

SIMMONS

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COLLEGE OF KENTUCKY

**ACADEMIC CATALOG**

**2017 - 2018**

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## FROM THE PRESIDENT

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Thank you for your commitment to our academic programs and services! You have begun to explore the long hidden treasure that is Simmons College of Kentucky. Since its formation in 1879 by the State Convention of Colored Baptist Churches in Kentucky, Simmons has consistently provided her students with the opportunity to obtain a sound Christian-based liberal arts education at a very low price. We are the oldest Black institution of higher learning in the Commonwealth.

Located just west of downtown Louisville, Kentucky, in the heart of the most underserved area of the city, Simmons strives to meet the educational needs of the total community. In to the four Bachelor's degree programs offered, Simmons offers two non-degree programs for those that don't meet the "typical" college student profile. Our relatively small student body permits a more personal learning environment with close interaction between faculty, students and academic advisors. Our strengthened and enriched curriculum is designed to prepare our students with the skills, knowledge and values essential for present day ministry needs and life in general. Our top-notch faculty makes learning both intellectually stimulating and practical for living, leading, and serving. We offer an array of day, evening and Saturday courses to meet our student's busy schedules.

Simmons is currently in a spirit of renewal. Since I was appointed 13<sup>th</sup> president in January 2005, I began a series of improvements to the facility, and enhancements to the academic structure. Some of the facility improvements include an updated cafeteria, student lounge, a new bookstore, Library, and Learning Resource Center. Technology in the classrooms is being upgraded to enhance teaching. We hope to add more staff and faculty during the academic year to strengthen student support services and instruction. We also hope to establish a transferable academic credits system with the University of Louisville. Improving and maintaining the quality of instruction and the facility is an ongoing goal to which we are highly committed.

Again, thank you for your commitment to Simmons College of Kentucky. I truly hope that your experience will be exceptional as you help us to have a rendezvous with greatness!



Dr. Kevin W. Cosby

## BOARD OF TRUSTEES

### OFFICERS

<p style="text-align: center;"><b>Cecil C. “Barney” Barnett</b> (Board Chair) Chairman &amp; Founder, Algood Food Co.</p> <p style="text-align: center;"><b>Bruce Blue</b> (Chairman) CEO, Freedom Metals</p> <p style="text-align: center;"><b>Ulysses “Junior” Bridgeman</b> (Chairman) President, Manna, Inc.</p>	<p style="text-align: center;"><b>Phillip Bond</b> (Vice President) CFO, Metro United Way</p> <p style="text-align: center;"><b>Dr. Brandon Dumas</b> (Special Assistant to the President) Historian, National Baptist Convention of America Int’l , Inc.</p> <p style="text-align: center;"><b>Alfonso “Al” Cornish</b> (System Vice President, Learning and Organizational Development) Chief Learning Officer, Norton Healthcare</p>
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### MEMBERS

<p><b>John Asher</b> Vice President of Racing Communications, Churchill Downs</p> <p><b>LaVonda Boyd</b> (Ex-Officio Member) President, Simmons Student Government Association</p> <p><b>Rev. Delbert Brown</b> Executive Secretary College &amp; Seminary Board, National Baptist Convention of America Int’l, Inc.</p> <p><b>Rev. G. V. Clark</b> Moderator, State of Texas National Baptist Convention of America Int’l, Inc. and Pastor of Mt. Zion Baptist Church</p> <p><b>Susan Collins</b> Civic Volunteer</p> <p><b>Dr. Kevin W. Cosby</b> (Ex-Officio Member) President, Simmons College of Kentucky</p> <p><b>Rev. Bernard Crayton</b> Moderator, General Association of Baptist in KY and Senior Pastor of Little Flock Baptist Church</p> <p><b>Robert Davis</b> National Baptist Convention of America Int’l, Inc.</p> <p><b>Rev. Dr. Floyd Greene</b> Senior Pastor, First Baptist Church Versailles</p> <p><b>Audwin Helton</b> Owner &amp; President, Spatial Data Integration</p> <p><b>Alice Houston</b> CEO, Houston-Johnson, Inc.</p> <p><b>Rev. Marvin King</b> Senior Pastor, First Baptist Church</p>	<p><b>Dr. Sarah Newby</b> Past President and retired educator, Baptist Women’s Education Convention of KY</p> <p><b>Dr. Alma J. Pittman</b> Pittman Foundation</p> <p><b>Rev. D. Corrie Shull</b> Senior Pastor, Burnett Avenue Baptist Church</p> <p><b>Councilwoman Barbara Sexton Smith</b> Councilwoman Metro Louisville Chief Liaison Compassionate Schools Project</p> <p><b>Rev. Dr. Gregory Smith</b> Senior Pastor, Hill Street Baptist Church</p> <p><b>Dr. Joel Taylor</b> Director of Congress of Christian Education and Discipleship, National Baptist Convention of America Int’l, Inc. and Pastor of St. Paul Missionary Baptist Church</p> <p><b>Rev. Dr. Samuel C. Tolbert, Jr.</b> President, National Baptist Convention of America, Int’l, Inc.</p> <p><b>Rev. Keith Tyler</b> Pastor, Antioch Baptist Church</p> <p><b>Rev. Dr. F. Bruce Williams</b> Senior Pastor, Bates Memorial Baptist Church</p> <p><b>TO BE DETERMINED</b> (Ex-Officio Member) (Currently Vacant) President, Faculty Senate of Simmons College of Kentucky</p>
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## SIMMONS STAFF

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### *Senior Leadership Team*

Kevin W. Cosby, D. Min., President and Chief Executive Officer

Lewis Brogdon, Ph. D., Provost and Vice President of Academic Affairs

Christine Cosby-Gaither, Ed. D., Vice President for Student Affairs

Sharon Adams, CPA, Vice President of Finance

Frank M. Smith, Jr., M.S., Vice President for Faith and Community Relations, College Operations

Ken Jobst, D. Min., Vice President of Institutional Advancement

### *Academic and Student Affairs (alpha)*

Victoria Owens, Financial Aid Coordinator

Phyllis Clark, Dean for Student Success and Associate Vice President for Student Affairs

Deborah Mayberry, Director of Career Services

Deborah Thomas, Registrar

Andrew Clark, Librarian

Barbara Young, Ed. D., J.D., Director of Title III Program

Anna Caldwell, Administrative Assistant, Community Service Program

Yureka Lancaster, Admissions Coordinator

LaVonda Boyd, Recruitment Coordinator

Julian Sam, Band Director

Kevin Davenport, Assistant Director of Band

Stephanie Kirtley, Falconettes Director

### *Athletics Department*

Jerry L. Eaves, Athletic Director, Men's Basketball Coach

Alfred "Butch" Beard, Women's Basketball Coach

Gwen Blackburn, Assistant to Athletic Department

### *Departmental Chairpersons and College Instructors*

Ritta Abell, Ph.D., Communication Department

Chris, Caldwell, Ph.D., Sociology Department

Lewis Brogdon, Ph.D., Religion Department

Wayne Meaux, Ed. D., Business Department

Nancy Seay, Ph.D., General Studies Department and Student Learning Center Coordinator

Kevin Davenport, Ed. D., Music Department

Brendan Wilson, Mathematics Instructor and Learning Lab Coordinator

Randy Whetstone, General Studies Instructor (part-time)

*Research, Institutional Effectiveness, and Assessment and Advancement*

Kathleen Brown, Senior Research Editor, Management Information Systems Coordinator

Von Purdy, Director of Development

Angela Lucear, Assistant Director of Development

Tyler Anderson, Director of Office of Communications and Web Design Specialist

Rico Ransom, Creative Media Arts Director

*Institutional Operations*

Sandra Bartell, Environmental Services Sharon Crawford, Receptionist

Kevin Gilchriest, Maintenance

Tyrone Briscoe, Maintenance

Zaccheus Rogers, Environmental Services

Carla Kelley, Finance Manager

Pam Green, Executive Assistant, Academic Affairs

Lindsey Javorek, Administrative Assistant to Provost and Student Learning Center

Cheri Mills, Executive Assistant to the President

Chris Sanders, Director of Empower West

Claudette Linder, Executive Assistant for Executive Vice Presidents

## HISTORY OF SIMMONS COLLEGE

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In August of 1865, 12 Black Baptist Churches met at Fifth Street Baptist Church in Louisville, Kentucky and organized the state Convention of Colored Baptist Churches in Kentucky.

Because there was no place in the state where Blacks could obtain a college education, members of the Convention soon began discussing the need to create a school for the training of Negroes – many of whom were one generation removed from slavery.

Having first given consideration to Frankfort, Kentucky as the home to the school, members of the Convention instead decided in 1869 to locate what would be known as the *Kentucky Normal Theological Institute* in Louisville, KY. It was not until 10 years later in 1879, however, that any definite steps were taken for the opening of the school. In November of that year the trustees of the Convention of Colored Baptist Churches in Kentucky purchased 4 acres of land on the corner of 8th & Kentucky Street in Louisville that immediately served as the campus for the school.

That same year, the school opened its doors under the direction of its first President Rev. Elijah P. Marrs. After a brief one-year tenure, Rev. Marrs was succeeded by Dr. W.J. Simmons. It was under the leadership of Dr. Simmons that the school would begin to flourish in such a way that it would eventually be renamed Simmons University in appreciation for his contributions.

During his 10-year tenure from 1880 to 1890, the school became a full university and expanded its offerings to include liberal arts, college preparatory courses and medical, law, business, music, and theological departments. Additionally, the school was the home to competitive football, basketball, and baseball teams. Simmons University continued to grow and prosper until the effects of the Great Depression found its way to the school. In 1930, the campus was forced to sell its property due to a foreclosure on the mortgage. As a result, the school significantly scaled back its offerings.

By 1935 a new location was secured at 1811 Dumesnil Street in West Louisville that allowed the school to continue with a more narrowed mission to simply educate young men and women for Christian service. In 1982 the school was renamed Simmons Bible College to more adequately reflect its mission.

In 2007, after 77 years of exile, Simmons College of Kentucky returned to its original 8th and Kentucky campus. Today, under the leadership of its 13th President Dr. Kevin W. Cosby, Simmons College of Kentucky continues in its mission to prepare Christians for ministry, while reinstating its initial mission of general education. With a curriculum designed to promote healthy ministries, the school is poised to become the nation's leading authority on matters regarding church growth in the urban community.

# WHY SIMMONS IS HERE

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## Mission Statement

Simmons College of Kentucky is an institution of biblical higher education dedicated to educating people in the urban context through strong academic and professional programs in order that they may become productive citizens and agents of change in society.

## Institutional Goals

- To equip each student with strong literacy and critical thinking skills.
- To develop a view of life and the world rooted in the Kingdom of God.
- To impart tools of solid biblical interpretation and social analysis.
- To inspire a strong sense of social justice and civic duty in the urban context.
- To achieve the highest degree of excellence in development of the self.
- To become assets to the church and community through becoming practitioners of innovative ministries in the city.
- To produce a graduate population of lifelong learners.

## Vision Statement

To be the premier Christian liberal arts institution of higher education in the region, known for the integration of faith and learning, whose graduates lead purposeful lives as productive citizens.

## Core Values

### ACCESS + QUALITY

Simmons will provide equal education opportunity to increasing numbers of students from underserved and un-served populations residing primarily among the economically and socially bypassed in the Metro Louisville community.

### LEADERSHIP

Simmons will stimulate, initiate, and implement programs and services to both inspire and guide its students, faculty, and staff in developing their self-confidence, self-discipline, and self-empowerment to become productive leaders.

### RELEVANCE

Simmons will respond to the evolving needs of the economic and political culture—highly literate, well-spoken, technologically competent graduates educated to excel in the 21<sup>st</sup> century workforce.

### DIVERSITY

Simmons will sustain and strengthen its commitment to recruit, enroll, educate, and graduate students and to employ faculty and staff that represent a diverse cross-section of the community.

### SOCIAL RESPONSIBILITY

Simmons will promote active participation in constructive social exchange through volunteerism, leadership, and civic action on the part of its students, faculty, and staff.



## SIMMONS' ALMA MATER

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Fair Simmons, Our Alma Ma-ter, thy his-t'ry bids us hope  
That the fu- ture that's before may of-fer wid-er scope.  
For deeds be-yond at-tain-ment Than an-y in the past,  
God will-ing we-ll ac-comp-lish a-chieve-ments that will Last.

Our lives thou hast in-fluenced Our char-acter thou doth Mold;  
We'll fling' a-loft our banner, high, The Crimson and the Gold.  
Long' may thou lie and pros-per In the work thou has be-gun,  
Thy Sons and Daug-h-ters wish thee well, May low descending sun.

Be-stow its radiance on thy shield, with naught to the con-trar,  
Our slogan, shall ev-er be "Non Pal-ma Sine Pul-vere

## LICENSES & INFORMATION

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### **Governance**

Simmons College of Kentucky is owned by the General Association of Baptists in Kentucky and is under the control of a board of trustees in accordance with the college's Articles of Incorporation.

### **Accreditation**

Simmons College of Kentucky holds member status with the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd, Ste. 130, Orlando, Florida, 32822, 407.207.0808.

### **Licensure**

Simmons College of Kentucky is licensed by the Council on Post-Secondary Education, Commonwealth of Kentucky.

### **College and University Partnerships**

Simmons College of Kentucky has collaborative partnerships with the University of Louisville, Jefferson Community and Technical College, Spaulding University and Campbellsville University. These purpose of these partnerships is increase college accessibility and affordability and to make higher education more available to the underserved.

### **Student Body**

The student body of Simmons College of Kentucky [SGA] is organized with elected officers. They meet monthly and are responsible for convocation service attendance. The students are in charge of their meetings and the operation of their organization. A faculty member will be appointed as a liaison and will attend the student body meetings regularly. The students plan several special programs and/or projects regularly.

### **Textbooks**

Textbooks for the classes offered at Simmons can be ordered online. Required and recommended textbooks are provided to students in their course syllabi.

## FINANCIAL INFORMATION

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### Schedule of Charges

\$25.00	Application Fee (one-time, non-refundable)
\$205.00	Tuition Per Credit Hour
\$175.00	Matriculation Fee (non-refundable)
\$20.00	Student Activity Fee
\$75.00	Late Registration Fee (non-refundable)
\$180.00	Auditing Fee
\$75.00	Course Change Fee
\$15.00	Transcript Fee
\$125.00	Graduation Fee
\$50.00	Promissory Note

NOTE: Registration fee, tuition and any additional fees and/or charges are due and payable at the time of registration. A payment plan is available for students who choose it as an option.

### Payment Plan

For the student who is unable to pay the total cost of registration and tuition at the time of registration, the following payment plan is available. A student may pay one-third of the total fees and divide the remaining charges in three equal payments with the installments being due and payable on or before the fifth (5th) of each succeeding month. All student accounts must be kept current and all accounts must be paid before the students will be allowed to take final examinations in a given semester. Any student who fails to remain current on their account will not be allowed to register for classes for the following semester.

# Student Financial Aid Consumer Information Guide

Fall 2017, Spring 2018, Summer 2018

Section 1:	Student Responsibilities
Section 2:	2017-2018 Cost
Section 3:	Application Process & Awarding Procedures
Section 4:	Verification
Section 5:	Federal Aid/State Aid
Section 6:	Satisfactory Academic Progress Policy
Section 7:	Return of Title IV Financial Aid
Section 8:	All "F" Grade Recipients
Section 9:	Additional Consumer Information

## (1) Student Responsibilities

This publication regards all students attending Simmons College of Kentucky (SCKY) for the 2017-2018 academic school year.

- You are responsible for familiarizing yourself with the information contained in this Financial Aid Consumer Information Guide.
- Monitoring your mail for official Simmons correspondence, particularly from our office, the Student Finance Aid Office, Finance Office, Admission Office, and Registrar Office.
- Responding to our request for additional information in a timely matter via mail or email.
- Notifying the Financial Aid Office of the following:
  - All estimate and actual financial assistance from both institutional and non-institutional sources.
  - Changes or errors in your enrollment, or academic program with the Registrar's Office or Office of Admission.
  - Changes to your financial situation since filing the Free Application for Federal Student Aid (FAFSA) and unique circumstances not reflected on the FAFSA.
  - If you have been awarded or disbursed federal or state aid at an institution other than Simmons College
  - If you attend less than Full-Time.

The Financial Aid Office is located on the 3<sup>rd</sup> Floor of Parrish Hall. The Executive Financial Aid Director can be reached at 502-776-1443 Ext. 121 Monday thru Friday 9:00 to 5:00.

Mailing Address:

Simmons College of Kentucky  
1018 South 7<sup>th</sup> Street  
Louisville, KY 40203  
502-776-1443  
[www.simmonscollegeky.edu](http://www.simmonscollegeky.edu)

## (2) 2017-2018 Costs

This section contains information on direct costs per semester for students attending for fall 2017 and spring 2018. Please contact the Finance Office for your actual charges.

HOURS	TUITION	FEES	TUITION AND FEES
15 Hours	3075	195	3270
12 Hours	2460	195	2655
9 Hours	1845	195	2040
6 Hours	1230	195	1425
3 Hours	615	195	810

Tuition Charges are based on \$205.00 per credit hour. Matriculation Fee @ \$175.00 and Student Activity Fee @ \$20.00. SCKY tuition and fees are subject to change by the Board of Trustees and the Kentucky Council on Postsecondary Education. Please visit our SCKY website for complete listing of all fees.

