fort Smith Campus; JBU Little Rock for the Little Rock campus). For graduate students, the administration is either the administrative assistant in the Office of the Dean of Graduate Studies or the administrative assistant in the respective Division of Graduate Studies.

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.

Academic Policies

Policies which apply to all Degree Completion Programs (DCP) are set forth in this section. Additional requirements applicable to specific DCP programs are stated in the curricular outlines that appear in the academic programs requirements section of the catalog. DCP observes the general academic policies of the university, except as indicated below.

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

Students Subject to the Catalog Provisions

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

Changes in Requirements and Regulations

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

Course Credits

The basic unit of course credit is the semester hour.

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 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 Options

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) or credit for military training. In addition to taking elective courses, there are several non-traditional credit options available for students to earn credit toward a JBU Degree Completion Program degree, including:

Credit by Examination

Students may earn credit through selected nationally recognized standardized tests. Such tests include the College Level Examination Program (CLEP), the DANTES Subject Standardized Tests (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.

Visit with your admissions counselor about non-traditional credit options, or review our class schedules for online and face-to-face elective options at http://www.jbu.edu/dcp/admissions/credit_options/.

Maximum Experiential Credits

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

Traditional Courses Taken at JBU

Students who enroll in any JBU classes that are not part of the 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.

Hybrid Delivered Programs

Hybrid courses require online and face-to-face activities weekly. In the hybrid programs, missing three sessions, excused or unexcused, will result in a grade of 'F' (face-to-face or online).

For face-to-face classes, 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.

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

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

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

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

Excused absences are defined as an absence that are unforeseen, emergency or life threatening (required documentation).

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

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

Unexcused Absences are defined as an absence that are cannot be documented or for personal reasons.

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

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

It is the responsibility of the student to notify the professor in advance of any activity that will interfere with class attendance. Such notification must be made in a manner consistent with the stated expectations in the professor's course syllabus (*using JBU email*).

Late Assignments

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

Orientation to Online Learning

This eight week course serves to create an understanding of Christian higher education and orientation experience for incoming students preparing them for success in the program. A passing grade and completion is a mandatory requirement to continue in any DC program. Attendance is critical to overall success in the program.

Textbooks and Other Course Materials

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

Inclement Weather Policy

During the winter season, inclement weather sometimes necessitates the cancellation of face-to-face classes. Rather than calling your Center, please take advantage of JBU's communication options.

There are a few ways to know if your class is canceled. The easiest is to register for Information Alerts via the Crisis Alert System on JBU's intranet, EagleNet. The CAS is location specific and is the most up-to-date information available about class cancellation. (Note: class cancellations are an information alert – not a crisis alert – so make sure to register for Information Alerts to hear when classes are cancelled.) Alerts are sent to your JBU email and via a phone call. You may also choose to receive information via text messaging or to an alternative email address. In most circumstances, the decision to cancel is made around 3:00 p.m. Keep in mind, if there is no notification, it's safe to assume that your class will meet.

In addition, we will post closing information on each Center's Facebook page (click the link for each location's page).

- Fort Smith
- Little Rock
- Rogers

The information will also be posted to the JBU Degree Completion website, on the program's Twitter page and broadcast on local television and radio stations when possible.

Note: only face-to-face classes are cancelled due to inclement weather; online classes will continue as scheduled, regardless of weather.

Due to the accelerated nature of our curriculum, all face-to-face Degree Completion courses will require a makeup course session. If your class is cancelled, you can expect to hear from your office manager and/or instructor regarding meeting times for a makeup session.

Your safety is our utmost concern, so if classes are being held but road conditions make it too dangerous for you to attend, please contact your instructor as soon as possible to determine how to submit your missed assignment(s). Again, we ask that rather than calling your Center, you plan ahead by choosing one of the above options to access any inclement weather notifications.

Classroom Demeanor

Students are expected to display classroom and online 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 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 Dean.

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 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	Amount of Refund	Grade Earned
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 Courses (excluding OM Cohort Courses)	Amount of Refund	Grade Earned
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

Students taking hybrid courses can only change from hybrid to online or vice versa during week 1. After week 1, changes in modality cannot be made. Please contact your advisor for more information.

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

Re-Enrolling in Courses

If a student drops, withdraws, or fails a course, the student will need to contact their Advisor to determine when the course is offered again and how to re-enroll in the course. The cost for 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.

Non-Degree Seeking Students

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

students must meet the admissions requirements required for the Degree Completion program in order to register.

Double Major

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

Additional Bachelor's Degrees

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

Fresh Start Policy

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

Graduation

Application for Graduation

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

Participation in Commencement Exercises

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

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

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

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.

Degree Honors

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

Cum Laude-Grade point average at least 3.6

Magna Cum Laude-Grade point average at least 3.8

Summa Cum Laude-Grade point average at least 3.9

Students who have between 39 and 59 semester hours of graded course work at John Brown University and have a grade point average of 3.8 or higher will graduate "with distinction." With Distinction honors are indicated on the diploma and by wearing of an appropriate tassel on the cap during the commencement exercises.

Transcripts

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

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

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

Withdrawal from the Program

Students wishing to withdraw from a Degree Completion Program must contact their 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

Duke (Dean)

The Degree Completion Program provides non-traditional educational opportunities for students through compressed degree programs at various locations in central and northwest Arkansas and online. Our flexible classes offer working adults the opportunity to earn a quality bachelor's degree.

Working together with faculty from other areas of the university, the Degree Completion Program offers majors in Organizational Leadership, Business Administration, Management Accounting, Liberal Arts and Psychology. Program requirements are met through traditional college course work, credit by exam, credit for prior learning, successful completion of the specified sequence of courses in the major field, and completion of a capstone project. These programs do not follow the traditional university calendar. 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.

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
Phone: 479-646-0082 or 866-753-4190

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

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

Donald G. Soderquist College of Business

DEPARTMENT OF BUSINESS

Heinrich (department head)

BUSINESS ADMINISTRATION

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

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) 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 Advisor if you need to fulfill this requirement

2. Courses Specified by this program - 51 hours

- ATG 2173 Principles of Financial Accounting
- ATG 2183 Principles of Managerial Accounting
- BUS 1123 Business Communication
- BUS 2193 Business Statistics
- BUS 3113 Spreadsheet Analytics
- BUS 4003 Principles of Finance
- BUS 4223 Production and Operations
- BUS 4253 Business Law and Ethics
- BUS 4973 BA Integration and Applied Learning Capstone
- BUS 4993 Strategic Management
- COR 1103 Orientation to Learning
- ECN 2113 Principles of Microeconomics
- ECN 2123 Principles of Macroeconomics
- ECN 4103 International Economics
- MGT 2173 Principles of Management
- MGT 3513 Human Resource 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) 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 Advisor if you need to fulfill this requirement

2. Courses Specified by this program - 60 hours

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 1123 Business Communication
 BUS 2193 Business Statistics
 BUS 3063 Investments
 BUS 3113 Spreadsheet Analytics
 BUS 4003 Principles of Finance
 BUS 4253 Business Law and Ethics
 BUS 4283 Intermediate Corporate Finance
 BUS 4983 MA Integration and Applied Learning Capstone
 BUS 4993 Strategic Management
 COR 1103 Orientation to Learning
 ECN 2113 Principles of Microeconomics
 ECN 2123 Principles of Macroeconomics
 MGT 2173 Principles of Management
 MKT 2143 Principles of Marketing

3. Additional approved college credit - 22 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.

ORGANIZATIONAL LEADERSHIP

(SYMBOL: OL)

Student Learning Outcomes for Organizational Leadership

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

The OL major should achieve the following outcomes:

1. Demonstrate knowledge of the field.
2. Demonstrate critical thinking skills.

3. Demonstrate skill in writing.
4. Evidence thoroughness in literature.
5. Demonstrate sophistication in research skills and methodology.
6. Integrate their faith with the principles of organizational leadership.

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

1. General Education – 42 hours

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

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

*Maximum 8 hours in one discipline

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

2. Courses specified by this program - 51 hours

BUS 1123 Business Communication
BUS 3013 Research and Statistical Concepts
BUS 3113 Spreadsheet Analytics
BUS 3513 Accounting for Managers
BUS 4023 Finance for Managers
BUS 4253 Business Law and Ethics
BUS 4433 Critical Analysis and Reasoning
BUS 4993 Strategic Management
COR 1103 Orientation to Learning
ECN 2113 Principles of Microeconomics
ECN 2123 Principles of Macroeconomics

MGT 2173 Principles of Management
MKT 2143 Principles of Marketing
OL 4113 Foundations of Leadership
OL 4123 Leading and Managing Organizational Change
OL 4323 Leading Teams and Coalition Building
OL 4993 OL Integration and Applied Learning Capstone

3. Additional approved college credit (hours outside of the program) - 31 hours

These hours should be chosen in consultation with your Advisor.

Minimum total semester hours 124

College of Education and Human Services

J. Terrell (dean)

Student Learning Outcomes

Knowledge Base of Psychology

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

Research Methods in Psychology

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

Critical Thinking Skills in Psychology

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

Application of Psychology

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

Integration of Faith and Values in Psychology

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

Information and Technological Literacy

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

Communication Skills

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

Sociocultural and International Awareness

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

Personal Development

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

Career Planning and Development

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

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

1. General Education – 39 hours

English Composition - 6 hrs
Humanities/Fine Arts - 9 hrs*
Natural Science - 3 hrs
Mathematics - 3 hrs
Natural Science/Math - 3 hrs
Social/Behavioral Science - 6 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 Advisor if you need to fulfill this requirement.

2. Courses specified by this program - 39 hours

COR 1103 Orientation to Learning
PSY 1013 Introductory Psychology
PSY 2233 Theories of Counseling
PSY 2383 Statistics for the Behavioral Sciences
PSY 2393 Research Methods
PSY 2413 Developmental Psychology
PSY 3203 Psychological Testing
PSY 3423 Social Psychology
PSY 3493 Research Seminar
PSY 4213 Abnormal Psychology
PSY 4333 Cognitive Psychology
PSY 4343 Theories of Learning
PSY 4493 Seminar in Psychology

3. Additional approved college credit (hours outside of the program) - 46 hours

These hours should be chosen in consultation with your Advisor.

Minimum total semester hours 124

Division of Humanities and Social Sciences

Froman (department head)

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) 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 Advisor if you need to fulfill this requirement

2. Courses specified by this program - 39 hours

- ART-2233 Art History I
- BBL-3003 Evangelical Theology
- COR 1103 Orientation to Learning
- EGL 4003 Masterpieces of Literature
- HST 2153 20th Century World History
- MUS 2083 Masterpieces of Music
- RPH 3003 Introduction to Philosophy
- RPH 4423 Ethics
- SST 1113 Introduction to Sociology

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

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

Course Numbers & Offerings

Understanding the Course Numbering System and Pre- and Co-Requisites

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 fall, spring semesters

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 fall, spring semesters

ATG 2183 Principles of Managerial Accounting

Three hours

Study of basic concepts of management accounting, planning and control, management decision making, just-in-time operating, activity-based-costing, and financial statement analysis. Prerequisite: ATG 2173.