### Cost of Attendance

The Federal Government requires that Financial Aid Offices establish a cost of attendance (COA) in calculating your eligibility for need-based aid programs. The standard components of the budget are tuition, travel, fees, room and board, books, and personal expenses, which is a combination of your direct and indirect costs.

Amounts for transportation and personal expenses are included in the established cost of attendance using College Board's Living Expense low- budget model.

Financial Aid Budgets/ Cost of Attendance for three defined categories:

- Off-Campus students
- Independent Commuter students (Independent per ISIR but indicated would be living with parent or relative OR did not indicate Housing on ISIR)
- Dependent Commuter students (Dependent per ISIR –indicated would be living with parent or relative OR did not indicate Housing on ISIR)

2017-18 Full-Time*	Off-Campus	Independent Commuter	Dependent Commuter
Tuition & Fees*	5310	5310	5310
Books & Supplies	1000	1000	1000
Room & Board	6328	4112	3164
Transportation	1760	1760	1760
Personal/Misc	2270	2270	1134
Total	16668	14452	12368

\*- Full-Time is based on average of 12 credit hours per prior year enrollment data

If you have unusual circumstances not reflected in your budget, please contact the Student

Financial Aid Office for professional judgment (PJ) consideration.

### **Over-award Policy**

An over-award occurs when financial aid exceeds a student's financial need and/or cost of attendance. When a student receives federal aid, Simmons College is required to adhere to all associated regulations. All aid, including scholarships and grants, must be counted as estimated financial assistance in a student's total aid package.

It is the student's responsibility to report all sources of estimated financial assistance including third party scholarship, school scholarship, and departmental scholarship to the Financial Aid Office.

### **(3) Application Process**

The Office of Financial Aid coordinates a variety of programs to help remove financial barriers to the cost of education. These programs, which include scholarship and grants, may be awarded in various combinations and amounts to help meet your individual needs.

Your need for financial aid is determined from data contained on the Free Application for Federal Student Aid (FAFSA). You can fill out an application on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call 1-800-433-3243 (1-800-730-8913 TDD for hearing impaired) to receive an application. We suggest that you file the FAFSA online, because it will take less time for the Central Processing Office to complete the review process. The priority FAFSA filing is on or after October 1<sup>st</sup>

Students (and parents- if information required) will need to obtain a Federal Student Aid Username (FSA ID) and password. The U.S. Department of Education has provided a one page resource for students, parents, and borrowers. The guide explains the need for creating an FSA ID and describe how to create an FSA ID. <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>

You will need Simmons College of Kentucky school code when filling out the FAFSA.

**School Code: 041780**

### **Awarding Philosophy & Procedures**

In an effort to establish a consistent means of packaging financial aid, we have established the following minimum standards for awarding student financial aid.

You will not be awarded federal aid unless you have a completed 2017-2018 FAFSA with an official expected family contribution (EFC) on file with Student Financial Aid Office. Also necessary Verification documentation must be submitted. No ineligible or hold flags may exist on your account. All federal database match problems must be resolved.

You will not be awarded federal aid if you are determined to not be making or maintaining Satisfactory Academic Progress (SAP) as determined by Simmons College of Kentucky's SAP policy. SAP determination is made at the end of the spring semester. Each student who does not meet the SAP standards will be notified by email or mail.

## **Renewal Procedures for Federal Programs**

You must renew your FAFSA each year for consideration of Federal Aid. You can renew your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) on or after October 1<sup>st</sup>. Submit your FAFSA no later than January 15<sup>th</sup> for priority consideration for the upcoming fall semester.

In addition to renewing the FAFSA, the student must meet all academic requirements such as enrolling in an eligible program and maintaining satisfactory academic progress. Academic progress is monitored by institutional standards as well as Federal Student Aid Satisfactory Academic Progress (SAP) policy.

## **Professional Judgment**

If you have any unusual family or financial circumstances that you do not feel have been reflected properly in the determination of your financial need, you are encouraged to contact the Financial Aid Office. These unusual circumstances may include one or more of the following: loss of job, change in income, divorce, death.

## **(4) Verification**

Federal regulations require each institution to verify FAFSA data for a percentage of its applicants. If you are selected for verification, you must verify certain items you reported on your application (i.e. adjusted gross income, sources and amounts of nontaxable income, taxes paid, household size, number in college, etc.) You will receive a correspondence outlining additional information needed to complete the verification process.

**The student cannot receive any federal financial aid funds until the verification process has been completed.**

- All applicants selected for verification through the computer edits used by the U. S. Department of Education's central processor are verified by DJA regardless of any limit reached. In addition to applicants selected by the system, DJA will verify any non-selected applicant, when the institution becomes aware of conflicting information.
- Letters requesting information will contain a clear explanation of the documents needed to satisfy the verification requirements. The applicants' responsibilities in regard to the completion of verification will be clearly stated in the request letter.
- Upon completion of verification, the institution will notify the selected applicant of any award changes through a corrected Student Aid Report Acknowledgement which has been reprocessed through the Department of Education's Central Processor. Applicants are encouraged to contact the Director of Financial Aid for explanation of corrections and amended awards.
- The institution will correct inaccurate data and calculate a new Expected Family Contribution (EFC) through the Federal Methodology formula. If corrections are necessary, they will be made electronically through DJA and the Department of Education's Central Processor. The corrected Student Aid Acknowledgement will then be sent to the student by the central processor in order to notify them of any change.
- Simmons College Financial Aid office will also send a verification review status letter and award letter.

## **(5) Federal and State Aid**

### **Federal Pell Grant**

This grant is awarded to eligible students who are working on their first bachelor's degree or associate's degree. The amount of this grant is determined by the payment chart published by the U. S. Department of Education according to your official expected family contribution (EFC) calculated from your FAFSA information. The EFC must be between 0 and \$5,328. The maximum Federal Pell Grant for the 2017-2018 year is \$5,920. We award this grant assuming you will be attending full-time (12 credit hours or more). If you do not enroll as a full-time student, your grant will be adjusted according to the payment chart.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This grant is awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients are given priority. Summer SEOG is determined by availability of funds.

### **Kentucky College Access Program (CAP) Grant**

- CAP Grants help Kentucky's financially needy undergraduate students attend eligible public and private colleges and universities, proprietary schools, and technical colleges.
- Student must: Be a Kentucky resident, have financial need, attend an eligible college, have no past due financial obligations to KHEAA or to any Title IV program, be enrolled at least half-time in a program at least two years in length. (Religious Studies programs are not eligible)
- Award: Up to \$1,900.
- Application: FAFSA, which should be completed as soon as possible after October 1<sup>st</sup>. *Funds are awarded on a first-come, first-served basis.*

### **KHEAA Go Higher Grant**

- Student must: Be a Kentucky resident, be a U.S. citizen/national or permanent resident, be age 24 or older, have a financial need, enroll in a participating Kentucky school less than half-time, have no past due financial obligations to KHEAA or to any Title IV program, be seeking first undergraduate degree.
- Award: Up to \$1,000 for one academic year
- Application: Complete both the FAFSA and the Go Higher Grant application.

### **Kentucky Educational Excellence Scholarship (KEES)**

The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. To find out if you have any KEES please visit [www.kheaa.com](http://www.kheaa.com) (You will have to create an account).

## **(6) Satisfactory Academic Progress Policy**

### **PURPOSE AND SCOPE**

Federal regulations mandate that a student receiving financial aid under Title IV programs



must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester. Students are responsible for understanding and adhering to the satisfactory academic progress policy. Satisfactory Academic Progress (SAP) will be measured at the end of the spring semester for all students.

Satisfactory Academic Progress is measured with the following standards:

- Qualitative (cumulative Grade Point Average)
- Quantitative (66.67% Rule- Hours earned divided by Hours Attempted)
- Maximum Time Frame (150% of required hours for program completion)

### **QUALITATIVE STANDARD- Grade Point Average (GPA)**

**Qualitative Component** - Refers to Grade Point Average (GPA) - a student's **cumulative GPA must be a 2.0 or higher** in order to meet the qualitative component.

Simmons uses a 4-point scale for GPA. Students earning a cumulative grade point average below the required standard will not be eligible for federal (and some state) financial aid.

### **QUANTITATIVE PERCENTAGE STANDARD- (QPS or 66.67% RULE)**

**Quantitative Component** - Refers to the pace that a student completes their credit hours. A student must complete 2/3 or 66.67% of all courses attempted. Withdrawals count as attempted. For example: if you have been in school for three semesters, have attempted 27 credit hours, then you must successfully earn (or pass) at least 18 credit hours.

**Maximum Timeframe** - 150% of published degree requirements. If a program requires 120 credit hours for a degree, the maximum timeframe is 180 credit hours

- $120 \text{ hours} \times 150\% = 180 \text{ credit hour maximum}$
- $66 \text{ hours} \times 150\% = 99 \text{ credit hour maximum}$

Students must be evaluated to determine if they are able to graduate from their stated degree by attempting no more than 150% of the hours required to obtain the degree. This is referred to as Maximum Time Frame (MTF). For example, as student enrolled in a 66 hour associate degree program cannot receive financial aid beyond their 99<sup>th</sup> credit hour attempted. Students not “on pace” to obtain a degree within this 150% time frame will no longer be eligible.

**All students receiving federal financial aid must satisfy SAP requirements to continue to remain eligible for aid.**

### **Evaluation and Notification**

SAP will be reviewed annually at the end of the spring semester for all students who are eligible to enroll in future semesters within the next award year. Students who are at least applicants for an upcoming term within the next award year will also be reviewed. Students who become eligible to enroll or apply after the annual SAP process is run for the award year will have their SAP eligibility evaluated prior to their federal aid eligibility being determined. In order to be eligible for federal and state need-based grant financial aid, students are required to

meet certain SAP standards, regardless of whether or not financial aid was received in prior semesters. If it is determined that a student does not meet SAP standards, he or she will be ineligible for any federal aid and need-based state grant financial aid programs. Any federal financial aid offered for the summer term prior to SAP being evaluated will be canceled if it is determined the student does not meet SAP standards.

If it is determined a student is not meeting SAP standards, he or she will be notified if he or she has applied for summer federal financial aid or has completed the upcoming academic year's Free Application for Federal Student Aid (FAFSA). Should at any point one of these actions occur, and the student has not yet been notified, the notification will be sent as soon as possible within the next week. Students will be notified via U.S. Postal mail. The notification will include an explanation of the SAP standards evaluated and the specific standards not met by the student.

Students who lose eligibility for federal and need-based state programs due to not meeting SAP requirements may:

- earn the necessary GPA or semester hours to meet the minimum requirements while not receiving federal and need-based state financial aid, or
- submit a SAP appeal.

Unless academically dismissed, students denied federal and need-based state aid may continue attending using other aid sources or by funding their education themselves.

It is the student's responsibility to monitor his or her academic progress and to be aware of the requirements of his or her program and SAP standards.

### **Appeal Process**

A student determined ineligible for financial aid for failure to meet Simmons' Satisfactory Academic Progress standards has the right to make a written appeal to the Student Financial Aid Office if he or she can demonstrate:

- failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control, and;
- he or she has resolved the issue(s) that caused the deficit, and;
- the issue(s) will not affect his or her performance in the future.

If an appeal is approved, the student will be placed on probation. His or her SAP will be evaluated the following semester he or she is enrolled to ensure the student is still meeting the appropriate requirements. If at that time the standards are not being met, a SAP hold will be placed back on the student's account and any federal aid and need-based state grant aid in future semesters will be canceled.

### **Self-Correction**

If it is determined a student is not meeting SAP standards and he or she self-corrects his or her issue(s) in a future semester and still meets all other SAP requirements, he or she will become eligible for federal financial aid the following summer semester. If a student corrects his or her

issue during a summer or fall term and wants to be considered for federal financial aid prior to the next award year's annual SAP evaluation, he or she must file an appeal. If a student corrects his or her deficit during a summer session and submits an appeal, and the appeal is approved, the student will not be eligible for federal financial aid and need-based state aid for any summer session. The student would be eligible beginning the fall semester.

### **Late Grade Posted or Grade**

If a student is held for SAP and a grade is posted late or a professor changes a student grade and the student wants his or her SAP re-evaluated, the student must file an appeal. There is no automatic process to clear SAP holds for students who have a late grade post or a grade changed. It is the student's responsibility to submit an appeal. If no appeal is submitted, SAP will be re-evaluated during the next award year's annual SAP evaluation process.

### **Multiple and Dual**

a second undergraduate or graduate degree or are working on dual degrees, hours from both degrees are counted when evaluating SAP. If determined not to meet the maximum time frame component of SAP, the student has the option to submit an appeal documenting their situation. If an appeal is approved, the student will be placed on SAP plan which will generally allow the student to attempt up to 150% of the additional credit hours required to earn his or her second or dual degree.

### **Instructions for Submitting an Appeal**

- Complete the SAP appeal coversheet.
- Attach a typed and signed letter. The appeal letter must explain the following:
  - a description of the unforeseen circumstance which may have prevented the student from meeting the SAP standards,
  - how the situation has been resolved, how the student will prevent reoccurrence, and how the student has improved academically.
- Attach supporting documentation.
  - Documentation of circumstances described in your letter must be included with the written appeal.  
Note: the inability to attend classes due to lack of funds is not an extenuating circumstance. Additional documentation may be requested after your appeal is reviewed.
  - Submit the appeal coversheet, letter, and documentation to the Student Financial Aid Office. Please retain a copy of all documents submitted for your records. No documents will be returned to the student.

### **Monitoring the Status of Your Appeal**

Your appeal will be reviewed by the SAP committee. All decisions are final. A second review can only be requested if you can provide new information and documentation that may have been omitted from the initial appeal. If a decision has not been made by the time your bill is due, it is your responsibility to pay your balance in full or discuss your payment options with the Finance Office.

You will receive written notification of the decision made on your appeal.

## Limit of Appeals

There is no limit on the number of appeals a student can submit; however, a student may not appeal using the same extraordinary and extenuating circumstance twice.

## Other SAP Information

*Additional information regarding grades, credits, academic policies and study abroad*

- Earned Hours: A,B,C,D, Pass and Transfer Hours accepted by Simmons College
- Attempted Hours: All earned hours, plus W, F, I (with exceptions listed below)
- Accepted Transfer and Test Credits: Count as earned and attempted hours; are not factored into the student's GPA calculation
- Repeat Courses: Courses count as attempted hours each time taken, regardless of whether federal financial aid is received. If the class is passed, it is also counted as earned hours.
  - If a student is using any of his or her repeat options offered through the Registrar's Office, the initial enrollment in the course (the class which is being replaced) will be included as attempted hours and excluded from earned hours if previously passed (which impacts pace), and it will be excluded in the GPA calculation.
- Incomplete and Withdrawal Grades: Count as attempted hours; do not count as earned hours
- Audited/Non-Credit Courses: Excluded from all calculations and will not be considered when determining SAP status
- Credit by Exam Courses: Courses are counted as attempted hours, and if the course is passed, it is also counted as earned hours. If a student receives an A, B, C, D, or F grade for the course, it is factored into their GPA calculation.
- Remedial/Developmental Courses: Courses are counted as attempted hours, and if the course is passed, it is also counted as earned hours. If a student receives an A, B, C, D, or F grade for the course, it is factored into their GPA calculation. However, a separate qualitative analysis will be performed at the same time as the annual SAP evaluation to evaluate the quality of the student's academic work in remedial/developmental courses.
- Academic Bankruptcy: Will impact a student's cumulative GPA; however, has no impact on earned and attempted hours (maximum time frame and pace includes courses coded as bankruptcy and fresh start)
- Study Abroad: Courses accepted by Simmons College of Kentucky will be used in determining SAP

## Academic Program Changes

If a student changes their academic program (changes majors), credits specific to the earlier major(s) will still be evaluated when determining a student's SAP status. Therefore, coursework taken by a student for enrollment in another major(s) will be counted during their SAP review.

## Important Dates

- Summer SAP Appeal Deadline: June 15th
- Fall SAP Appeal Deadline: August 1st
- Spring SAP Appeal Deadline: December 15th

## (7) Return of Title IV Financial Aid

If a student withdraws from Simmons College of Kentucky, the school, the student, or both, may be required to return some or all of the federal funds awarded to the student for that semester. A student who withdraws from all classes prior to completing 60% of the enrollment term is subject to having his/her eligibility adjusted based on the percentage of the term completed. *(For example, a student withdraws from all classes after completing only 20% of the term. Therefore, the student only earned 20% of aid disbursed or received on his/her account. This results in the school or student having to return 80% of the disbursed/received aid that was not earned.)*

The Student Financial Aid Office encourages all students to read this policy carefully. This policy applies to all Title IV federal aid recipients with disbursable aid from any of the following Federal programs: *Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and other Title IV Grants.*

The formula used in the Federal Return to Title IV (R2T4) calculation divides the aid disbursed to student accounts into "earned aid" and "unearned aid". The Student Financial Aid Office must complete the "R2T4" withdrawal calculation and return required funds to the Department of Education within 45 days from the date the college determines the student withdrew. Students contemplating withdrawal from all classes PRIOR to completing 60% of the term should please contact the Student Financial Aid Office to discuss how this will affect their financial aid.