Offered fall, spring semesters

ATG 3123 Intermediate Management Accounting

Three hours

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

Offered fall, spring semesters

ATG 3193 Managerial Cost Accounting I

Three hours

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

Offered fall, spring semesters

ATG 4143 Internal Auditing

Three hours

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

Offered fall, spring semesters

ATG 4193 Managerial Cost Accounting II

Three hours

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

Offered fall, spring semesters

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 fall, spring, summer semesters

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 fall, spring, summer semesters

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.

Offered upon sufficient request

BBL 3003 Evangelical Theology

Three hours

Evangelical Theology is a study of the essential doctrines of the Christian faith, including Scripture, the triune God, salvation, the Church, creation, and the eternal Kingdom. The unity of divine revelation and the contemporary applicability of the Scriptures are emphasized. By studying the method of theological formation, students should be able to discern primary and secondary theological concepts and apply them properly to their personal lives as well as to their involvement in the Church and the world. Prerequisites: BBL 1013 and BBL 1023 or equivalents.

Offered fall, spring semesters

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.

Offered upon sufficient request

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. Prerequisite: EGL 1013.

Offered spring, summer semesters

BUS 2193 Business Statistics

Three hours

A study of statistical theory as it applies in business settings. Topics include probability, distributions, descriptive statistics, estimation, hypothesis testing, regression and correlation, non-parametric methods, ANOVA, and statistical quality control. Prerequisite: MTH 1113 or consent of instructor.

Offered fall, spring semesters

BUS 3013 Research and Statistical Concepts

Three hours

Focus is primarily on qualitative methods. Includes the development of a research project utilizing the appropriate research methods and conceptual statistical analyses. Offered in online and hybrid formats.

Offered fall, spring semesters

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.

Prerequisite: ATG 2173 and BUS 4003.

Offered fall, spring semesters

BUS 3113 Spreadsheet Analytics

Three hours

Practice in using Microsoft Excel for various business applications. Emphasis will be placed on creating schedules, producing reports using pivot tables and graphs, and generating and updating macros through basic Visual coding. Offered in online and hybrid formats. Prerequisite: BUS 2193 or 3013.

Offered fall, spring semesters

BUS 3513 Accounting for Managers

Three hours

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

Offered fall, spring semesters

BUS 4003 Principles of Finance

Three hours

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

Offered fall, spring semesters

BUS 4023 Finance for Managers

Three hours

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

Offered fall, spring semesters

BUS 4223 Production and Operations

Three hours

Focuses on types of production systems, forecasting, allocating resources, designing products and services, and assuring quality. An understanding of the operational practices and functions used to obtain optimal utilization of production factors and business resources with emphasis on quantitative analysis in planning, controlling, and decision-making. The scope of this course includes applications for manufacturing and non-manufacturing organizations. Prerequisite: BUS 2193.

Offered fall, spring semesters

BUS 4253 Business Law and Ethics

Three hours

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

Offered spring, summer semesters

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. Prerequisites: ATG 2183 or ATG 1163, and BUS 4003.

Offered fall, spring semesters

BUS 4433 Critical Analysis and Reasoning

Three hours

Development of purposeful, unbiased analysis of evidence to arrive at logical and reasonable conclusions using various methods introduced and practiced in the course. Offered in online and hybrid formats.

Offered fall semester

BUS 4973 BA Integration and Applied Learning Capstone

Three hours

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

Offered fall, spring semesters

BUS 4983 MA Integration and Applied Learning Capstone

Three hours

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

Offered fall, spring semesters

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 fall, spring semesters

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 fall, spring semesters

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 fall, summer semesters

COM 4373 Online Advocacy

Three hours

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

Offered fall semester

Core (COR) Courses

COR 1103 Orientation to Learning

Three hours

Prepares students to locate and use resources available to online and hybrid 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 and hybrid formats.

Offered fall, spring, summer semesters

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 spring semester

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 fall, spring semesters

ECN 2123 Principles of Macroeconomics

Three hours

A study of the determinants of national output and employment levels, the monetary system, and public policy for economic growth and stabilization. Inflation, unemployment, productivity, economic growth, balance of payments, and the public debt are considered from the perspectives of various schools of thought. Prerequisite: ECN 2113.

Offered fall, spring semesters

ECN 4103 International Economics

Three hours

A study of the global economy with emphasis on the role of the United States. Topics include trade theory, trade restrictions, monetary systems, exchange rates, and the effect of domestic economic policies on global trade. Trade issues such as trade deficits, job displacement, economic sanctions, emerging nations, environmental issues, immigration, and currency crises are covered. Prerequisite: ECN 2123.

Offered fall, spring semesters

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. Prerequisite: EGL 1013.

Offered spring semester

EGL 4003 Masterpieces of Literature

Three hours

An exploration of texts from ancient to modern world literature in drama, prose, and poetry. Authors may include Homer, Sophocles, Dante, Shakespeare, Voltaire, Wordsworth, Ibsen, and Kafka. Several reflective and analytical essays are required. Prerequisite: EGL 1023.

Offered fall, spring semesters

General Science (GSC) 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. Prerequisite: minimum ACT math score of 19 or SAT math score of at least 480, or MTH 0153 or higher.

Offered fall semester

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.

Offered upon sufficient request

History (HST) Courses

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 fall semester

HST 2153 Twentieth Century World History

Three hours

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

Offered fall, spring semesters

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 spring semester

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 fall, summer semesters

MGT 3513 Human Resource Management

Three hours

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

Offered fall, spring semesters

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 fall, summer semesters

Mathematics (MTH) Courses

MTH 1113 College Algebra

Three hours

Topics include solving equations and systems of equations, functions and graphing, complex numbers, inequalities, logarithms, exponentials, sequences, series, mathematical induction, and the binomial theorem.

Offered spring semester

Music (MUS) Courses

MUS 2083 Masterpieces of Music

Three hours

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

Offered fall, spring semesters

Organizational Leadership (OL) Courses

OL 4113 Foundations of Leadership

Three hours

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

Offered fall, spring semesters

OL 4123 Leading and Managing Organizational Change

Three hours

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

Offered fall, spring semesters

OL 4323 Leading Teams and Coalition Building

Three hours

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

Offered fall, spring semesters

OL 4993 OL Integration and Applied Learning Capstone

Three hours

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

Offered fall, spring semesters

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 fall semester

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. Prerequisites: EGL 1023 and HST 1013 or HST 1023.

Offered spring semester

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 spring, summer semesters

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 fall, spring, summer semesters

PSY 2233 Theories of Counseling

Three hours

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

Offered fall, spring, summer semesters

PSY 2383 Statistics for the Behavioral Sciences

Three hours

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

Offered fall, spring, summer semesters

PSY 2393 Research Methods

Three hours

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

Prerequisite: PSY 2383.

Offered fall, spring semesters

PSY 2413 Developmental Psychology

Three hours

A study of the physical, cognitive, emotional, and social development of the human from conception through adulthood. Prerequisite: PSY 1013.

Offered fall semester

PSY 3203 Psychological Testing

Three hours

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

Prerequisite: PSY 2383.

Offered fall, spring semesters

PSY 3423 Social Psychology

Three hours

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

Prerequisite: PSY 1013.

Offered fall, summer semesters

PSY 3493 Research Seminar

Three hours

An opportunity for students to develop research skills in a content area with the goal of completing and presenting an empirical research project. Members of the class also produce the departmental online undergraduate research journal. Prerequisite: PSY 2393.

Offered fall, spring semesters

PSY 4213 Abnormal Psychology

Three hours

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

Offered fall, spring semesters

PSY 4333 Cognitive Psychology

Three hours

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

Offered fall, spring semesters

PSY 4343 Theories of Learning

Three hours

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

Offered fall, spring semesters

PSY 4493 Seminar in Psychology

Three hours

An integrated capstone course emphasizing the application of Christian thought to the study and practice of contemporary psychology. Special emphasis is given to the selection of topics in psychological science which present unique challenges in the task of integration for students. Prerequisites: PSY 2393, six hours of BBL, and junior standing.

Offered fall, summer semesters

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. Prerequisites: EGL 1023 and HST 1013 or HST 1023.

Offered fall, spring semesters

RPH 4423 Ethics

Three hours

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

Offered fall, spring semesters

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 fall, spring semesters

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 over 100 electronic databases (full-text periodicals, online reference resources, and indexes). The library provides access to 198,000 e-book titles, including 800 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 classroom, presentation practice space, 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 Leadership Library is located in the Soderquist Business Center, and contains materials relevant to business and ethics.

The Film Library is housed in the 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 to library@jbu.edu.

The JBU Library belongs to several networks and consortia. To provide efficient interlibrary loan services, the library is a member of the Online Computer Library Center (OCLC), which gives our users borrowing privileges to over 250 million items

held in over 72,000 member libraries worldwide. The library belongs to ARKLink (a consortium of 47 academic libraries in Arkansas) and AMIGOS (a regional resource-sharing network). The library is a charter member of the Christian Librarian Association Network.

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

Library Hours (*may vary*)

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

Library Contacts

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

LIBRARY WEBSITE <http://www.jbu.edu/library/>

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

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

Online resources include:

ABI/INFORM Complete (full-text business journals)

Accounting & Tax Periodicals (accounting and tax journals)

Business Source Elite (full-text business journals)

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

FIND BOOKS - Use the online catalog located at the library homepage:
www.jbu.edu/library.

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

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

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

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

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

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

Information Technology Services

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

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

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

There is a Media Lab located on the main campus 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.

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

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

Important Notice Regarding the Privacy of Electronic Information

John Brown University cannot and does not make any guarantee, explicit or implied, regarding the privacy of electronic mail or information saved in network folders.

Electronic communication is vulnerable to interception, misdirection, or rerouting. Therefore, highly confidential materials should be delivered or stored in another manner.

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

Policies for appropriate computer use at JBU:

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

- You should use only those computer accounts which have been authorized for your use.
- You must always identify computing work with your own name or other approved ID. Do not attempt to modify files or otherwise work on the JBU Network without logging in.
- You are responsible for any activity conducted with your computer accounts. Do not tell anyone else your password or “log on” to a computer for someone else using your account.
- If you have access to privileged or sensitive information, you may not disclose that information for any purpose other than official University business.
- You must not attempt to access, copy, or destroy programs or files that belong to other users or to the University without prior authorization.
- Unauthorized or fraudulent use of the University's computing resources is a serious violation of University regulations and may be against the law.
- You may not use JBU computer systems to make or store illegal copies of copyrighted digital materials, including computer programs, pictures, clipart and other images, movies and videos, textual information, articles, reports, and music. If you are running KaZaa, Morpheus, iMesh, Grokster, Limewire,

Bearshare, WinMX or any other similar programs and storing the files you download on JBU computers, you are probably in violation of this policy.