During the first 60% of the period of enrollment (semester), students "earn" Title IV funds in direct proportion to the length of time the student remains enrolled. If a student remains enrolled beyond the 60% point, then aid is considered earned for the period. "Unearned" aid is the amount of disbursed Title IV aid that exceeds the amount of aid earned. The percentage of the period a student remains enrolled is derived by dividing the number of days you attended by the number of calendar days in the period (excluding breaks of 5 consecutive days or more). This is referred to as the percentage completed. The number of days enrolled divided by the number of calendar days in a term/semester equals the percentage completed (% completed).

EARNED aid is calculated as follows: Total aid disbursable multiplied by % completed

- If EARNED aid equals disbursed aid, no action is required.
- If EARNED aid exceeds disbursed aid, the college must calculate a Post-Withdrawal Disbursement. We will notify the student by letter, email, or phone call regarding the aid to be disbursed to the student account and verify whether or not the student wants funds disbursed for the term. The student will be given 14 days from the offer to respond to the inquiry and our office has up to 120 days to disburse funds after the withdrawal date has been determined.
- If EARNED aid is less than disbursed aid, the college must calculate the difference to be returned by the college and by the student.

[A]UNEARNED aid: Total aid disbursed minus EARNED aid

[B]Percentage of UNEARNED aid (% UNEARNED): 100 minus % completed

The College's share of the "unearned" aid is the lesser of the total amount of "UNEARNED aid" [A] or the school charges multiplied by the "Percentage of UNEARNED aid" [B]. This amount must be returned by the College. The student's share is the difference between the total unearned amount and the College share. This amount must be returned by the student.

If the Finance Office determines a student owes as a result of returned funds, the student will be sent a new statement of account by the Finance Office. This is the student's financial obligation to the College.

The Return of Title IV funds calculation is separate from the College's Tuition/Fee Reduction schedule. Please refer to the Registrar's Office published refund/withdrawal calendar (aka: tuition/fee reduction period).

Aid will be returned to aid programs in the following priority: Federal Pell Grant, and Federal SEOG program, other Title IV or Title VII aid, other federal, state, private, or institutional student financial aid. If any funds are left on your account after all adjustments to the other aid sources, the credit will be returned to you.

The Financial Aid Office will evaluate tuition/fee reductions to non-title IV aid programs on a case-by-case basis.

The Student Financial Aid Office is required by federal regulation to evaluate students receiving all Failing or Incomplete grades for the semester. It is always in the student's best interest to talk with the Student Financial Aid Office regarding their options to see if it is best for them to go ahead and withdraw from classes early in the semester and for them to know the implications they may face if they did not and earned all 'F' grades. At the end of each semester, the Student Financial Aid Office is required to review all students' grades, but especially those that receive an 'F' grade(s) to determine if the student was an 'Unofficial Withdrawal'. Please refer to the section regarding the All F Grade Recipients (Section #8) and learn what effect earning all 'F' grades has on a student's financial aid account.

Please remember all financial aid recipients will be held accountable under the school's Satisfactory Academic Progress (SAP) policy.

## **(8) All "F" Grade Recipients**

Students receiving all 'F' grades are required to comply with the federal Title IV Refund Policy as well as Simmons College Satisfactory Academic Progress Policy. When federal financial aid either partially or fully pays educational expenses and the student receives all 'F' grades. The Aid office is required by federal regulation to determine if the student is an "unofficial withdrawal."

The College has up to 30 days after the last day of the semester to determine if the student earned the failing grades or stopped attending (stopped-out or walked-away).

If the college cannot determine the student's last date of attendance or that the failing grades were earned, then the Financial Aid office must make the adjustments to the account, return aid to appropriate federal programs and notify the student of the required adjustments.

What is acceptable proof of attendance or participation in a class related activity?

A letter on departmental letterhead from a professor, instructor or academic advisor noting the last date of attendance in the class or involvement in a class related activity. Examples of academically related activities include: an exam, a tutorial, computer-assisted instruction, turning in a class assignment, or attending a study group that is assigned by the professor.

Why does SFAO monitor students receiving all 'F' grades?

The Student Financial Aid Office is obligated by federal regulation to review aid recipients receiving all 'F' grades. Failure to do so would result in monetary fines to Simmons College of Kentucky and jeopardize our continued participation in federally funded aid programs. The assumption behind the law is that a student receiving all 'F' grades probably did not complete the semester, but rather walked away from school without officially withdrawing.

**(9) Additional Consumer information:**

**Required Disclosures:** Please refer to the Student Handbook for more information on Privacy of Student Records (FERPA), Policy on Drug and Alcohol, Campus Crime Statistics, and Student Right-to-Know Act (Completion/ Graduation and Transfer Rates)

**Student Complaints:**

Students should attempt to resolve issues through all means available at Simmons College of Kentucky (SCKY) as outlined in the Student Handbook.

If the issue cannot be resolved through these procedures, a complaint can be submitted to SCKY's accreditor, The Association for Biblical Higher Education (ABHE):

Contact via e-mail at [coa@abhe.org](mailto:coa@abhe.org) or telephone (407-207-0808) if you wish to discuss a complaint and/or to receive a copy of ABHE complaint policy.

If the issue cannot be resolved through these procedures, a complaint can be submitted to:

Kentucky Council on Postsecondary Education  
1024 Capitol Center Drive, Suite 320  
Frankfort, KY. 40601-7512  
(or) submit your complaint via [cpeconsumercomplaint@ky.gov](mailto:cpeconsumercomplaint@ky.gov)

**Contact Information for the FSA Student Loan Ombudsman's Office**

Email: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)

Web Address: <http://www.ombudsman.ed.gov>

Telephone: 877-557-2575 (Toll Free) or 202-377-3800

Fax: 202-275-0549

Mail: U.S. Department of Education • FSA Ombudsman • 830 First Street, N.E. • Washington, D.C. 20202-5144

# EMERGENCY COMMUNICATION

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## EMERGENCY PROCEDURES

Simmons College of Kentucky will rely upon eight communication systems during a major emergency—these methods combined make up the Simmons' Fast Alert. The individual systems are listed below. It is imperative that, upon activation, these systems be used redundantly to maximize the number of people notified in the shortest time possible

### Text Messaging System

As part of our effort to make the Simmons campus as safe as possible, we are setting up an emergency communication system using the cell phones of students and staff. In the event of an emergency, a text message will be sent to the cell phones of all participants in this program. During emergencies, Simmons College of Kentucky will make every reasonable effort to provide necessary information on the current status of the college: the use of text messaging is just one means of conveying information. We may also make use of other tools such as our public address system, college website and paper publishing capabilities to reach everyone we need to. While no student is required to comply, students, faculty, and staff are strongly encouraged to sign up to receive emergency messages through this system. If you choose to participate, please sign up with your name and cell phone number in the registrar's office to add your name to the program. Writing your name and cell phone number on an Emergency communications sign-up sheet constitutes an agreement to receive emergency text messages from Simmons College of Kentucky. Be sure to read the TERMS OF SERVICE prior to registration. If your cell phone service charges fees for text messages, you are responsible for those charges.

Text Messaging System is designed to provide rapid notification via text messages to alert student, faculty and staff of an emergency at or adjacent to the College. A database is kept on file as a simple and reliable means to quickly send messages to many people with text-message capable cellular phones (or other digital devices).

### Phone Intercom – Voice Over via Phone Intercom System

Phone Intercom is a system that allows alert administrators to simultaneously send an audio stream to all Simmons' phones. Activation for emergencies will pass an audible message through phones. Simmons has a campus-wide phone system that could be activated in seconds during an emergency.

### Inclement Weather Procedures

Decisions to cancel classes will be announced by the Vice President of Academic Affairs, the Provost or the President. Cancellation decisions for classes will be made and posted as soon as decisions are warranted. Cancellation decisions will be announced over local media (*WLKY-Channel 32, 1610 AM, & NOAA Weather Radio Channel will be the first notified*). No notification will be made unless classes are canceled.

*Weather Radio – National Oceanographic and Atmospheric Administration, National Weather Service Weather Radio*

NOAA Weather Radio is an "All Hazards" radio network making it a single source for comprehensive weather and emergency information. In conjunction with Local Emergency



Management and the Louisville Office of the National Weather Service, NWR broadcast warnings and post-event information for all types of emergencies – including natural disasters, environmental emergencies and public safety situations.

### **Bulk E-Mail – E-Mail to all Simmons addresses**

A mass E-Mail can be sent to everyone who has an E-Mail account on the Simmons College of Kentucky network. This E-Mail is initiated in the Information Technology Office and is accessible to any account holder whether they are accessing it from campus or remotely.

### **Trimarc Signs – Message signs on interstate highways**

Signs are strategically placed on I-64, I-65 and I-71 that can be used to provide a short digital message. These signs are owned and operated exclusively by Trimarc under a contract with the Kentucky Department of Transportation. These signs are digitally controlled and have the ability to display 128 characters of text. Simmons has an arrangement to access these signs during an emergency to stop drivers from coming on campus.

### ***1610 AM Radio – Local government radios station for emergency announcements***

1610 AM radio is a Louisville Metro owned radio station that can be used during an emergency. This radio station is operated by the staff of MetroSafe. Staff Personnel would request MetroSafe place an announcement on the radio system and Trimarc would direct drivers to tune to the station.

### **Website**

The Office of IT has prepared an optimized website with minimal graphics to provide information to the college during emergencies.

### **Media – Press Conference**

Designated college officials will provide advisories to the media via a formal media advisory, or news release, or in response to media inquiries. Once the activation of mass communication systems is initiated and the public becomes aware of a situation occurring at the College, the media will begin to inquire about the nature of the emergency. As time allows, a press conference may be scheduled for university leadership to talk to the media and answer questions.

## ADMISSIONS INFORMATION

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### **Admissions Policy**

Simmons College of Kentucky accepts applications from anyone who meets the academic and character requirements necessary for success as a student. Any student admitted to the College is entitled to all the rights, privileges, programs, and activities generally accorded to or made available to students at the College. Simmons College of Kentucky does not discriminate on the basis of race, color, national or ethnic origin, age or sex in the administration of its educational policies or other school-administered programs.

### **General Admission Requirements**

For Associate of Arts (A.A.) students/graduates, a minimum GPA of 2.5 is required for progress into a Bachelor of Arts (B.A.) program in one of the four areas: religion, business, sociology, and communication. All students seeking to progress into the Bachelor of Arts programs will also be required to successfully complete an interview with the department chair and/or vice president for academic affairs. For A.A. students/graduates with less than a 2.5 GPA, a successful interview with the department chair of the area being pursued and/or vice president for academic affairs will be required before progressing into the program of choice.

For recent high-school graduates (matriculating within two years of high school graduation), an ACT score of 18 OR a GPA of 2.5 is required for full admission into any program at Simmons College of Kentucky, including the Bachelor of Arts (B.A.) programs. A high-school graduate who has achieved less than an ACT score of 18 OR less than a 2.5 GPA will automatically be enrolled into the Associate of Arts program, unless granted a waiver by the vice president for academic affairs.

### **Certificate:**

This non-degree program is designed for the student who either desires a shorter program of study or does not have a high school diploma or its equivalent, the General Educational Development Certificate (GED). Any person wishing to enter the Certificate program must secure an application packet from the admissions office. The applicant must indicate his/her desire to enter the Certificate program. Upon completion, the necessary forms should be forwarded to the admissions office of the college. Applicants will be notified of the status of their request for admissions as soon as possible.

Persons enrolled in the Certificate program may transfer to a degree program if at some time in the future they obtain a high school diploma or its equivalent (GED). Students wishing to transfer to a degree program must submit the additional documents required for that particular degree program. Any course taken by a student enrolled in the Certificate program is transferable if the student achieved a grade of "C" or better in the course.

### **Associate of Arts Degree and Bachelor of Arts Degree:**

The following is a list of requirements for admission to the Associate of Arts degree program. Any person desiring to enter the Associate of Arts (AA) program must submit the following documents:

1. A completed and signed Application for Admission
2. Two (2) page essay discussing why you want to attend Simmons College of Kentucky.
3. \$25.00 (non-refundable) application fee
4. An official copy of the applicant's High School transcript, including proof of graduation, or equivalent (GED)
5. Official report of ACT scores
6. Documentation of any earned post-secondary degrees
7. An official transcript from all colleges or universities attended
8. Two (2) Simmons College of Kentucky character reference forms

### **Bachelor of Theology Degree:**

1. A completed and signed Application for Admission
2. Three (3) page essay discussing why you want to attend Simmons College of Kentucky.
3. \$25.00 (non-refundable) application fee
4. An official copy of the applicant's High School transcript or equivalent (GED)
5. Official report of ACT scores
6. Diploma or transcripts showing the successful completion of the Bachelor's degree (BA or equivalent) at an accredited college or university (for non Simmons College of Kentucky graduates).
7. Documentation of any other post-secondary degrees earned
8. An official transcript from all colleges or universities attended
9. Two (2) Simmons College of Kentucky character reference forms

**NOTE:** Any exception to the above stated admission policies must be approved by a majority vote of the Faculty Senate. A formal request for an exception must be made in writing and presented to the Admissions Office.

### **Readmission Policy**

Up to 24 months after withdrawing from school, a person may return classes without applying for readmission through the Admissions Office. After 24 months of not being enrolled at SCK, a person must apply for readmission through the Admission's Office. An exception may be made through the Director of Admissions only in case of a documented medical leave of absence. Application forms may be obtained from the Admissions Office.

### **Transfer Students**

Any student desiring to transfer college credits from another college or university to Simmons College of Kentucky must submit an official transcript of all work at the previously attended institution. Only course work of "C" or better will be considered for transfer. Any student admitted having transferred credit from some other institution of higher education must complete at least fifty-one (51) percent of their semester hours of course work at Simmons College of Kentucky in order to be eligible for a degree. Only course work comparable to courses offered at Simmons College of Kentucky in the Associate, Bachelor of Arts, or Bachelor of Theology programs will be considered for transfer.

## **BEHAVIORAL POLICIES**

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### **Code of Conduct**

Students who enter Simmons College of Kentucky are expected to maintain a high standard of ethical conduct compatible with the beliefs of a sound moral system. The use of intoxicating beverages or substances inside or outside of school premises will not be tolerated. The evidence of such or other infractions could lead to immediate expulsion. A high standard of ethics is meant to pervade all segments of the life of this institution of higher learning for both its students and faculty. To this end, we expect all to be just in their dealings with each other, the college and the employees of the college. This includes, but is not restricted to, honesty and integrity in study, courtesy in speech, the satisfying of all obligations to the College, financial and/or otherwise. Students that fail to conduct themselves in a high manner will be recommended to the Office of Student Affairs for counseling or disciplinary action. Repeated displays of poor conduct will result in expulsion from the College.

### **Dress Code**

Simmons College of Kentucky does not specify a particular type, style or form of clothing, as long as the manner of dress is modest and reflects a high moral character. Students are expected to dress appropriately for special events such as convocation services and the like.

## **POLICIES CONCERNING EQUITY, DIVERSITY, AND HARASSMENT**

Simmons College of Kentucky endeavors to maintain a teaching and learning environment that promotes sensitivity to diverse individuals and groups. Behavioral patterns appropriate to the religious commitments of Simmons College of Kentucky are expected. Acts of racism, sexism, bigotry, harassment, and violence are not acceptable behaviors from either employees or students of Simmons College of Kentucky. Persons involved in such behaviors will be disciplined and may be asked to leave the institution. Any persons who believe they are the object of such behaviors should speak to division chairpersons, Vice Presidents, or supervisors. If satisfactory resolution is not found, grievance may be filed in the manner indicated in the Faculty Handbook or the Student Handbook.

### **Sexual harassment**

Sexual harassment, for purposes of this policy, is defined as including unwelcome sexual advances, verbal or physical conduct with unwanted sexual implications such as sexual kidding, remarks about one's anatomy, patting, touching, display sexually suggestive visual material or requests for sexual favors.

Under no circumstances will the College allow such behaviors to continue. The College will not allow such behaviors to create a work or study atmosphere where workers or students are offended or intimidated.

Any persons enrolled or employed by Simmons College of Kentucky who believes that they have been victims of some form of harassment should bring these unacceptable behaviors to the attention of their immediate supervisor. If the complaint involves someone in the direct line of authority a report should be submitted the Vice President of Administration. In all cases the College

will promptly commence an impartial investigation.

Special care should be taken by all parties to such complaints, since relationships can be misinterpreted and/or abused by either party and can be damaging. The context of all such events must be examined and judged, since offensive behaviors can range from a friendly pat to explicit sexual statements and actions.

Simmons College of Kentucky will not permit retaliation against one who complains of sexual harassment. The College will maintain confidentiality of elements of the sexual harassment investigation to the greatest extent possible. A finding of sexual harassment does not depend on finding that the complainant has been harmed in terms of loss of advancement, position, status, or grades. A finding that one has created a continuing offensive verbal, visual, or behavioral environment is adequate justification for a finding of harassment. When the investigation is completed, persons found guilty of harassment activities, will be dismissed from employment or enrollment.

### **Sexual Assault Victims' Bill of Rights**

In accordance with Section 485 of the Higher Education of 1965, Simmons College of Kentucky has established in conjunction with its written Sexual Harassment Policy, a policy which provides that the following rights are accorded, by all campus officers, administrators, employees and students, to victims of campus related sexual assaults: a. The right to have any and all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity; and the right for SCK organizations which assist such victims to be recognized. 2. The right to have sexual assaults committed against them investigated by SCK Dean of Students, Vice President of Administration, and the right to the full and prompt cooperation and assistance of personnel in notifying the proper authorities. This action shall be in addition to the disciplinary proceedings established by SCK. 3. The right to be free from any kind of pressure from any SCK entity that victims (a) not report crimes committed against them to SCK officials or disciplinary officials for civil or criminal action: or (b) report crimes as lesser offenses than the victims perceive them to be. 4. The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes committed on campus because: a. victims are somehow "responsible" for the commission of crimes against them; b. victims were contributively negligent or assumed the risk of being assaulted; or, c. by reporting crimes they would incur unwanted personal publicity. 5. In any campus disciplinary hearing, the accused and accusers have the right to have someone accompany them at the hearing, and both the accused and accuser have the right to be notified of the hearing outcome. The sanctions for the accused in cases of sexual assault will be determined by the individual or body hearing the charges. Sanctions may include any sanction deemed appropriate in the Student Handbook or Faculty Handbook. 6. The right to full and prompt cooperation from SCK personnel in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary for proof of criminal sexual assault in subsequent legal proceedings. 7. The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing. 8. The right to counseling from any mental health services previously established by SCK, by other victim-service entities, or by services acquired by victims themselves. 9. After campus assaults have been reported, the victims of such crimes shall have the right to require that SCK authorities take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact with or proximity to reported assailants. 10. In addition, students, whether sexual assault victims or not, have a right to habitability (\*) in on-campus housing accommodations for which SCK may receive any compensation, direct or

indirect. Substantiated violations of these provisions shall be corrected by campus personnel with relocation of the complainant to acceptable, safe, and secure alternative housing as soon as possible, unless conditions warrant other immediate action by campus personnel. (\* Habitability shall be defined as an environment free from sexual or physical intimidation, or any other continuing disruptive behavior by persons sharing rooms or roommates' guests that is of such a serious nature as would prevent a reasonable person from attaining their educational goals.) 11. Other appropriate personnel will be contacted as needed by the individuals responding to the victim of the assault. Education and awareness programs will be conducted by appropriate campus personnel on the topics of sexual assault and victims' rights on a regular basis.

**Simmons College of Kentucky hereby certifies that it complies with the requirements of Section 485.**

### **Student Grievance Policy**

In the event of an incident, event or complaint that is of such substance that a student desires to file a grievance the student must first write out a comprehensive incident/grievance report. That report should consist of, at least, the grievance, the issue(s) and/or people involved, the desired action, date of incident, date of report and signature of the student filing the grievance.

The report is to go directly to the Dean of Students. In the event that the Dean of Students is directly involved in the incident being grieved, the report may be submitted to the Vice President of Academic Affairs. It will then be sent through the appropriate administrative departments until the grievance is brought to resolution. The Vice President of Academic Affairs is normally the final arbiter in the grievance process.

### **STUDENTS' RIGHT TO PRIVACY**

The College complies with the Family Education Rights and Privacy Act of 1974 and as it appears in final form in June 1976. The law protects the rights of students to review their own records and to challenge any of the content of the record. Grade records are kept in the Records Office, discipline records are kept in the Office of the Vice President of Student Affairs, and financial records are kept in the Financial Aid and Accounting Office. Simmons students' personal records are kept in the Academic Dean's Office. Students may request access to their records in these offices.

The law also protects students from the unlawful disclosure of information about their academic performance, personal campus discipline, or financial status. The law allows the disclosure of three classes of "directory information" as follows:

1. Name, address, telephone number, dates of attendance, class, and religious affiliation.
2. Previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred including dates.
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes, and date and place of birth.

A student may request in writing to the Records Office that one or all three categories of directory information be restricted from publication. In no case will grade, discipline, or financial information be disclosed except in those cases that are in keeping with the law.

# ACCEPTABLE USE POLICY

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## 1.0 Overview

Simmons's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Simmons College's established culture of openness, trust and integrity. Simmons is committed to protecting Simmons College's employees, students, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Simmons College. These systems are to be used for business purposes in serving the interests of the school, and of our students in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every Simmons College employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

## 2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Simmons College. These rules are in place to protect the employee and Simmons College. Inappropriate use exposes Simmons College to risks including virus attacks, compromise of network systems and services, and legal issues.

## 3.0 Scope

This policy applies to students, employees, contractors, consultants, temporaries, and other workers at Simmons College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Simmons College.

## 4.0 Policy 4.1 General Use and Ownership

1. While Simmons College's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of Simmons College. Because of the need to protect Simmons College's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Simmons College.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/ Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
3. Simmons recommends that any information that users consider sensitive or vulnerable be encrypted. For guidelines on information classification, see Simmons's Information

Sensitivity Policy. For guidelines on encrypting email and documents, go to Simmons's Awareness Initiative.

4. For security and network maintenance purposes, authorized individuals within Simmons College may monitor equipment, systems and network traffic at any time, per Simmons's Audit Policy.
5. Simmons College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### **4.2 Security and Proprietary Information**

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by corporate confidentiality guidelines, details of which can be found in Human Resources policies. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, user level passwords should be changed every six months.
3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.
4. Use encryption of information in compliance with Simmons's Acceptable Encryption Use policy.
5. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the "Laptop Security Tips".
6. Postings by employees from a Simmons College email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Simmons College, unless posting is in the course of business duties.
7. All hosts used by the employee that are connected to the Simmons College Internet/Intranet/Extranet, whether owned by the employee or Simmons College, shall be continually executing approved virus- scanning software with a current virus database unless overridden by departmental or group policy.
8. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

#### **4.3. Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these



restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Simmons College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Simmons College-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Simmons College.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Simmons College or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a Simmons College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Simmons College account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing,

denial of service, and forged routing information for malicious purposes.

10. Port scanning or security scanning is expressly prohibited unless prior notification to Simmons is made. 27
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, Simmons College employees to parties outside Simmons College.

#### **Email and Communications Activities**

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Simmons College's networks of other Internet/Intranet/ Extranet service providers on behalf of, or to advertise, any service hosted by Simmons College or connected via Simmons College's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

#### **4.4. Blogging**

1. Blogging by employees, whether using Simmons College's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Simmons College's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Simmons College's policy, is not detrimental to Simmons College's best

interests, and does not interfere with an employee's regular work duties. Blogging from Simmons College's systems is also subject to monitoring.

2. Simmons College's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any <Company> confidential or proprietary information, trade secrets or any other material covered by <Company>'s Confidential Information policy when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Simmons College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Simmons College's Non-Discrimination and Anti-Harassment policy.
4. Employees may also not attribute personal statements, opinions or beliefs to Simmons College when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Simmons College. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Simmons College's trademarks, logos and any other Simmons College intellectual property may also not be used in connection with any blogging activity

## **5.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **6.0 Definitions**

### **Term Definition**

*Blogging*  Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

*Spam*  Unauthorized and/or unsolicited electronic mass mailings.

# ACADEMIC POLICIES

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## Classification of Students

Any student enrolled in twelve (12) semester hours or more is classified as a full-time student. Any student enrolled in less than twelve (12) semester hours is classified as a part-time student. The maximum number of semester hours for which a freshman can enroll is seventeen (17). The maximum course load for an upper-class student is 18 semester hours. (Some exceptions may be granted with the written permission of the Office of Academic Affairs.)

## Classification According to Semester Hours Earned

Freshman	0-32
Sophomore	33-64
Junior	65-96
Senior	96+

## Catalog Jurisdiction

A student dropping out of Simmons College of Kentucky at any time during his/her college career for a period of one year or more shall be considered to be under the jurisdiction of the current catalog in use at the time of his/her return. Students are subject to the rules published in the current Student Handbook each semester they attend. Where there is a conflict of policy, the policy of the student handbook supersedes that of the catalog. No program changes will be made in the Student Handbook.

Any student in good academic standing may choose in writing and with the approval of the Academic Affairs office to adopt the academic rules, degree programs, and jurisdiction of a catalog in current publication. This request must be made during the academic year of the catalog in question. Any exceptions to the above policy must be obtained by the student in writing from the Academic Affairs office.

## Convocations

Convocations are held monthly throughout the semester. They will convene as called by the Vice President for Faith-Based Relations and/or the Vice President for Student Affairs. All students are required to attend convocations.

## Class Attendance

Regular attendance and punctuality in all classes is expected. It is the responsibility of each faculty member to establish specific guidelines regarding class attendance. These guidelines should be addressed early in the semester during the explanation of the class syllabus.

## Classroom Environment

Simmons College of Kentucky is a Christian liberal arts college that upholds high standards of personal and professional conduct. This includes a classroom that promotes a positive learning

environment and a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of both students and faculty. The College or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or may lead to suspension from the program.

### **Grading and Evaluation**

The minimum passing mark in any class is a grade of D. When percentage equivalents are used as a basis for assigning letter grades, the following will prevail:

A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59 or below the unit of credit is a semester hour. The 4 point system is used to compute grade point standing. The quality point value per credit hour for each letter grade is as follows:

A=4 B=3 C=2 D=1 F = 0 (no credit)

### **Grading for Written Work**

Students in all courses at Simmons College of Kentucky are expected to submit written work without misspellings or grammatical errors. While the focus of assessing written work in most classes is upon content, spelling and grammar performance will be reflected in the final grade for written assignment. Research papers and essay formats should follow the 5th or 6th edition of the Publication Manual of the American Psychological Association (APA).

### **Academic Honesty and Plagiarism**

Students are expected to exhibit honesty in the classroom, in homework, in papers submitted to the instructor, and in quizzes or tests. Any deviation from ordinary standards such as the permitted use of notes for an examination or an “open book” test should be stated clearly by the instructor.

Cheating is defined as submitting work for academic evaluation that is not the student’s own, copying answers from another student during an examination, using prepared notes or materials during an examination, or other misrepresentations of academic achievement submitted for evaluation and a grade.

Plagiarism in research writing is considered cheating. Plagiarism is defined as “the act of using another person’s ideas or expressions in writing without acknowledging the source. . . to repeat as your own someone else’s sentences, more or less verbatim.”

A student apprehended and charged in cheating, including plagiarism, during his or her college matriculation, is subject to the following discipline:

1) First Incident of Cheating: failure in paper or exam; 2) Second Incident of Cheating: failure in the course involved; 3) Third Incident of Cheating: expulsion from the college.

Because the matter of cheating cumulatively leads to dismissal, faculty are required to report each observed case to the Vice President of Student Affairs office before taking any action against the student. Unquestionable evidence must be in hand before any action will be taken to confront and accuse a student of cheating, and faculty members must provide the details of the situation to the administration before confronting the student of the alleged violation.

### **Final Examinations**

Examinations may be taken only at the hour scheduled for each particular course in the regular examination schedule. Students who are unavoidably prevented from taking final examinations at the appointed times must report to the Academic Affairs Office and may receive permission through the Academic Dean to take a make-up examination. No student will be permitted to take final exams until his or her financial obligation to the college has been paid or payment arrangements have been made.

### **Incomplete Course Work**

Incompletes are only granted when a student can demonstrate sufficient cause for not completing regularly scheduled course work during the regular semester or session in which it is scheduled. The student seeking an incomplete must submit a written request to both the Academic Dean and the instructor(s) stating specially the reasons for the request. The request must be submitted prior to the official last day of classes. (Refer to appropriate semester Academic Calendar.) All incomplete work must be submitted five (5) weeks or twenty-five (25) working days after the last day of classes. Any incomplete course work after the twenty-fifth day automatically becomes a failing grade (F).

### **Changes in Registration**

No classes may be added after the late registration period has passed. Any students desiring withdrawal from a course must complete a Withdrawal Request form and submit it to the office with the signature of the instructor. The request must be submitted at or before 4 p.m. on the date designated as the last day to withdraw for the semester. (See Academic Calendar.) Failure to complete and submit the request form to the office before the designated date and time will result in an automatic failing grade "Withdrew Failing" (WF). The grade, Withdrew Passing (WP) will only be assigned when a student has properly and officially filed a request for withdrawal from the course.

### **Withdrawal From Class/College**

If a student finds it necessary to withdraw from a class or the college before the routine completion of the semester she should discuss the matter with her advisor and take official action before withdrawing. Withdrawal cannot be finalized until two prerequisites are first met. First, financial obligations must be met or suitable arrangements made with the Financial Aid office. Second, the student must go to the Academic Affairs-Records Office and fill out a Course Withdrawal Form for each registered class. The Course Withdrawal Form must be returned to the Office of Academic

Affairs and the Financial Aid Office. By doing this, the student may be able to avoid a failing grade on her academic record. If a student does not officially withdraw from college or drop a class or classes, the student will be financially liable for the class or classes. Withdrawal after the last day of withdrawal published in the academic calendar will only be permitted for extreme situations and must be approved by the Academic Affairs Office. There are no exceptions to this policy.

### **Academic Standing**

The academic standing of a student is determined by the student's cumulative grade point average. In order for a student to achieve and remain in good standing, he must have a cumulative grade point average of at least 2.00. Any student whose cumulative grade point average falls below 2.00 will be placed on academic probation. Students placed on probation will continue on probation until their cumulative grade point average has been raised to at least 2.00. Any student on academic probation will be limited to a maximum of twelve (12) semester hours enrollment per semester until the student improves his academic standing.

Any student who remains on academic probation for three consecutive semesters and does not raise his cumulative average by the conclusion of the third semester to at least 2.00 will be suspended. A student who has been placed on academic suspension may return following the lapse of one complete semester.

### **Repeat Options**

Each student enrolled in an educational program at Simmons College of Kentucky will be allowed three (3) repeat options. A repeat option is an aid to the student who, in the event of some difficulty in a course, does not achieve a passing or satisfactory grade. If a student does not achieve a satisfactory grade in a class the student may exercise her repeat option in order to improve the grade. If a student receives a failing grade in a core course, the student must repeat the failed course. The exercise of repeat options must be approved by the Provost.

### **Academic Progress**

Students are expected to conform to the academic standards of Simmons College of Kentucky and make progress towards the completion of one of the academic programs listed in this catalog. Students who do not demonstrate adequate progress may be recommended by the faculty to be placed on academic probation, until the student's academic performance improves regardless of GPA. Students are expected to make continual progress towards an academic program listed in this catalog. Students are given a two (2) year period of time to finish a certificate program, three (3) years in order to complete an Associates degree, and five (5) years to complete a Bachelors degree. Additional time requirements may apply to specific degree programs. Failure to finish programs within these specified times might result in removal from these programs.

### **Leave Policy**

Students must move through their program at an acceptable speed and complete an annual evaluation with their Academic Advisor. If a student does not make satisfactory progress, he is allowed one semester to get back on track. With a written recommendation from an appropriate physician and with the approval of the Office of Academic Affairs, a student who must interrupt study temporarily because of physical or psychological illness may be granted a medical leave of

absence for one term of one academic year. Students who are granted a medical leave in the course of a term will have their tuition adjusted according to the refund policy. Before registering, a student on medical leave must secure written permission from an appropriate physician and must follow the school's procedure for readmission.

## **Termination**

A student's relationship with the school may be terminated for the following reasons: 1. Failure to maintain a satisfactory academic record 2. Behavior which violates generally acknowledged canons and standards of scholarship or professional practice. Behavior which is disruptive to the educational process.

Disciplinary action is initiated by the Discipline Committee. The concerned student has a right to appear before the committee. The decision to terminate the relationship of a student with the school is made by the General Faculty on recommendation of the Discipline Committee. The committee may also impose lesser penalties such as reprimand or probation. The faculty reserves the right to withhold a degree from a candidate where there is compelling evidence of serious moral misconduct, or while disciplinary actions or criminal proceedings are pending.

## **Official Transcripts**

Every student is entitled to one *unofficial* transcript of his/her work, provided all financial accounts with the college are paid in full. *Official* transcripts are issued upon receipt of fifteen dollars (\$25.00) per transcript. These are issued only on the basis of written authorization by the student. (Only a student's final grade is entered on the permanent record.) The student's permanent records are maintained in the office of Student Affairs.

## **Graduation Requirements**

Each student must fulfill the following requirements in order to graduate:

1. Successful completion of course work with a minimum cumulative GPA of 2.0
2. Completion of six (6) ministry service program credits
3. Demonstrated ethical character and worldview as defined in the Student Handbook
4. Approved by a vote of the faculty for graduation

## **Faculty**

The faculty of Simmons College of Kentucky is composed of a group of individuals who are committed to providing a quality and unique educational experience for the students. The faculty is diverse and represents a wide range of educational institutions and perspectives. Over ninety percent (80%) of fulltime faculty of Simmons College of Kentucky possess or are candidates for a graduate degree in the area in which they teach.

## **Faculty Performance Evaluations**

Timely and relevant feedback is recognized as an important element in the enhancement of learning and instruction. With this in mind, the administrative staff of Simmons College has provided a variety of measures to provide feedback to instructors.



End-of-Course Surveys: At the end of each semester, students rate the instructor on a number of attributes and functions. Students are invited to make narrative comments regarding their assessment of the instructor's strengths and are given the opportunity to make suggestions for improvement in instruction. These forms are tabulated by the staff and the results are mailed to the instructor.

Peer Evaluations: Peer coaches will conduct evaluations of beginning faculty members by scheduling a class visit. Faculty Counseling: Advice and comments are offered through appropriate academic department. Instructors are encouraged to initiate conversations regarding feedback which concerns them. Developmental materials are offered in the form of books or videos to address particular concerns.