- Programs acquired elsewhere must not be used on JBU computers. Only Information Technology Services (ITS) may place software onto the network or onto lab computers.
- Do not store shareware, freeware, uninstalled plugins, or other downloaded software on lab hard drives or in personal network folders. Such files will be deleted regularly from lab computers and network folders.
- Your use of software owned by John Brown University must abide by the copyright and license agreements. It is your responsibility to become familiar with the copyright/ licensing agreements before using a product. It is illegal to copy most software products.
- Theft of hardware, software, supplies or other properties will be reported to the University's Security Office as a crime.
- Out of consideration for others, you should also observe the following guidelines:

Do not forward chain letters.

Do not send email messages to everyone on the JBU address list

Please keep your network home folder cleared out of un-needed files.

Please delete un-needed messages from your email mailbox.

Do not play games on lab computers.

Please observe the two-hour maximum use policy in labs during peak times.

Please observe any usage guidelines posted in labs.

- Do not connect a wireless access point or any other wireless equipment to the JBU Network without consulting with ITS.
- Do not attempt to modify system facilities in any way. Intentional compromise of system integrity by virus or other means may result in disciplinary action.
- Do not attempt to disable or bypass network security systems. This includes the use of various “Tunneling” protocols and remote proxy web sites (“Anonymisers”) to hide the true nature of what you are doing.
- Sending harassing, threatening, or sexually explicit messages will result in disciplinary action.

- Internet users must abide by JBU's behavioral code while online, including but not limited to not using accounts to engage in gambling activities, obtaining pornographic or other objectionable material, or conducting for-profit business.

Office of Academic Assistance & Student Support Services

Students may contact the Academic Assistance Coordinator for assistance in further developing their academic skills. This includes such areas as study skills, note-taking skills, time management, test-taking skills, and other skills that help students succeed academically. Study skills videos that help improve reading, writing, and math are available. The Coordinator will help a student engage an individual tutor, if one is available, but payment is the responsibility of the student.

The Office of Academic Assistance on the Siloam Springs campus administers the CLEP and proctors tests for correspondence courses. DANTES, and MAT testing are administered at the Rogers Center. For general information, fees, or to schedule an appointment at the Siloam Springs Campus, call (479) 524-7471. The Rogers Center can be reached at (479) 631-4665.

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, Room 148, on the Siloam Springs campus.

Student Development Office

Counseling Services

(JBU) Subsidized Counseling for Degree Completion Students

Students who are currently enrolled full-time in degree completion classes are eligible to receive JBU-subsidized counseling services at counseling practices that have agreements with JBU in place. Counseling is for the purpose of helping the students

work through personal concerns that might otherwise make continuing their education more of a challenge. For information, email Missy Swyers at MSwyers@jbu.edu.

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.

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.

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 and humidifiers can be checked out for short term use.

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.

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.

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		
Dean of Degree Completion & Coordinator, Online Initiatives - Stacey Duke	Toll Free (866) 856-8503 sduke@jbu.edu	Fax (479) 524-1626 (479) 524-7469
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
Department Head, Liberal Arts – Richard Froman	rfroman@jbu.edu	(479) 524-7295
Rogers Center		
Office Manager – Carol Petross	Toll Free (866) 753-4478 cpetross@jbu.edu	Fax (479) 631-0897 (479) 631-4665
Assistant Dean, Enrollment Management & Site Operations – Lori Walker	lwalker@jbu.edu	(479) 631-4665
Director, Degree Completion Student Services – Aaron Abbott	aabbott@jbu.edu	(479) 631-4665
Assistant Director, Degree Completion Admissions – Jill Randall	jrandall@jbu.edu	(800) 528-4723
Admissions Specialist – Sarena Boyd	sboyd@jbu.edu	(479) 631-4665
Fort Smith Center		
Office Manager – Sylvia Spencer	Toll Free (866) 753-4259 sspencer@jbu.edu	Fax (501) 771-9032 (479) 646-0082
Admissions Counselor (Fort Smith Center) – Kelly Dewitt	kdewitt@jbu.edu	(800) 528-4723
Little Rock Center		
Office Manager – Sue Abramovitz	Toll Free (866) 753-4259 sabramovitz@jbu.edu	Fax (501) 771-9032 (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, Degree Completion Program – Tiffany Lopez	tlopez@jbu.edu	(479) 524-7389
VA Certification/Deferral Requests/Grade Reports – Julie McGarrah	jmcgarrah@jbu.edu	(479) 524-7103

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2016-2017

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Faculty

S. KYLE AGEE, Instructor of Visual Arts, 2015.
B.S., John Brown University

CLAYTON T. ANDERSON, Assistant Professor of Business, 2011.
M.B.A., B.S., John Brown University

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

JOEL R. ARMSTRONG, Associate Professor of Visual Arts, 2003.
M.F.A., Colorado State University
B.F.A., Texas Tech University

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

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

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

TY B. BEARD, Assistant Men's Basketball; Coach, Instructor of Kinesiology, 2014.
M.S., B.S., Baylor University

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

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

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

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

LARRY N. BLAND, Professor of Electrical Engineering, 2002.
Ph.D., Ohio State University
M.S., Southern Methodist University
B.S., John Brown University

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

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

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

DAVID E. BRISBEN, Professor of Christian Ministries, 1992.
Ph.D., Trinity Evangelical Divinity School
M.Div., Erskine Seminary
M.Miss., M.C.E., Reformed Theological Seminary
B.A., Erskine College

ANDRE' BROQUARD, Dean of Students; Director of Residence Life; Assistant Professor of Higher Education, 2002.