In-Class Administrative Reviews: Periodically, Simmons College administrative staff will make classroom visits. Visits are conducted in order to evaluate instructor performance. This evaluation is based on an observation of the classroom instruction. Each instructor will receive a written report. The intention of Simmons College of Kentucky is to conduct classroom visitations annually for each instructor. Teaching assignments are made on the basis of classroom evaluations to provide the best possible instructors for Simmons students.

## **STATEMENT ON ACADEMIC RIGOR**

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100-level courses are foundational and assume that the student has little to no knowledge of the subject matter. The focus is on the introduction to terms, concepts, techniques and ways of thinking/learning within discipline, typically in the context of a relatively broad survey of topics.

**READING:** Most instructors of 100-level courses assign readings from textbooks (if a suitable text is available) as well as a range of supplementary readings that may include both primary and secondary source material. Weekly assignments consist typically of approximately 100 pages divided among texts, secondary readings, and primary source materials.

**STUDENT WRITING:** At least 8-10 pages (standard font, double-spaced, with references), excluding exams.

**EXAMS:** Typically a midterm and a final exam.

**PARTICIPATION:** It is recommended that section participation count at least 10% toward the final grade.

200-level courses continue with introduction to terms and concepts within the discipline, although typically within a more narrowly defined topic. The learner has been exposed to related topics but necessarily to the specifics of the subject matter.

**READING:** Most instructors of 200-level courses combine textbooks with supplemental primary, and secondary readings. As on the 100 level, about 100 pages are typically assigned weekly.

WRITING: Typically 8-15 pages (standard font, double-spaced, with references), excluding exams.

EXAMS: Typically a midterm and final exam

PARTICIPATION: Should the course be structured to allow for student participation, it should make up part of the grade.

300 level classes facilitate the development of specialized terms, concepts, techniques and approaches pertaining to a narrowly defined topic within the discipline. The learner has advanced to in-depth familiarity with basic terms, concepts, techniques and approaches of the discipline.

READING: Weekly assignments typically include at least 120 pages divided between primary source readings and scholarly treatments.

WRITING: Student papers should develop well-supported arguments on the basis of research in primary sources and on the interpretation of texts. Most courses require a paper or papers totaling at least 10-15 pages.

EXAMS: Typically a midterm and final exam.

PARTICIPATION: Should count at least 10% of grade.

400 level classes are advanced and involve critical analysis of the most current terms, concepts, techniques and approaches shaping the discipline. The learner has become proficient in critical thinking and the ability to solve problems through independent thought related to the discipline.

WRITING: Typically a research paper of at least 10-20 pages.

READING: Weekly assignments are typically at least 120 pages divided between secondary and primary sources.

EXAMS: Typically, a midterm and a final.

PARTICIPATION: Minimum 10% of grade.

500 level classes are pre-graduate level and involve the fairly independent initiation of effort toward proposing and solving problems, creating new scholarship, and/or producing a new intellectual product. This level makes use of seminars and critical student dialogue with the professor largely as mentor/facilitator. There is a high degree of interest in self-education and self-direction within the discipline.

WRITING: Usually a research paper or papers of at least 20-25 pages.

READING: Weekly assignments are typically 130-150 pages divided between tertiary, secondary and primary scholarly resources.

EXAMS: Taught in seminar fashion, students are evaluated based on writing, reflection, qualitative contributions and group projects.

PARTICIPATION: The seminar style weights participation much higher. Minimum of

30% of grade.

## EDUCATIONAL PROGRAMS

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In an effort to meet the educational needs of the total community, Simmons College of Kentucky has developed eight distinct educational programs:

- Non-Degree Programs: Certificate in Religious Studies
- Degree Programs:
  1. Associate of Arts in Religious Studies
  2. Associate of Arts in General Studies
  3. Bachelor of Arts in Business Entrepreneurship
  4. Bachelor of Arts in Sociology
  5. Bachelor of Arts in Cross-Cultural Communication
  6. Bachelor of Arts in Music (need to develop)
  7. Bachelor of Arts in Religious Studies
  8. Bachelor of Theology

### **Non-Degree Program**

The non-degree program is designed to provide prospective students with essential training at the college level particularly those students who do not qualify for admission to a degree program. The Certificate program is a thirty-three (33) credit hour course of study.

### **Degree Programs**

The degree programs provide both academic and practical experiential training in biblical, theological, and ministerial studies, in addition to a wide range of ministry areas. The Associate of Arts in Religious Studies program and Associate of Arts in General Studies program are both sixty-six (66) credit hour courses of study and provides the student with a more comprehensive Liberal Arts and Ethical Worldview curriculum. The Associates program is designed to be completed in two years, full-time.

The Bachelor of Arts programs are four (4) year degree programs, which incorporates both Liberal Arts and Ethical Worldview into their 120 credit hour educational programs.

The Bachelor of Theology degree program is designed for students who desire to study in the areas of Theology, Biblical Studies, and Ministry Studies beyond the Bachelor of Arts program.

## **CERTIFICATE IN RELIGIOUS STUDIES**

Simmons College of Kentucky offers a one-year program of thirty-three (33) credit hours leading towards a Certificate in Religious Studies. The program is designed for persons who desire Christian training in order to more effectively serve in Christian ministry, but who either do not meet the academic requirements for admission to the Associate or Bachelor of Arts degree programs or desire a shorter program of study. This program is designed to impart skills for entry-level ministry positions. There are three possible emphases: The General, Associate Ministry, and Music Emphasis is especially appropriate to prepare graduates for service as Sunday school instructors or pulpit associates. The Music Ministry Emphasis is especially appropriate to prepare graduates for service as ministers of music, assistants in music ministry, or choir directors.

Students in the Certificate program will attend the same classes and do the same class work as the degree students. Should the student meet the necessary academic requirements and desire to be admitted to the Bachelor of Arts degree program, only course work in the Certificate program in which the student earned a letter grade "C" or above will be applied to the degree program. Students may concentrate their work in the general certificate curriculum, or in the areas of associate ministry or music ministry.

### **General Certificate**

. ENG101 English Grammar & Composition I	3 hrs
. ENG102 English Grammar & Composition II	3 hrs
. PMN101 Spiritual Formation	3 hrs
. THS140 Biblical Hermeneutics	3 hrs
. OTS101 Survey of the Old Testament I	3 hrs
. OTS102 Survey of the Old Testament II	3 hrs
. NTS101 Survey of the New Testament I	3 hrs
. NTS102 Survey of the New Testament II	3 hrs
. THS201 Christian Theology I	3 hrs
. THS202 Christian Theology II	3 hrs
. <u>One freshman/sophomore religion elective</u>	<u>3 hrs</u>

**TOTAL**

**33 Hrs**



## Religious Studies:

All students working towards the Associate of Arts Degree are expected to successfully complete the following religious studies courses:

. PMN101 Spiritual Formations	3 hrs
. THS140 Biblical Hermeneutics	3 hrs
. OTS101 Survey of the Old Testament I	3 hrs
. OTS102 Survey of the Old Testament II	3 hrs
. NTS101 Survey of the New Testament I	3 hrs
. NTS102 Survey of the New Testament II	3 hrs
. THS201 Pursuits in Theology I	3 hrs
. THS202 Pursuits in Theology II	3 hrs
. PMN207 Evangelism	3 hrs
. PMN301 Homiletics	3 hrs
. PMN302 Preaching Practicum	3 hrs
. PMN416 Ministry in the Black Church	3 hrs
. <u>One Ministry Elective</u>	<u>3 hrs</u>

**Total Religious Studies Credit Hours      39 hrs**

All students working towards the Associate of Arts Degree are expected to successfully complete PMN101 and THS140 within the first 24 credit hours of study. Students may not enroll in any 300 or 400 level course until they have successfully completed English 101 and any other prerequisites with a grade of C or better.

### **Total Credit Hours**

Total General Education      27 hrs

Total Religious Studies      39 hrs

**Total AA in Religious Studies    66 hrs**

## **ASSOCIATE OF ARTS IN GENERAL STUDIES**

The requirements for an Associate of Arts in General Studies involves the completion of coursework in General Studies. Students in the Associates of Arts in General Studies are eligible to apply for the Bachelor's in Business, Communication or Sociology. They are not eligible to apply for the Bachelor's in Religious Studies.

Students interested ultimately in the Bachelor's of Religious Studies should apply for the Associates of Religious Studies.

All students working towards the Associate of Arts in General Studies degree are expected to successfully complete the following general education courses:

### *Humanities* [24 hrs]

. ENG101 English Grammar/Composition I	3 hrs
. ENG102 English Grammar/Composition II	3 hrs

. ENG103 College Reading	3 hrs
. ENG302 Methods of Research	3 hrs
. GEN101 Freshman Experience	3 hrs
. ART101 Art Appreciation	3 hrs
. MUS101 Music Appreciation	3 hrs
. PHI200 Critical Thinking	3 hrs

*History and Social Science* [15 hrs]

. POL101 American Government & Politics	3 hrs
. PSY101 Foundations of Psychology	3 hrs
. HIS201/202 Western Civilization I or II	3 hrs
. HIS207 African American History	3 hrs
*Or GEN201: African American Experience	
. SOC101 Foundations of Sociology	3 hrs

*Mathematics and Science* [9 hrs]

. MAT101 College Algebra	3 hrs
. SCI101 Life Science	3 hrs
. SCI102 Earth Science	3 hrs

*Theological and Biblical Studies* [18 hrs]

. Foundations of Human Dignity	3 hrs
. Foundations of the Transcendent	3 hrs
. Foundations of Liberation	3 hrs
. Foundations of Community	3 hrs
. Pursuits in Theology I	3 hrs
. Pursuits in Theology II	3 hrs

**Total AA in General Studies**

**66 hrs**

All students working towards the Associate of Arts degree are expected to complete ENG101, ENG102 and GEN101 within the first year. Students may not enroll in 300 or 400 level courses until they have successfully completed English 101 and any other prerequisites with a grade of C or better.

**BACHELOR OF ARTS IN BUSINESS ENTREPRENEURSHIP**

The Bachelor of Arts in Business Entrepreneurship is a four-year degree program designed to combine the liberal arts, an ethical worldview, and business education. Urban communities are often neglected enterprise zones for job creation, thus necessitating a new generation of entrepreneurs to develop sustainable, innovative ventures that enhance the urban economy, solve problems, and meet the needs of the greater community. By creating a concentrated program around entrepreneurship, Simmons is building an infrastructure for the long-term economic resurgence of West Louisville. The specific outcomes are to:

1. Display knowledge of the key elements of the entrepreneurial process including opportunity recognition and evaluation, concept development, resource procurement, and implementation leading to the creation and capture of value.



2. Appropriate, implement, and evaluate the principles of business, economics, ethics, and the social sciences, at tactic and strategic levels, to creatively address and solve social problems that are challenging lives and communities in the urban context (*social entrepreneurship*).
3. Develop a commitment to ethical and professional character and abilities and make business- decisions based on an awareness of relevant stakeholders, community demands, and an attempt to create and sustain social and economic value.
4. Understand, interpret, and be able to communicate (written and oral) the key concepts and practices in core business functions (*accounting, marketing, management, statistics, and the business-legal system*).
5. Demonstrate an ethical, resourceful, strategic, and just commitment to social transformation.

*Humanities* [24 hrs]

- . ENG101 English Grammar/Composition I 3 hrs
- . ENG102 English Grammar/Composition II 3 hrs
- . ENG103 College Reading 3 hrs
- . ENG302 Methods of Research 3 hrs
- . GEN101 Freshman Experience 3 hrs
- . ART101 Art Appreciation 3 hrs
- . MUS101 Music Appreciation 3 hrs
- . PHI200 Critical Thinking 3 hrs

*History and Social Science* [15 hrs]

- . POL101 American Government & Politics 3 hrs
- . PSY101 Foundations of Psychology 3 hrs
- . HIS201/202 Western Civilization I or II 3 hrs
- . HIS207 African American History 3 hrs
- \*Or GEN201: African American Experience
- . SOC101 Foundations of Sociology 3 hrs

*Mathematics and Science* [9 hrs]

- . MAT101 College Algebra 3 hrs
- . SCI101 Life Science 3 hrs
- . SCI102 Earth Science 3 hrs

*Theological and Biblical Studies* [30 hrs]

- . Foundations of Human Dignity 3 hrs
- . Foundations of Community 3 hrs
- . Foundations of the Transcendent 3 hrs
- . Foundations of Liberation 3 hrs
- . Foundations of Ethics 3 hrs
- . Foundations of Human Sexuality 3 hrs
- . Introduction to the Hebrew Scriptures 3 hrs
- . Introduction to the Christian Scriptures 3 hrs
- . Pursuits in Theology I 3 hrs
- . Pursuits in Theology II 3 hrs

*Business Entrepreneurship* [48 hrs]

- . Foundations of Business and Society 3 hrs



- . SCI101 Life Science 3 hrs
- . SCI102 Earth Science 3 hrs

*Theological and Biblical Studies* [30 hrs]

- . Foundations of Human Dignity 3 hrs
- . Foundations of Community 3 hrs
- . Foundations of the Transcendent 3 hrs
- . Foundations of Liberation 3 hrs
- . Foundations of Ethics 3 hrs
- . Foundations of Human Sexuality 3 hrs
- . Introduction to the Hebrew Scriptures 3 hrs
- . Introduction to the Christian Scriptures 3 hrs
- . Pursuits in Theology I 3 hrs
- . Pursuits in Theology II 3 hrs

*Sociology* [48 hrs]

- . Race, Ethnicity, and Gender in America 3 hrs
- . Theories of Sociological Thought 3 hrs
- . Urban Sociology 3 hrs
- . Social and Wealth Inequalities 3 hrs
- . Sociology of Religion 3 hrs
- . Sociology of Health and Wellness 3 hrs
- . Sociology of Childhood and Family 3 hrs
- . Sociology of Education 3 hrs
- . Aging and the Human Life 3 hrs
- . Social Entrepreneurship and Innovation 3 hrs
- . Community Problems and Solutions 3 hrs
- . Capstone Seminar (I) 3 hrs
- . Capstone Seminar (II) 3 hrs
- . (300) Elective 3 hrs
- . (300) Elective 3 hrs
- . (400) Elective 3 hrs

**Total Credits in Sociology**

**126 hrs**

## **BACHELOR OF ARTS IN CROSS-CULTURAL COMMUNICATION**

The Bachelor of Arts in Cross-Cultural Communication is a four-year degree program designed to combine the liberal arts, an ethical worldview, and communication. Living in an era of rapid globalization, colleges and universities are seeing megatrends to produce a global workforce able to communicate across cultures— interpersonally and organizationally beyond social, political, and economic boundaries.

*Humanities* [24 hrs]

- . ENG101 English Grammar/Composition I 3 hrs
- . ENG102 English Grammar/Composition II 3 hrs
- . ENG103 College Reading 3 hrs
- . ENG302 Methods of Research 3 hrs

. GEN101 Freshman Experience	3 hrs
. ART101 Art Appreciation	3 hrs
. MUS101 Music Appreciation	3 hrs
. PHI200 Critical Thinking	3 hrs
<i>History and Social Science [15 hrs]</i>	
. POL101 American Government & Politics	3 hrs
. PSY101 Foundations of Psychology	3 hrs
. HIS201/202 Western Civilization I or II	3 hrs
. HIS207 African American History	3 hrs
*Or GEN201: African American Experience	
. SOC101 Foundations of Sociology	3 hrs
<i>Mathematics and Science [9 hrs]</i>	
. MAT101 College Algebra	3 hrs
. SCI101 Life Science	3 hrs
. SCI102 Earth Science	3 hrs
<i>Theological and Biblical Studies [30 hrs]</i>	
. Foundations of Human Dignity	3 hrs
. Foundations of Community	3 hrs
. Foundations of the Transcendent	3 hrs
. Foundations of Liberation	3 hrs
. Foundations of Ethics	3 hrs
. Foundations of Human Sexuality	3 hrs
. Introduction to the Hebrew Scriptures	3 hrs
. Introduction to the Christian Scriptures	3 hrs
. Pursuits in Theology I	3 hrs
. Pursuits in Theology II	3 hrs
<i>Cross-Cultural Communication [48 hrs]</i>	
. Foundations of Communication	3 hrs
. Interpersonal Skills	3 hrs
. Conflict Communication and Management	3 hrs
. Communication, Culture, and Community	3 hrs
. Race, Gender, and Media Representation	3 hrs
. Written Communication	3 hrs
. Group-Building and Cultural Competency	3 hrs
. Urban-Suburban Communication	3 hrs
. Latino Culture and Communication	3 hrs
. Asian Culture and Communication	3 hrs
. Topics in Intercultural Communication	3 hrs
. Community Problems and Solutions	3 hrs
. Capstone Seminar (I)	3 hrs
. Capstone Seminar (II)	3 hrs
. (300) Elective	3 hrs
. (300) Elective	3 hrs
<b>Total Credits in Cross-Cultural Communication</b>	<b>126 hrs</b>

## **BACHELOR OF ARTS IN RELIGIOUS STUDIES**

The Bachelor of Arts Degree is designed to provide the student with a solid foundation in the liberal arts and specialization in both biblical studies and ministry. The Bachelor's degree is composed of at least three elements: general education, biblical and theological studies, and ministry preparation. This program is designed to provide the student with a foundation in biblical studies, theology, and the history of the church; develop research skills in religious studies; and provide the student with the practical tools to succeed as a minister or Christian leader.

This program is designed to impart skills for leadership ministry positions such as pastoral associate, Christian education director, Sunday school superintendent, or ministry in a nonprofit organization.

### **General Education:**

#### *Communications* [15 hrs]

ENG101 English Grammar & Composition I	3 hrs
ENG102 English Grammar & Composition II	3 hrs
ENG103 College Reading	3 hrs
Modern or Ancient Language	6 hrs

#### *Orientation* [3 hrs]

GEN101 Freshman Experience	3 hrs
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#### *History* [6 hrs]

HIS201 Western Civilization hours	3 hrs
HIS207 African American History	3 hrs

#### *Behavioral Science* [6 hrs]

SOC102 Sociology	3 hrs
PSY101 Psychology	3 hrs

#### *Natural Science* [6 hrs]

SCI101 Life Science	3 hrs
SCI102 Earth Science	3 hrs

#### *Mathematics* [3 hrs]

MAT101 Algebra	3 hrs
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#### *Humanities* [6 hrs]

GEN201 African American Experience	3
hrs And <b>one</b> of the following:	
ART101 Intro to Art	3 hrs
ENG201 Literature	3 hrs
ENG203 African American Literature	3 hrs
MUS101 Intro to Music	3 hrs

**Total General Education Credit Hours****45 hours**

All Bachelor degree students are expected to complete ENG101, ENG102 and GEN101 within the first 24 hours of study and ENG103 within the first 60 credit hours of study. Students may not enroll in any 300 or 400 level course until they have successfully completed English 101 and any other prerequisites with a grade of C or better.

**Biblical and Theological Studies:** Successful completion of the Bachelors of Arts Degree program requires the following courses in the Department of Bible and Theology:

HIS204 History of Christianity I	3 hrs
HIS205 History of Christianity II	3 hrs
NTS101 Survey of the New Testament I	3 hrs
NTS102 Survey of the New Testament II	3 hrs
OTS101 Survey of the Old Testament I	3 hrs
OTS102 Survey of the Old Testament II	3 hrs
PHI102 Introduction to Philosophy	3 hrs
PHI201 Christian Ethics	3 hrs
THS140 Biblical Hermeneutics	3 hrs
THS201 Pursuits in Theology I	3 hrs
THS202 Pursuits in Theology II	3 hrs
Two Old Testament Electives	6 hrs
Two New Testament Electives	6 hrs
Two Theology Electives	6 hrs

**Total Biblical and Theological Credit Hours****51 hrs****Ministry Studies:**

PMN101 Spiritual Formations	3 hrs
PMN301 Homiletics	3 hrs
PMN207 Evangelism	3 hrs
PMN302 Preaching Practicum	3 hrs
PMN414 Urban Church Growth	3 hrs
PMN416 Ministry in the Black Church	3 hrs
Two Ministry Electives	6 hrs

**Total Ministry Development Credit Hours 24 hrs****Total General Education Credit Hours 45****hrs Total Biblical and Theological Credit Hours 51 hrs****Total Ministry Development Credit Hours 24****hrs****Total BA in Religious Studies****120 hrs**

Students must complete THS140 and PMN101 within the first 24 credit hours and PHI201, HIS204 and HIS205 within the first 60 credit hours of study. Students may not enroll in any 300 or 400 level course until they have completed English 101 and all prerequisites with a grade of C or better.

Successful completion of a Bachelor's degree requires a minimum GPA of 2.5 within the student's major and a recommendation from the faculty of the student's program.

**Minor Discipline:** A student may elect to take an additional minor outside of the Religious Studies program. Each student seeking a second minor must complete a minor of 18 credit hours, but no more than 40 credit hours in a non-religious studies program. Simmons College currently offers minors in History and Philosophy.

**Requirements for a Minor in History**

HIS 203 American History	3 hrs
HIS 204 History of Christianity I	3 hrs
HIS 205 History of Christianity II	3 hrs
HIS 206 Black Church History	3 hrs
Two Junior/Senior History Electives	6 hrs

**Total Credit Hours** **18 hrs**

**Requirements for a Minor in Philosophy**

PHI102 Introduction to Philosophy	3 hrs
PHI202 Introduction to Christian Ethics	3 hrs
PHI203 Apologetics	3 hrs
HIS406 World Religions	3 hrs
Two Junior/Senior Philosophy Electives	6 hrs

**Total Credit Hours** **18 hrs**

**BACHELOR OF THEOLOGY PROGRAM**

The Bachelor of Theology (B.Th.) Degree is a post baccalaureate degree designed to prepare students who desire to further their education level but are without an adequate background in the necessary areas of study. It also serves as a terminal degree for those students who have no desire to continue beyond the baccalaureate degree level, but have a desire for more intensive study in the area of Theological, Biblical or Christian Ministry Studies. This program is designed to impart skills for leadership ministry positions such as pastor, leader in a nonprofit organization; social work (assuming completion of an MSW); chaplain (assuming completion of an M.Div.).

**Admissions Requirements:**

**First-time Freshmen Undergraduates**

Students applying for admission to Simmons College of Kentucky with the intent of pursuing a certificate or degree must meet the following qualifications:

- Clear and convincing testimony of faith.
- 2.0 cumulative GPA or either 18 ACT or 940 SAT and meet the pre-college curriculum (KY residents only – waived for non-residents)
- Must be a graduate of an accredited high school
- Students who do not meet either standard will be placed into a “deferred decision” pool and submitted to the Admission Appeal Committee for further review

- Further review – holistic review process that includes additional requirements including but not limited to a personal interview
- Students admitted to the deferred pool will receive an admission letter letting them know of their status and the next steps, if any.

### **Transfer Student Undergraduates**

Students applying for admission to Simmons College of Kentucky must complete the application process.

To receive eligible credits, students must transfer from an accredited Southern Association of Colleges and Schools (SACS) institution or an accredited Association of Biblical Higher Education (ABHE) institution.

Any student admitted as a transfer student (TR), must transfer at least 24 college credit hours with a letter grade of at least a “D” or better in general studies courses and a letter grade of at least a “C” or better in major courses.

Any student having transferred credit from some other institutions of higher education must complete at least forty-five (45) hours of course work at Simmons College of Kentucky in order to be eligible for a degree. In addition, twenty-one (21) of the last thirty (30) hours of study must be completed at Simmons College of Kentucky. Only course work comparable to courses offered at Simmons College of Kentucky in the Associate, Bachelor of Arts, or Bachelor of Theology programs will be considered for transfer.

Students are required to submit an official transcript for all work passed or failed at any other college or university, prior to enrolling at Simmons. *It is considered a form of academic dishonesty not to declare these enrollments.* The student who applies for admission, re- admission or reinstatement to Simmons is responsible for having each institution send an official transcript directly to the Office of Admission.

Transfer Credit Process:

1. Preliminary review by Associate Vice President of Student Affairs
2. Formal review and Certification by Vice President of Student Affairs
3. Verification by Provost
4. Submission to Office of Registrar

### **Former Undergraduates Re-Admit Policy**

Up to 24 months after withdrawing from school (determined by the Registrar and/or Admission Coordinator), a person may return to classes without applying for readmission through the Admissions Office, but must obtain and complete a Request to Re-Enroll (RRE) form. All RRE forms will not require an application fee.

After 24 months of not being enrolled at Simmons College of Kentucky, a person must apply for readmission through the Admissions Office. An exception may be made through the Vice President for Student Affairs only in case of a documented medical leave of absence. Application forms, including the RRE, may be obtained from the Admissions Office.

### **Adult Division**



Students applying for admission to Simmons College of Kentucky must complete the application process.

To be admitted to the adult division, students must meet and complete the following eligibility:

- Must be 24 years of age or older
- Only enroll in a maximum of 12 credit hours per semester for the first academic year
- Must take a mandatory placement exam
- Required major upon entry: Associate of Arts in General Studies
- ACT/SAT scores are waived

**NOTE:** Any exception to the above stated admission policies must be approved by a majority vote of the Faculty Senate. A formal request for an exception must be made in writing and presented to the Admissions Office.

### **Curriculum Requirements:**

The B.Th. degree requires the completion of one of two B.Th. programs. • *The B.Th. Degree Program I* requires forty-five (45) credit hours of course work beyond those completed for the Bachelor's degree from a college or university. • *The B.Th. Program II* requires at least (30) credit hours of course work beyond those completed for the Bachelor's degree from a Bible College or University. The program distinctions are outlined in detail under the program of study.

### **Program of Study: B.Th., Program I**

#### **I. Biblical Studies**

OTS101 Old Testament Survey I	3 hrs
OTS102 Old Testament Survey II	3 hrs
NTS101 New Testament Survey I	3 hrs
NTS102 New Testament Survey II	3 hrs
OTS301 Biblical Hebrew I	3 hrs
OTS302 Biblical Hebrew II	3 hrs
<b>OR</b>	
NTS311 New Testament Greek I	3 hrs
NTS312 New Testament Greek II	3 hrs
THS140 Biblical Hermeneutics	3 hrs
Biblical Electives 300 & above courses	6 hrs

**Total Credits Required for Biblical Studies** **27 hrs**

#### **II. Theological Studies**

THS301 Intro to Christian Theology I	3 hrs
THS302 Intro to Christian Theology II	3 hrs
THS406 Contemp. Black Church Theology	3 hrs
Theology Elective 300 & Above	3 hrs
BTH501A B.Th. Seminar	2 hrs

BTH501B B.Th. Seminar	2 hrs
BTH505A BTh. Project	1 hr
BTH505B BTh. Project	1 hr

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**Total Credits Required for Theo. Studies: 18 hrs**

**Total Hours Required for Completion of Program I: 45 hrs**

### **Program of Study: B.Th., Program II**

Any student who has not successfully completed the requirements for the B.Th., degree program as outlined in Program I will be required to complete those requirements toward completion of this program.

#### **I. Biblical Studies**

THS140 Biblical Hermeneutics	3 hrs
Biblical Electives 300 or above	6 hrs
Total Biblical Credit Hours	9 hrs

#### **II. Theological Studies**

Theological electives 300 or above	6 hrs
BTH501A B.Th. Seminar	2 hrs
BTH501B B.Th. Seminar	2 hrs
BTH505A B.Th. Project	1 hr
BTH505B B.Th. Project	1 hr
Total Theological Credit Hours	12 hrs

**III. Area of Concentration:** The remaining nine (9) credit hours must be completed in the Division of Biblical Studies, the Division of Theology or the Division of Christian Ministries. All nine (9) credit hours must be done in one particular area in one of the divisions mentioned above. Only course work successfully completed will be counted toward the completion of the degree.

**Total Hours Required for Completion of Program II: 30 hrs**

## COURSE DESCRIPTIONS

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## FOUNDATIONAL STUDIES

### **BTS 101 Foundations of Human Dignity**

**3 Hours**

This course provides an examination of primary texts in the Hebrew Bible and Christian Scriptures and how they inform our understanding of human dignity and worth.

### **BTS 102 Foundations of the Transcendent**

**3 Hours**

This course provides an examination of primary texts in the Hebrew Bible and Christian Scriptures and how they shape our understanding of the divine.

### **BTS 103 Foundations of Liberation**

**3 Hours**

This course provides an examination of primary texts in the Hebrew Bible and Christian Scriptures and how they provide motivation for human freedom and redemption.

### **BTS 104 Foundations of Community**

**3 Hours**

This course provides an examination of primary texts in the Hebrew Bible and Christian Scriptures and how they offer comparative ideas and patterns of community.

### **BTS 105 Foundations of Ethics**

**3 Hours**

This course provides an examination of primary texts in the Hebrew Bible and Christian Scriptures and how they have impacted our understanding of ethics.

### **BTS 106 Foundations of Human Sexuality**

**3 Hours**

This course provides an examination of primary texts in the Hebrew Bible and the Christian Scriptures and how they contribute to our understanding of gender.

### **BTS 200 Introduction to the Hebrew Scriptures**

**3 Hours**

This course provides an overview of the literature of the Hebrew Bible and answers foundational questions about context, message and meaning of the writings.

### **BTS 201 Introduction to the Christian Scriptures**

**3 Hours**

This course provides an overview of the literature of the Christian Scriptures. Answers foundational questions about context, message and meaning of the writings.

## OLD TESTAMENT STUDIES

### **OTS 101 – 102 | Survey of the Old Testament I & II**

**3 – 3 Hours**

This is a two-part course. The first part is an introduction to the Old Testament from Genesis to the Book of Kings. The second part of the course is an introduction to the prophetic writings in addition to the poetry and wisdom literature. Attention will be given to the history, theology and interpretation of the Old Testament text. (Offered every year)

### **OTS 301 – 302 | Elementary Biblical Hebrew**

**3 – 3 Hours**

Prerequisite: ENG 101, ENG 102, THS140, OTS101, OTS102

This is a two semester course designed to introduce students to Biblical Hebrew with attention given to vocabulary, translation and development of exegetical tools necessary for the study of Biblical Hebrew for the purpose of teaching and preaching. (Offered every other year)

**OTS 303 | Studies in the Pentateuch****3 Hours**

Prerequisite: OTS101, OTS102, THS140

This course provides a critical survey of Genesis through Deuteronomy giving attention to the Creation epic, Exodus, the development of Hebrew Law and other major events and movements in the life of primitive Israel. Major issues such as authorship and contemporary interpretation and application will be considered. (Offered on demand)

**OTS 304 | Old Testament Theology****3 Hours**

Prerequisite: OTS101, OTS102, THS140, THS201, THS202

This course provides a study in the Theology of the Old Testament as it speaks of God, Man, Sin, History and Salvation. Some attention will be given to less systematic approaches to Old Testament Theology as it relates to major themes such as “Covenant” and others. (Offered on demand)

**OTS 307 | Former Prophets****3 Hours**

Prerequisite: OTS101, OTS102, THS140

This course provides a study in the early history of Israel as a nation from the period of conquest, occupation, and settlement in Canaan to the fall of the kingdoms. Significant personalities in the conquest, judge and monarchical periods will be highlighted. (Offered on demand)

**OTS 308 | Psalms****3 Hours**

Prerequisite: OTS101, OTS102, THS140, THS201, THS202

This course provides a study of the book of Psalms as a statement of living faith in the worship life of Israel. Strong emphasis will be placed on the content, origin, classification, interpretation, and contemporary liturgical use of the Psalter. (Offered on demand)

**OTS 401 | Job and the Wisdom Literature****3 Hours**

Prerequisite: OTS101, OTS102, THS140

This course provides an examination of the structure and content of the Book of Job with attention to the theological issues it presents with a view to a contemporary interpretation. In addition, a survey of the major themes of Hebrew Wisdom literature and their didactic use. (Offered on demand)

**OTS404 | Minor Prophets****3 Hours**

Prerequisite: OTS101, OTS102, THS140

This course provides a study in the prophets Daniel through Malachi with primary focus given to the prophetic message of each prophet, its historical context and theological content. Some attention will be given to the rise of apocalyptic literature. (Offered on demand)

**OTS 407 | Hebrew Syntax and Exegesis****3 Hours**

Prerequisite: OTS101, OTS102, OTS301, OTS302, THS140, (permission of the instructor)

This is an intermediate course in Biblical Hebrew with emphasis upon elements of syntax, translation and exegesis. Translation will be done in Jonah, Genesis, I Samuel, Deuteronomy and other selected texts. (Offered on demand)

**OTS 499 | Special Studies in the Old Testament****3 Hours**

Prerequisite: OTS101, OTS102, OTS301, OTS302, THS140, (permission of the instructor)

This course provides an intensive and special study of a specific book in the Old Testament canon not covered by individual text studies already listed. A student must be at least classified as a junior and or receive special permission from the Academic Dean before being admitted to this class. The topics will vary and students can receive up to six hours credit for this course selection for two different special studies. (Offered on demand)

## NEW TESTAMENT STUDIES

### **NTS 101 – 102 | Survey of the New Testament I & II** **3 – 3 Hours**

The first part of this course deals with the principles of interpretation, the formation of the canon, the New Testament World, the Gospels and the historical ministry of Jesus. The second part of this course deals with the development of Christianity; Pauline and Post-Pauline developments; selected passages for interpretation from Acts through Revelation. (Offered every year)

### **NTS 202 | Synoptic Gospels** **3 Hours**

Prerequisite: NTS101, NTS102, THS140

This course provides an exegetical study of the Gospels of Matthew, Mark and Luke from a historical-critical perspective; some attention will be given to problems concerning the Gospels. Attention will be given to the life, person, teachings and acts of Jesus and the application of these truths to contemporary times. (Offered on demand)

### **NTS 301 | Gospel of John** **3 Hours**

Prerequisite: NTS101, NTS102, THS140

This course provides an exegetical study of the fourth Gospel with attention to the presentation of Jesus as the God-Man; the miracles and signs of Jesus; the passion and resurrection of Jesus; and the application of these contemporary times. (Offered on demand)

### **NTS 303 | New Testament Theology** **3 Hours**

Prerequisite: NTS101, NTS102, THS140, THS201, THS202

This course provides a study in the theological interpretation of the New Testament with consideration given to its major doctrines and the application of these contemporary times. (Offered on demand)

### **NTS 304 | Romans** **3 Hours**

Prerequisite: NTS101, NTS102, THS140

This course provides an exegetical study of the doctrines of human sin, the righteousness of God, and the justification by grace through faith in Jesus Christ. Practical application of the doctrines will be made. (Offered on demand)

### **NTS 306 | General Epistles** **3 Hours**

Prerequisite: NTS101, NTS102, THS140

This course provides a survey of Hebrews, James, and the epistles of Peter, John, and Jude in light of their backgrounds, life situations and literature with attention given to their relevance for contemporary Christian living. (Offered on demand)

### **NTS 311 | Elementary New Testament Greek I** **3 Hours**

Prerequisite: ENG 101, ENG 102, THS140, NTS101, NTS102

The first part of this two-semester course deals with the study of New Testament “koine” Greek with particular emphasis on vocabulary and grammar. Words and phrases will be translated from I John that correspond with the current lesson from the Greek grammar.