Ed.D., University of Arkansas

M.A., Regent University

B.A., Taylor University

STEPHANIE B. BROWN, Instructor of Business, 2016.

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

JAMES E. BRUCE, Associate Professor of Philosophy, 2008.

Ph.D., M.A., Baylor University

M.A., B.A., New College, University of Oxford

A.B., Dartmouth College

MAXIE B. BURCH, Professor of Biblical Studies, 2011.

Ph.D., Baylor University

M.Div., Southwestern Baptist Theological Seminary

B.A., The Citadel

JAMES P. CALDWELL, Professor of Construction Management, 1985.

Registered Land Surveyor, Arkansas

Certified Professional Constructor

M.S., Purdue University

B.S., John Brown University

LOU Y. CHA, Assistant Professor of Christian Ministry and Formation, 2016.

Ph.D., Southern Baptist Theological Seminary

M.Div., Bethel Seminary

B.S.N., Alverno College

B.A., Lakeland College

NICHOLAS A. CORNETT, Assistant Professor of Counseling, 2012.

Ph.D., University of North Texas

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

DON W. CRANDALL, Vice President for Enrollment Management; Assistant Professor of Organizational Leadership, 1985.

M.S., B.A., Aurora University

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

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

TIMOTHY J. DINGER, Associate Dean and Director, JBU Student Counseling Center, 2001.
Ed.D. Texas Tech University
M.A. Dallas Theological Seminary
B.A. Texas Tech University

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

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

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

RICHARD ELLIS, Dean of the Graduate School; Program Director, Graduate Higher Education; and Professor of Higher Education, 1993.
Ph.D., University of Michigan
M.Div., Biola University
B.R.Ed., William Tyndale College

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

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

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

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

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

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

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

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

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

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

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

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

DEREK GWINN, Coordinator of Relationship Education, Center for Healthy Relationships; Assistant Professor of Family Studies, 2012.
Ph.D., M.A., University of Minnesota, St. Paul
B.S., B.A., University of Kentucky, Lexington

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

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

MELISSA E. HALL, Assistant Professor of Family and Human Services, 2011.
Ph.D., University of Arkansas
M.Ed., University of Oklahoma
B.S., Southwestern Assemblies of God University

SAMUEL J. HEINRICH, Associate Professor of Business, 2014.
M.B.A., University of Colorado
B.S., John Brown University

SHERYL L. HILL, Associate Professor of Nursing Education, 2016.
D.N.P., M.S., University of Minnesota
B.S.N., Boise State University

AMANDA E. HIMES, Assistant Professor of English, 2006.
Ph.D., Texas A&M University
M.A., Baylor University
B.A., East Texas Baptist University

JONATHAN B. HIMES, Professor of English, 2003.
Ph.D., M.A., Texas A&M University
B.A., Harding University

KATHY HOGAN, Instructional Designer of the Office of Distance Learning;
Instructor of Adult Education, 1998.
M.Ed., B.S., University of Arkansas

S. NEAL HOLLAND, Associate Professor of Visual Arts, 1998.
M.F.A., National University
M.A., Southwestern Baptist Theological Seminary
B.A., Ouachita Baptist University

CHARLES E. HYDE, Chief Executive Officer of The Soderquist Center; Assistant
Professor of Organizational Leadership, 2005.
M.B.A., John Brown University
B.S., University of Arkansas

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

KYLE J. IRELAND, Director of Student Support Services, 2015.
M.A., B.A., Olivet Nazarene University

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

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

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

RYAN A. LADNER, Associate Professor of Marketing, 2015.

D.B.A., George Fox University

M.A., Liberty University

M.B.A., Mississippi College

B.S.B.A., University of Southern Mississippi

REBECCA J. LAMBERT, Dean of Academic Services and Registrar; Assistant Professor of Academic Services, 2000.

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

B.S., Ball State University

C. CAREY LAMPTON, Associate Professor of Counseling Psychology, 2001.

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

B.A., University of Arkansas

JASON M. LANKER, Associate Professor of Youth Ministries, 2007.

Ph.D., M.A., Biola University

B.A., The Master's College

KEVIN H. MACFARLAN, Professor of Mechanical Engineering, 1993.

Ph.D., University of Arkansas

M.S., B.S., Virginia Polytechnic Institute and State University

SCOTT G. MARKSBERRY, Men's Soccer Coach; Instructor of Kinesiology, 2011.

National Diploma, National Soccer Coaches Association of America

B.S., Union University

BOB C. MARTIN, Associate Professor of Visual Arts, 2008.

M.F.A., University of Arkansas

B.A., Northeastern State University

RYAN A. MARTIN, Assistant Professor of Graduate Counseling, 2008-2012, 2015.

Ph.D., M.A., Southwestern Baptist Theological Seminary

B.A., Oklahoma Baptist University

CONSTANCE D. MATCHELL, Professor of Teacher Education, 2015

Ed.D., Harding University

M.Ed., University of Arkansas

B.S.E., John Brown University

RACHEL E. MAXSON, Instructional and Liaison Services Librarian; Instructor of Librarianship, 2015.

M.L.I.S., San Jose State University

M.Div., Yale University

B.A., Wheaton College

DENISHA K. McCOLLUM, Assistant Professor of Business, 2007.

M. Ed., North Central University

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

B.A., University of Arkansas

MELISSA L. MICHAEL, Assistant Professor of Math Education, 2014.

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

AMANDA K. MOORE, Lecturer, College of Business, 2006 – 2014, 2016.

Ed.D., University of Arkansas

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

ROBERT H. MOORE, Associate Professor of History, 2007.