**NTS 312 | Elementary New Testament Greek II** **3 Hours**

Prerequisite: NTS 311.

The second part of this two-semester course is the continuing study of New Testament “koine” Greek. Vocabulary building and grammar skills are developed through the translation of key New Testament passages. (Offered on demand)

**NTS 403 | Prison Epistles** **3 Hours**

Prerequisite: NTS101, NTS102, THS140

This course provides an exposition of the epistles of Ephesians, Philippians, Colossians, and Philemon with emphasis on the important teachings of the church and the ethical behavior of Christians. (Offered on demand)

**NTS 404 | Parables of Jesus** **3 Hours**

Prerequisite: NTS101, NTS102, THS140

This course provides an exegetical study of the parabolic teachings of Jesus with reference to their original meaning and application to contemporary society. Attention will be given to the definition and nature of parables, the reason Jesus taught in parables, and how parables are to be interpreted. (Offered on demand)

**NTS 406 | Pastoral Epistles** **3 Hours**

Prerequisite: NTS101, NTS102, THS140

This course provides an in-depth study of the epistles of I and II Timothy and Titus with emphasis on the qualifications and responsibilities of Church leaders. (Offered on demand)

**NTS 407 | Greek Syntax and Exegesis** **3 Hours**

Prerequisite: NTS101, NTS102, THS140, NTS301, NTS302, (permission of the instructor)

This course provides a review of elementary grammatical principles in order to engage on the study of intermediate Greek grammar with emphasis on vocabulary building and syntax. An exegetical study of Philippians will be made with emphasis on proper exegetical method. (Offered on sufficient demand)

**NTS 499 | Special Studies in the New Testament** **3 Hours**

Prerequisite: NTS101, NTS102, THS140, NTS301, NTS302, (permission of the instructor)

This course provides an intensive and special study of a specific book in the New Testament canon not covered by individual text studies already listed. A student must be at least classified as a junior and or receive special permission from the Academic Dean before being admitted to this class. The topics will vary and students can receive up to six (6) hours credit for this course selection for two different special studies. (Offered on demand)

## **THEOLOGICAL STUDIES**

**THS 101 | Survey of Baptist Doctrine** **3 Hours**

This course provides an analysis and interpretation and a critical appraisal will be made of the

beliefs commonly held among Baptists. This class is open only to students admitted before the fall of 2005. (Offered every semester)

**THS 140 | Biblical Hermeneutics**

**3 Hours**

This course provides a basic study of the theory of Biblical interpretations and proper exegetical practices. Required of all students within the first 24 hours of study. (Offered every semester)

**THS 150 | Theology and the Everyday**

**3 Hours**

This course provides an inquiry into the quest for theological meaning the ordinary and the psychological. Makes use of sacred and secular literature.

**THS 201 – 202 | Pursuits in Theology I & II**

**3 – 3 Hours**

Prerequisite: OT101-102 or NT101-102, THS140

The first part of the course is a survey of and intro to Christian Theology. A study will be made of the doctrines of revelation, inspiration, and triune nature of God and Biblical anthropology. The second part of this course is an examination of creation, sin, election, salvation, Christian life, and the church. (Offered every year)

**THS 406 | Contemporary Black Church Theology**

**3 Hours**

Prerequisite: THS201, THS202

The first section of the course defines Black Theology and analyzes the significant writers and their work. The second section deals critically with the issue of reconciliation as a potential aim of Black Theology as well as the Theological and ethical demands of liberation, considering the practical problems and techniques involved in Black Theology. (Offered on demand)

**THS 408 | Christian Eschatology**

**3 Hours**

Prerequisite: THS201, THS202

This course provides a study of the Old and New Testament, history and current trends as they deal with the Kingdom of God and the Day of the Lord, death, resurrection, judgment, parousia, and eternal destiny. (Offered on demand)

**THS 409 | Philosophy of Religion**

**3 Hours**

Prerequisite: THS201, THS202, PHI101

This course provides an analysis of religion that addresses such philosophical issues as faith and reason, science, religious experience, history, authority of the Bible, religious language, phenomenology and theodicy (Offered on demand).

**THS 499 | Special Studies in Theology**

**3 Hours**

Prerequisite: THS201, THS202, (permission of the instructor)

This course provides an intensive and special study of a specific theological issue not covered in another course. A student must be at least classified as a junior and or receive special permission from the Academic Dean before being admitted to this class. The topics will vary and students can receive up to six (6) hours credit for this course selection for two different special studies. (Offered on demand)

**THS 501 (A&B) BTH Seminar**

**2 - 2 Hours**

The student will be introduced to action research methods that serve as preparation to the



completion of the B.Th. Project. A number of seminal documents will be done that will function as foundations for project completion.

**THS 505 (A&B) BTH Project**

**1 - 1 Hour**

The student will complete guided research around an approved project topic. The project will make use of theological and biblical foundations and must be related to a specific ministry context. This project will serve as the culmination of the student's study in this program.

**MINISTRY STUDIES**

**PMN 101 | Spiritual Formations**

**3 Hours**

This course provides a study of the nature of Christian ministry, the call to Christian ministry, and the classic spiritual disciplines. Every student is required to complete this course within the first 24 hours of study. (Offered every semester)

**PMN 160 | Introduction to Preaching**

**3 Hours**

This course provides an introduction to the essential elements of sermon preparation and delivery. The professor will provide primary instruction with guest pastors as seasonal facilitators.

**PMN 180 | Introduction to Principles of Counseling**

**3 Hours**

This course provides an overview of basic counseling principles that support the general ministries of the institutional church.

**PMN 207 | Evangelism**

**3 Hours**

This course provides Biblical foundations, theoretical and practical perspectives on fulfilling the Great Commission in a variety of settings. Historical consideration as well as contemporary application of effective evangelism techniques.

**PMN 297 | The Associate Minister & Church Growth**

**3 Hours**

This course provides an exploration of the dynamics of the team concept of ministry in relation to its impact on growing congregations. Attention will be given to new church starts as well as church transitioning. Specific emphasis will be placed on the role of the ministerial associate with reference to the emergence of ministerial identity within the relational context of a congregational setting and how that applies to the health and growth of a church.

**PMN 301 | Homiletics**

**3 Hours**

Prerequisite: ENG101, ENG102, OTS101 & 102, NTS101 & 102, THS140

This is a basic course in principles of preaching as they relate to rationale, context, structure, style, and delivery of sermons. Part of the course is given to the practicing of preaching before the class.

**PMN 302 | Preaching Practicum**

**3 Hours**

Prerequisite: PMN301

This course provides an emphasis on organization, style and delivery of sermons. The content and delivery of

sermons by each student will be analyzed and evaluated by various techniques. (Offered on demand)

**PMN 303 | Christian Worship**

**3 Hours**

This course provides a study of the Biblical, theological, historical and psychological foundations of Christian worship. Attention will be given to the importance of music, scripture reading, prayer, and preaching in worship. Each student will plan and conduct a worship service. (Offered on demand)

**PMN 304 | Expository Preaching**

**3 Hours**

Prerequisite: PMN 302

This course provides an application of the knowledge of exegetical and homiletical principles and techniques to the exposition of scripture for the purpose of developing the student's expository preaching skills (Offered on demand).

**PMN 307 | Pastoral Ministry**

**3 Hours**

This course provides an investigation of the role and function of the pastoral ministry. Attention is given to the ministers understanding of himself and his calling to the pastoral ministry. Consideration will also be given to minister's relation to the church and the community, the various ministerial tasks to be performed and their interrelationship and the resources available to pastors. (Offered on demand)

**PMN 308 Creative Preaching**

**3 Hours**

Prerequisite: PMN301

This course provides an exploration of the creative possibilities of various styles of preaching and sermon composition with special attention given to the most effective approach in various preaching situations.

**PMN 309 | Intro to Social Welfare & the Church**

**3 Hours**

Prerequisite: PMN101, SOC101

This course provides an intro to the origins, development, structure and characteristics of social welfare services and the role the church as a social welfare institution. The role of the church in meeting the needs of the family and community in the areas of family services, adoption, foster parent services, and other vital areas of social concern. The role of the church social worker and social work profession will be discussed (Offered on demand).

**PMN 310 | Intro to Christian Missions**

**2 Hours**

This course provides an introductory survey of the basic concepts, which are operational in missions from both historical and contemporary perspectives. Attention is given to the theological, historical, philosophical and sociological scene in which missions must be implemented. Attention is also given to the current trends and methodologies in effective missions with emphasis on the student's call and part in mission. (Offered on demand)

**PMN311 | History of Missions**

**3 Hours**

Prerequisite: PMN310

This course provides an intensive study of the worldwide expansion of Christianity from apostolic times to the present. Attention is given to the Black experience as it relates to the history of missions. (Offered on sufficient demand)

**PMN 315 | Church Growth****3 Hours**

This course provides a practical study of the dynamics of church growth. Emphasis will be placed on the practical challenges facing churches in the post-Christian millennium and on strategies and methodologies for developing healthy churches.

**PMN 331-332 | Church Technology I & II****3 - 3 Hours**

This course provides a practical introduction to the use of audio and visual technology in the church today. Students will learn knowledge and skills for developing and using PowerPoint, Media Shout, creating digital graphics, sound systems and variety of other expressions to assist the church in worship. Additionally, this course will address issues of copyrights and appropriate use of technology.

**PMN 401 | Pastoral Care 3 Hours**

This course provides a study of the human life cycle from the perspective of the human sciences with application to the process of pastoral organizing, nurturing, sustaining, healing, guiding, and reconciling. Special attention is given to the ministers own mental health, the essentials of visitation, interviewing, referral and the use of community resources. (Offered on demand)

**PMN 402 | Counseling: Theory & Practice****3 Hours**

Prerequisite: ENG101, ENG102, OTS101, OTS102, THS140

This course provides an introduction to various theoretical approaches to counseling and the counseling techniques related to them. Christian approaches to counseling will be presented and examined. The students will be given an opportunity to assess their personality and interpersonal skills, in addition to opportunities to develop their counseling skills. (Offered on demand)

**PMN 403 | Church Administration****3 Hours**

This course provides a study of the theory and practice of administrative leadership in the local church with an emphasis on the understanding that leadership and administration are legitimate and essential expressions of Christian ministry (Offered on demand).

**PMN 404 | Conflict Ministry****3 Hours**

This course deals with gaining a better understanding of conflict and its constructive and destructive potential in mission and witness of the church. Attention is given to equipping the student to do conflict ministry promoting a greater appreciation of God's concern for reconciliation. (Offered on demand)

**PMN 408 | Preaching Seminar****1 Hour**

Prerequisite: PMN301 (permission of the instructor)

This course provides a study of the theological trends and significant personalities in the preaching tradition from the 1st Century to the present. Students are required to make a presentation in class or in a worship setting. (Offered on demand)

**PMN 409 | Practicum in Pastoral Ministry****1 Hour**

Prerequisite: PMN401

This course provides practical experience in a church or church related setting under a field supervisor and a semiweekly seminar under the direction of a faculty supervisor. A minimum of

five (5) hours field work per week is required. (Offered on demand)

**PMN 414 | Urban Church Growth**

**3 Hours**

This course provides a seminar style format designed to take a multidisciplinary approach to the theory and practice of growing churches in an urban context.

**PMN 416 | Ministry in the Black Church**

**3 Hours**

This course will explore the dynamics of the African- American Church with emphasis on its distinctive culture and how it impacts pastor/congregation relationships. Particular attention will be given to ethics, ministerial collegiality, and social relationships.

**PMN 451 | The Church & Social Action**

**3 Hours**

This course will examine how the Church has acted as a source of social change and transformation through a variety of methodologies. Emphasis will be placed on the history of activism, community organizing and development, as well as the theological and philosophical foundations of motivation. Students will also learn about contemporary methods and strategies being utilized by modern congregations

**PMN 499 | Special Studies in Pastoral Ministry**

**3 Hours**

Prerequisite: PMN401 (permission of the instructor)

This course provides an intensive and special study of a specific area of pastoral care not covered in other courses (such as the Role of the Associate Minister). A student must be at least classified as a junior and or receive special permission from the Academic Dean before admission. The topics will vary and students can receive up to six (6) hours credit for this course selection for two different special studies. (Offered on demand)

## **CHRISTIAN EDUCATION**

**CED 308 | Family Ministries in the Black Church**

**3 Hours**

This course provides an examination of the ways the church can minister to the needs of the various types of family structures: the single parent, the single person, the couple with no children, traditional families and the parents of children of varying ages. The course is designed to explore the various kinds of ministries such as education, recreation, and counseling that will enhance the Christian life and educational experience of the varying types of family units. (Offered on demand)

## **DIVISION OF HUMANITIES**

### **ENGLISH**

**ENG 099 | Developmental English**

**0 Hours**

This course emphasizes a logical approach to the development of sentence and paragraph structure. NON- CREDIT. This course will be offered on a pass/fail basis. (Offered every year)

**ENG | 101 – 102 English Grammar & Composition**

**3 – 3 Hours**

This is a two-semester course. The first semester is a study of the fundamentals of English grammar designed to provide the student with a working knowledge of syntax, punctuation and the mechanics of effective written English. The second semester is a study and practice in

written composition designed to expose the student to the various forms and styles of composition: creative, analytic, expository, argumentation and others. All students must take this course within the first 24 hours of study. (Offered every year)

**ENG 103 | College Reading**

**3 Hours**

This course is designed to advance reading effectiveness, improve comprehension, study reading, word analysis, and vocabulary. (Offered every year)

**ENG 201 | Intro to American Literature**

**3 Hours**

Prerequisite: ENG101, ENG102

This course provides an intro and survey of American literary masterpieces from the earliest periods of literary development to the present. Selected readings in the significant literary periods in American history will serve as the focal points in this survey of literature. (Offered on demand)

**ENG 203 | African American Literature**

**3 Hours**

Prerequisite: ENG101, ENG102

This course provides a detailed examination of the major themes and their development in the life of the Black American as they find expression in the writings of the people from folk tales and spirituals to the urban surroundings.

Attention is given to the little-known as well as the more popular authors. (Offered on demand)

**ENG 302 | Methods of Research**

**3 Hours**

This course is a study of the various forms and methods of thesis research and preparation. Attention is given to the development of effective note taking, organization and the thesis development skills in addition to the effective and efficient use of library facilities. (Offered on demand)

**ENG 401 | Creative Writing**

**3 Hours**

Prerequisite: ENG101, ENG102

This course provides a study and practice in imaginative writing forms, techniques and styles designed to help the student creatively express their ideas in the writing of poetry and prosaic forms of composition. (Offered on demand)

## HISTORY

**HIS 201 – 202 | Western Civilization I & II**

**3 – 3 Hours**

This course provides an introduction to the philosophical, religious and political ideas and events that contributed to the development of Western Civilization. The course emphasizes the study and interpretation of select primary documents with a view to understanding them in their historical context along with secondary source readings. (Offered every year)

**HIS 203 | American History**

**3 Hours**

This course provides a brief survey of American history from the founding of the first colonies to the present, with emphasis on key political and cultural developments that shape the a unified American civilization. (Offered on demand)

**HIS 204 | History of Christianity I**

**3 Hours**

(The Early Church to 1500) This course provides a study of the history of Christianity from its inception through the Middle Ages and Renaissance. Particular attention will be given to key theological developments as reflected in the Seven Ecumenical Councils as well as Mediaeval concepts of grace and sacraments in the Great Church and renewal movements within the Western Church that paved the way for the Reformation. (Offered every year)

**HIS 205 | History of Christianity II**

**3 Hours**

(The Church in the Modern Period) This course provides a study of the history of Western Christianity from the Protestant Reformation to the present. Particular attention will be given to doctrinal developments in the Reformed, Lutheran, and Arminian/Wesleyan Traditions as well as the rise of theological liberalism, fundamentalism, neo-orthodoxy and evangelicalism. Key Roman Catholic developments from the Councils of Trent and Vatican I and II will also be studied. (Offered every year)

**HIS 206 | Black Church History**

**3 Hours**

This course is designed to provide students with an understanding of black church history, progression, spirituality, and evolution into its existence today. This course will also explore the role of the church in black culture, society, Christian education, pastoral care, and worship.

**HIS 207 | African American History**

**3 Hours**

This course provides a study of the role and contributions of African Americans in United States history their hardships and succession toward equal rights.