Ph.D., Emory University

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

MARTHA L. MORGAN, Associate Professor of Family and Human Services, 2015.

Ph.D., Texas Tech University

M.S., Oklahoma State University

M.Ed., B.B.A., University of Central Oklahoma

KIMBERLY S. MURIE, Assistant Professor of Teacher Education, 2015.

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

SUSAN Q. NEWTON, Associate Professor of Chemistry, 2005.

Ph.D., University of Arkansas

B.S., John Brown University

ROBERT B. NORWOOD, Associate Vice President for Academic Administration; Dean of Undergraduate Studies; Director of Assessment; Professor of Electrical Engineering, 1998.

Ph.D., M.S., B.S., Stanford University

ELLEN M. ODELL, Director of the Nursing Program; Associate Professor of Nursing Education, 2014.

D.N.P., Case Western Reserve University

M.S.N., George Mason University

B.S.N., University of Missouri-St. Louis

A.D.N., McLennan Community College

GARY J. OLIVER, Executive Director of The Center for Healthy Relationships; Professor of Psychology and Practical Theology, 1998.

Ph.D., M.A., University of Nebraska

Th.M., Fuller Theological Seminary

M.Div., Talbot Theological Seminary;

B.A., Biola University

CHARLES C. PASTOOR, Associate Professor of English, 2001.

Ph.D., M.A., Baylor University

B.A., Calvin College

KATHLEEN M. PAULSEN, Women's Soccer Coach; Instructor of Kinesiology, 2013.

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

CHARLES E. PEER, Professor of Visual Arts, 1987.

M.F.A., University of Arkansas

B.A., Hendrix College

BONNIE R. PHILLIPS, Assistant Professor of Graduate Counseling, 2015.

Ph.D., University of Louisiana

M.S., B.A., Harding University

CALVIN E. PISTON, Dean of Institutional Effectiveness; Professor of Mathematics, 1982.

Ph.D., University of Arkansas

M.A., B.A., University of California, Davis

PETER F. POHLE, Associate Professor of Visual Arts, 2001-2005, 2006.

M.F.A., Syracuse University

B.A. Equivalent, Berlin

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

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

RODNEY P. REED, University Chaplain; Associate Professor of Biblical Studies, 2008.
Ph.D., University of Bristol, England
M.Div., Bethel Theological Seminary
B.A., Sioux Falls College

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

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

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

REBECCA J. ROTHFUSS, Director of the Leader Scholars Institute; Assistant Professor of Business, 1994.
Ph.D., Dallas Baptist University
M.S., Oklahoma State University
B.A., Bartlesville Wesleyan

SIMONE I. SCHRODER, Interlibrary Loan Librarian; Assistant Professor of Librarianship, 1988.
M.L.I.S., University of Oklahoma
D.C., Palmer College of Chiropractic
B.A., Marycrest College

KEVIN E. SIMPSON, Professor of Psychology, 2012.

Ph.D., University of Denver

M.S., University of North Texas

B.S., John Brown University

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

Ed.D., University of Arkansas

M.A., University of Maryland

B.S., University of Tennessee

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

M.F.A., National University

B.S., John Brown University

JEFFREY D. SODERQUIST, Women's Basketball Coach; Instructor of Interdisciplinary Studies, 1998.

B.S., John Brown University

TED JUNSEOK SONG, Assistant Professor of Engineering, 2012.

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

B.S., Hanyang University, Seoul, Korea

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

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

JACOB H. STRATMAN, Associate Professor of English, 2007.

Ph.D., Marquette University

M.A., Missouri State University

B.A., William Jewell College

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

M.S., University of Illinois

M. Ed., DePaul University

B.A., University of Arkansas

CARLA B. SWEARINGEN, Dean of Faculty Development; Associate Professor of Chemistry, 2005.

Ph.D., Loyola University

B.A., Hendrix College

C. JEFFREY TERRELL, Dean of the College of Education and Human Services,
Professor of Counseling Psychology, 2014.

Ph.D., M.S., University of Southern Mississippi
M.Div., New Orleans Baptist Theological Seminary
B.A., Samford University

DeANNE J. TERRELL, Professor of Counseling Psychology, 2014.

Ph.D., University of Southern Mississippi
M.S., Georgia State University
B.A., Samford University

MARK A. TERRILL, Assistant Professor of Construction Management, 2010.

M.S., University of Texas
B.S., New Mexico Institute of Mining & Technology

ROBERT E. TIMMONS, Associate Professor of Business, 2004.

D.B.A., Anderson University
M.B.A., John Brown University
B.S., Pittsburg State University

T. KAI TOGAMI, Professor of International Business, 2015.

M.S., Illinois State University
B.S., Wheaton College

ADRIA L. TROMBLEY, Assistant Professor of Teacher Education, 2016.

M.Ed., John Brown University
B.S., Missouri Southern State University

FRANCIS E. UMESIRI, Assistant Professor of Chemistry, 2011.

Ph.D., University of Toledo
M.S., Central Michigan University
B.S., University of Lagos, Nigeria

GREGORY A. VARNER, Assistant Professor of Mathematics, 2012.

Ph.D., University of Missouri
M.S., University of Arkansas
B.A., Hendrix College

THOMAS W. VERDERY, Executive-In-Residence, The Soderquist Center; Professor of Business, 2009.

M.B.A., University of Dallas

B.A., Texas Tech University

DAVID H. VILA, Professor of Religion and Philosophy, 1999.

Ph.D., St. Louis University

M.Div., M.A., Covenant Theological Seminary

B.A., Covenant College

TIMOTHY S. WAKEFIELD, Professor of Biology, 2000.

Ph.D., Auburn University

M.A., University of Missouri

B.S., Union University

RANDALL E. WALDRON, Professor of Economics and International Business, 2012.

Ph.D., Vanderbilt University

B.A., Northwestern University

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

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

B.S., John Brown University

ABBEY G. WHITE, Assistant Professor of Counseling Psychology, 2014

Ph.D., M.A., Louisiana Tech University

B.S., Indiana University

PAUL H. WHITLEY, Assistant Professor of Music, 2011.

D. Mus., Northwestern University

M.M., New England Conservatory

B.M., Wheaton College

JESSICA H. WILSON, Associate Professor of Creative Writing, 2013.

Ph.D., Baylor University

M.E., University of Dallas

B.A., Pepperdine University

BARRY J. WINGFIELD, Director, Little Rock CARE Clinic; Associate Professor of Marriage and Family Therapy, 2014.

Ph.D., University of Louisiana

M.S., Texas A&M University

B.A., Harding University

JUDY K. WINSLETT, Assistant Professor of Graduate Counseling, 2016.

E.S.D., Harding University

M.S., John Brown University

B.A., Northeastern State University

TERESA R. WUBBENA, Professor of Music, 1976.

M.A., B.Mus.Ed., Sam Houston State University.

JIN XU, Assistant Professor of Engineering, 2013.

Ph.D., Iowa State University

Ph.D., B.S., Nanjing University of Aeronautics and Astronautics, China

All faculty and administration listings are effective as of July 1, 2016.

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
WILLIAM H. BURNSIDE, Ph.D., History, 1969 - 1990
G. ROBERT BURNS, Ed.D., Health and Sport, 1975 - 2006
ROBBIE F. CASTLEMAN, D.Min., Biblical Studies, 2001-2016
DOYLE M. BUTTS, Ph.D., Economics, 1971 - 2012
DAVID A.CATER, Ph.D., Psychology, 1993 - 2012
GLENN A. BELLE DAVIS, Ed.D., Health Promotion and Human Performance, 1964 - 1994
KENT DAVIS, Ph.D., Construction Management, 1969 - 1975, 1977 - 2004
MICHAEL T. FLYNN, M.A., Broadcasting, 1977 - 1999
MEL R. FRATZKE, P.E.D., Administration, 1997 - 2001
KENNETH W. FRENCH, Ph.D., Mechanical Engineering, 1971 - 2009
GARY M. GUINN, Ph.D., English, 1977 - 2012
ROBERT R. GUSTAVSON, Ph.D., Kinesiology, Head Soccer Coach, 1980 - 2009
MARY E. HABERMAS, M.L.S., Library, 1994 - 2015
JOHN C. HILL, M.A., Adult Education and Administration, 1978 - 2012
MICHAEL D. KENNELLEY, Ph.D., Business, 2000 - 2015
PAUL G. KIMBALL, M.B.A., Business, 1981 - 1999
EDWARD C. KLOTZ III, D. Miss., Intercultural Studies, 1996 - 2014
THOMAS R. LAMBORN, Ed.D., Education, 2003 - 2015
FRED P. LOLLAR, M.A., Journalism, 1984 - 1992
CAROLE A. MAINES, Ph.D., Counselor Education, 1995 - 2012
ARNOLD C. MAYER, M.Ed., Communication and Adult Education, 1989 - 2007
JOHN B. McCULLOUGH, M.S., Business, 1974 - 2015
LEE T. NETHERTON, Ph.D., Chemistry, 1969 - 2005

RICHARD L. NISWONGER, Ph.D., History and Biblical Studies, 1964 - 1969, 1970 - 1997
PAT R. O'BRIEN, Ph.D., Business, 2004 - 2014
LARRY O'KELLEY, M.A., Sociology, 1967 - 1994
JAMES V. PEARSON, Ph.D., Engineering, 1959 - 1962, 1963 - 2002
N. EDWARD RENFROW, Ed.D., Health and Sport, 1981 - 2004
LINDA G. ROMIG, Ed.D., Education, 1985 - 2007
RICHARD L. RUBLE, Ph.D., Th.D., Biblical Studies, Psychology, and Administration,
1964-1999
LEO SETIAN, Ph.D., Electrical Engineering, 1970 - 2012
LARRY G. SEWARD, Ed.D. Biology, 1970 - 2007
JOHN E. SHEEHY, M.A., Men's Basketball Coach, 1989 - 2007
DON W. SIEMENS, Ph.D., Mathematics, 1984 - 2012
MARION SNIDER, B.S., Administration, 1940 - 1985
SHIRLEY FORBES THOMAS, Ph.D., English, Honors, and Administration, 1969 - 2001
SANDRA S. VAN THIEL, Ph.D., Education, 1974-1976, 1981 - 2013
JAMES C. WALTERS, D.Min., Biblical Studies, 1968 - 2003
K. GARY WARNER, M.S., Journalism, 1993 - 2010
GILBERT B. WEAVER, Th.D., Biblical Studies, 1960 - 1969, 1972 - 1999
RAYMOND T. WEST, JR., M.S., Computer Science and Administration, 1987-2016
CHARLES D. WILLIS, B.Arch., Building Construction, 1946 - 1986
JACQUELINE S. WRIGHT, M.Ed., Administration, 2006 – 2014
JOE M. ZIMMERMAN, Ph.D., Music, 1956-1960, 1961 - 1966, 1967 - 1969, 1971 - 1996

Effective July 1, 2016