**HIS 301 | History of American Christianity**

**3 Hours**

The course provides a study of the development of Christianity in America from the Colonial period to the present. Attention is given to significant developments in the black church. (Offered on demand)

**HIS 303 | The Ancient Near East**

**3 Hours**

This course provides a study of the history and literature of the intertestamental period. Attention is given to the histories and cultures of the Jews, Greeks and the Romans and the development of various politico-religious parties that include the rise of the synagogue, the literature of Josephus, Philo, the Apocrypha, the Pseudepigrapha and the Dead Sea Scrolls. (Offered on demand)

**HIS 405 | African American History – Special Topics**

**3 Hours**

This course deals with the history of blacks from 1619 to the present with emphasis on the background of African culture. Special emphasis is given to such major figures as Frederick Douglas, Malcolm X, W.E.B. Dubois, Booker T. Washington, Martin Luther King, Jr., and a myriad of other Americans of African descent who have etched their names in the stones of greatness upon which America now stands. (Offered on

demand)

## PHILOSOPHY

### **PHI 102 | Intro to Philosophy**

**3 Hours**

This course is an intro to the basic problems in philosophy with an emphasis on representative philosophical sources as a basis for interpreting fundamental issues and problems of reflective thinking. (Offered every year)

### **PHI 200 | Critical Thinking**

**3 Hours**

This course provides a study on identification, formulation, and evaluation of both inductive and deductive patterns of reasoning. Consideration of topics such as probability, reasoning about causes, fallacies, foundations of argument, and the issues in logical theory.

### **PHI 201 – 202 | Intro to Christian Ethics I & II**

**3 – 3 Hours**

The first section of this course deals with contrasting Christian ethics with philosophical ethical systems. The second section of this course deals with the application of the Christian Theology of ethics to social existence and social issues and problems. (Offered every year)

### **HIS 406 | World Religions**

**3 Hours**

Prerequisite: PHI 102

This course provides an historical, critical and comparative study of the major living religions of the world. (Offered every other year)

### **PHI 409 | Philosophy of Religion**

**3 Hours**

Prerequisite: PHI 102

This course provides an analysis of religion that addresses such philosophical issues as faith and reason, science, religious experience, history, authority of the Bible, religious language, phenomenology and theodicy (Offered on demand).

## MUSIC

### **MUS 100 | College Ensemble**

**1 Hour**

This course consists of a small choral group designed for more experienced singers providing wider opportunities for performing choral pieces. The ensemble will represent the college at selected functions. (May be repeated for credit)

### **MUS 101 | Music Appreciation**

**3 Hours**

This course provides a study of music in history, culture, periods, and many styles that make up the diverse expressions in sound.

### **MUS 102 | Music Rudiments**

**2 Hours**

This course is an introduction to music theory designed for non-music majors, especially classroom teachers, church musicians, choir members, and incoming music majors who seek to enhance their knowledge and skills in the area of music theory. Topics will address notation, tonality, rhythm, and form.

**MUS 104 | Introduction to Singing****2 Hours**

This course is designed for those with little to no vocal experience. Basic techniques of voice production, diction, breathing, and intonation will be explored in a group setting. The course is open to all students and may be repeated for credit upon consent of the instructor.

**MUS 105 | Voice II****2 Hours**

This course provides private instruction in voice. Once the student has successfully completed the audition/interview with the Music Department; an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. One private hour of instruction per week. **MUS 115 |**

**Marching Band****1 Hour**

This course is open to all students through audition and is a performing ensemble engaged in the preparation for and performance at College functions, including athletic events. May be repeated for credit.

**MUS 201 | Intro to Church Music****3 Hours**

This course is concerned with the many aspects of music ministry of the church including children's choirs, youth choirs, adult choirs, worship, hymn analysis and singing, congregational singing and administrative areas. (Offered on demand)

**MUS 202 | Introduction to Keyboard****2 Hours**

This course is designed for students who have had no prior piano experience. Students learn the basics of the keyboard, rhythms, sight-reading, technique, scales, patterns, intervals, musical pieces, and how music comes together as a whole.

**MUS 203 | Keyboard II****2 Hours**

Prerequisites: MUS 202 Keyboard I or consent of instructor.

This course is designed for students who have previous keyboard experience and wish to expand their ability before starting private lessons. Students will learn techniques, rhythms, sight-reading, scales, patterns, intervals and compositions, to become more proficient on the keyboard. This course will address the skills needed to piano proficiency as well as prepare the student to succeed at the next level of private piano instruction.

**MUS 204 | Keyboard III****2 Hours**

This course is for students seeking private instruction in keyboard/piano. The student must successfully complete the audition/interview with the Music Department, and an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. One private hour of instruction per week.

**MUS 205 | Choral Conducting****2 Hours**

Prerequisite: MUS 102 or equivalent, or consent of instructor.

This course is designed for musicians and teachers. Basic conducting techniques, rehearsal organization, care of the choral voice, and basic instrumental conducting techniques will be explored.



**MUS 302 | Worship Planning****3 Hours**

This course focuses on the development of skills and methods for the design of contemporary worship.

**MUS 303 | Church Music Administration****3 Hours**

This course deals with the study of church music philosophy, staff relationships, music budgets, and organizational techniques. Also, the course is designed to help the student develop leadership and motivational skills in leading people to praise God with song.

**MUS 400 | Black Church Music****3 Hours**

Care in this course is given to song selection and excellence of performance, which includes harmony, timing, dynamics, arrangements, form and deliverance. Attention is also given to the analyzing, criticism and classification of church songs unique to the black church experience as to their music quality and theological content. (Offered on demand)

**DIVISION OF SOCIAL SCIENCES****PSYCHOLOGY****PSY 101 | Intro to Psychology****3 Hours**

This course is an intro to the study of behavior including the development of behavior, theories of personality, abnormal behavior and approach to understanding behavior. (Offered on demand)

**PSY 301 | Human Growth & Development****3 Hours**

This course provides a study of the principles underlying the process and events that contribute to the intellectual, emotional and physical growth and development of humans from infancy to senility. (Offered on demand)

**POLITICAL SCIENCE****POL 101 | American Government & Politics****3 Hours**

The course will deepen your understanding of the theory and practice of American politics. Our text and online activities will expose you to a variety of viewpoints on some of the most important aspects of political theory, political institutions, political actors and political processes in the United States.

**POL 102 | Comparative Politics****3 Hours**

Prerequisite: POL101 (permission of the instructor)

This course provides a comparative analysis of political systems in developed and developing countries. Alternative methods for comparative cross-cultural analyses of political systems.

**POL 207 | African American Politics****3 Hours**

Prerequisite: POL101 & 102 (permission of the instructor)

This course provides a study of the politics of the sub communities of African Americans with particular focus on political behavior research: political socialization, traditions of protest,

leadership, sub-community power structures, voting, the roles/influence of political parties and governmental response and outputs.

## NATURAL SCIENCE

### **SCI 101 | Life Science**

**3 Hours**

This course provides an understanding of structural dynamic processes as they pertain to living systems. Areas of importance will be biological principles, genetics, cell structure, ecology, plant and animal kingdoms. (Offered every year)

### **SCI 102 | Earth Science**

**3 Hours**

This course provides a study of the atmosphere, development, and uniqueness of earth. Students will examine the solar system, the weather, climate and the geological frameworks of the land in our world. (Offered every year)

## MATHEMATICS

### **MAT055 | Pre-Algebra**

**0 Hours**

Topics in this course include whole numbers, powers and square roots, fractions, decimal fractions, percentages, ratios, proportions, signed numbers, order of operations, prime factorization, basic formulas in geometry, measurement and tables and graphs.

### **MAT065 | Basic Algebra**

**0 Hours**

This course is a basic algebra course covering variable expressions, linear equations and inequalities, exponents, polynomials, factoring, square and cube roots, scientific and engineering notation, elementary graphing, and measurement unit and conversions.

### **MAT 099 | Developmental Math**

**0 Hours**

This course provides a review of basic arithmetic: addition, subtraction, multiplication, division and fractions. (This course will not count toward a degree program). This course is designed for transition into MAT 100 & MAT 101). Contact your advisor for more information on class placement.

### **MAT 101 | College Algebra**

**3 Hours**

This course is designed to study graphing, functions, quadratic equations; rational, logarithmic and exponential functions; systems of equations, and matrices. (Offered every year).

## GENERAL COURSES

### **FRE 101 | Paths to Success**

**3 Hours**

This course provides basic skills necessary in transitioning to college. Instruction will include but not be limited to, the development of time management, study, organizational, and social skills.

### **ART 101 | Art Appreciation**

**3 Hours**

This course provides an introduction to the many genres of visual art from a historical and cultural perspective. This course will give the student an understanding and appreciation for the different fine and applied art areas of drawing, painting, graphic art, sculpture, photography, printmaking, ceramics, architecture, etc. Important periods of art history from primitive to

contemporary art will be presented through lectures and visuals.

**ART 102 | Introduction to Theatre**

**3 Hours**

This course teaches students the key components of a computer, basic keyboarding, and intro to operating systems, business applications such as word processing, spreadsheet, and desktop publishing, and databases. The curriculum is designed to develop general computing skills for students to meet the needs of the business community. Upon successful completion of this course and integrated activities students will have achieved a basic knowledge of computers and developed computer literacy.

**CS 100 -101 | Introduction to Computers**

**3 Hours**

This course teaches students the key components of a computer, basic keyboarding, and intro to operating systems, business applications such as word processing, spreadsheet, and desktop publishing, and databases. The curriculum is designed to develop general computing skills for students to meet the needs of the business community. Upon successful completion of this course and integrated activities students will have achieved a basic knowledge of computers and developed computer literacy.

**GEN 201 | African-American Experience**

**3 Hours**

This course provides a study of the role and contributions of African Americans in United States history, their hardships and succession toward equal rights.

**JA 200 | Crime Justice in the US**

**3 Hours** A basic

This course is a survey course covering all agencies involved in the administration of criminal justice. Topics included are: modern concepts of law, crime, the judicial process, punishment, and rehabilitation; criminal justice, police, and corrections history and practice; organization of local, state and federal agencies; courts and criminal procedures; and comparative criminal justice.

**SP 101 - 102 | Spanish I and II**

**3 Hours**

This course will introduce the student to a number of basic grammatical points, vocabulary, and pronunciation guidelines, as well as some general cultural information. Basic skills will be developed to communicate in Spanish at an elementary level, equal emphasis will be placed on speaking, listening comprehension, reading and writing.

## **BUSINESS ADMINISTRATION**

### **BUS101 | Foundations of Business and Society**

**3 Hours**

This course introduces the student to an overall picture of American business and the opportunities it offers; it includes basic business concepts and critically analyzes issues facing business in its interactions with government, people and the environment. Basic business finance, accounting, human resources, operations, marketing, management and strategy concepts and practices are studied through the lens of their impact on society. Some of the questions examined are: How do managers make financial, marketing, and strategic decisions in the face of competing demands of the various stakeholders? What are product pricing, distribution, and promotional strategies and what are ethical dilemmas faced in implementing them? What impacts are e-business and global business having on business, society, laws, and business decisions? How can businesses manage human resources for both quality of life and success?

### **BUS102 | Corporate Responsibility and Ethics**

**3 Hours**

This course examines the foundations of moral reasoning and the analysis of ethical issues that arise in a wide range of contemporary business practices, both domestically and globally. Having a corporate social responsibility means that businesses and organizations have ethical and societal responsibilities that extend beyond profit and economic returns; these responsibilities include workplace fairness, diversity, environmental care, and many others. This course is designed to cultivate thinking on ethical issues, corporate social responsibility, and professional challenges encountered in business; students will be challenged to manage ethical issues and formulate their own standards of professional integrity, gaining an appreciation for the role personal values play in developing effective business and organizational leadership.

### **BUS200 | Foundations of Law and Business**

**3 Hours**

This course introduces students to the legal framework and intersection of business and the law, with particular attention on contracts and negotiable instruments. Extensive coverage of government regulations relating to the environment, consumer protection, hiring practices, and occupational safety of business; as well as an overview of torts, personal property, commercial paper, and secured transactions will be covered. There will include coverage of partnerships and corporations, bankruptcy, agency principles, insurance, real property, and estate matters.

### **BUS201 | Foundations of Management**

**3 Hours**

This course surveys general management principles and theories and provides bases for understanding the basic knowledge and skill-set required for being an informed employee, an effective team member, and a successful manager in the contemporary work environment. Functions of management discussed include team leadership, risk management, organizational behavior, systems operations, and human resources. The course will also explore traditional (staffing, training, job evaluation, compensation, and benefits administration) and contemporary (organizational change, employee ownership, and cross-cultural and international considerations) issues related to the management of human resources; and the linkage between human resource management and business strategy. Lastly, will course will examine the demographic diversity of the U.S. labor force and the promises and challenges it presents to

organization managers.

### **BUS202 | Foundations of Marketing**

**3 Hours**

This course introduces and familiarizes students with the practice of marketing in a modern business environment. It takes as its starting point students' every-day observations of marketing activity (e.g., advertisements and retailing) and explains the network of activities and concepts that guide these programs. Students will acquire an understanding of the marketing process: 1) Marketplace analysis organized around the 5 C's (context, customers, company, collaborators, competition); 2) Marketing strategy using the STP (segmentation, targeting, positioning) framework; and 3) Implementation organized around the 4 P's (product, promotion, price, place). The course project provides an opportunity to demonstrate creativity by developing a marketing plan for a business of your choice.

### **BUS203 | Foundations of Finance**

**3 Hours**

This course introduces financial concepts and methods of analysis in the financial services industry. The time value of money and its relation to such concepts as net present value and internal rate of return; principles of valuation and financial markets; use of capital budgeting, management of cash flow, and working capital management will be of primary discussion. Other topics include—financing capital investments; how financial risk affects the cost of capital and helps determine the capital structure of corporations; and the interactions between investment and financial decisions. Considering the current landscape of global finance, ethical dilemmas will also be addressed, such as fiduciary duties, insider trading, financial reporting, customer deception, tax evasion, bank lending practices, and the influence of compensation schemes on society and its citizens.

### **BUS204 | Foundations of Accounting**

**3 Hours**

This course combines financial and managerial accounting by introducing the theoretical structure of accounting and methods and procedures necessary to achieve effective financial reporting; it includes— overview of the balance sheet, income statement, and statement of cash flows; complete treatment of the accounting cycle; asset, liability, and equity accounts; and introduction to consolidated financial statements. Furthermore, it includes an introduction to cost behavior, managerial decision models, cost and budgetary planning and control, standard costing, analysis of variance, job order and process costing systems, cost allocation, and responsibility accounting. Introduction to the new manufacturing environment, including activity-based costing.

### **BUS301 | Social Entrepreneurship and Innovation**

**3 Hours**

The purpose of this course is to examine entrepreneurship as a mechanism for social change, economic development, and community wealth creation, particularly in an urban context. Specifically, this course will examine the concepts and practice of social entrepreneurship, through readings, class discussions, project assignments, and case studies engaging real-life issues within the College's footprint. Objectives include: learning how to define the social impact of a business in terms of under-served markets, and learning the elements of developing (or creating) a social business model that is sustainable and scalable (i.e., that can have exponential growth and impact).

**BUS302 | Technologies for the 21<sup>st</sup> Century****3 Hours**

This course takes an in-depth look at technologies, social networks, social media platforms, and online/web-based tools to offer students an advantage in many positions involving marketing, consulting and brand management both on the producer and consumer sides of business. This course will focus its attention on technologies that enhance entrepreneurship, by equipping students with the relevant knowledge, perspectives, and practical skills required to develop marketing strategies that leverage the opportunities inherent in social media and consumer-to-consumer social interactions for achieving business and marketing goals. The emphasis of this course is on understanding consumers' social interactions, the various social media channels available to marketers, how to build social marketing strategies, and how to track their effectiveness. Also, since social media is heavily technology-driven we will cover relevant related aspects in digital marketing more broadly, as well as emerging topics in electronic commerce, mobile marketing, and social media startups.

**BUS401 | Capstone Seminar (I)****3 Hours**

This course combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world business or organization, addressing complex strategic and management issues. Students will develop the ability to recognize, analyze, and define problems within and outside the business, to identify management choices, and to implement appropriate strategic action. The Capstone stresses assessment of the short- and long-term implications of management actions, and uses a broad range of business skills.

**BUS402 | Capstone Seminar (II)****3 Hours**

A second semester of the Capstone Seminar combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world business or organization, addressing complex strategic and management issues. Students will develop the ability to recognize, analyze, and define problems within and outside the business, to identify management choices, and to implement appropriate strategic action. The Capstone stresses assessment of the short- and long-term implications of management actions, and uses a broad range of business skills.

**COMMUNICATION****COM101 | Foundations of Communication****3 Hours**

This course explores the fundamental concepts and issues in (intercultural) communication. We will examine the complex relationship between culture and communication from different conceptual perspectives and consider the importance of context and power in intercultural interactions. In addition to learning theory and applying different approaches to the study of intercultural communication, this course asks that you consider your own cultural identities, values, beliefs, assumptions, worldviews, etc., through participation in class discussions. This course will help students develop their perspective and voice, embracing such factors as cultural background, race, class, gender and sexuality.

**COM102 | Interpersonal Skills**

This course invites students to explore their present communication skills and to improve their

competency in communicating with other people. Through reading and participating in class exercises, students will examine the basic elements of interpersonal communication including critical thinking, self-concept, perception, listening, verbal and non-verbal expression, emotional expression, conversational skills, personal relationships, intercultural communication, and conflict resolution.

**COM103 | Conflict Communication and Management** **3 Hours**

This course introduces students to conflict communication and management in an organizational context. Whether as a member of management, organizational consultant, human resource professional, communication practitioner, or just as a part of daily life, you will be required to manage conflict successfully. Conflict communication and management is a specialized communication skill requiring theoretical understanding of human interaction, decision-making, and organizational systems. That is, the nature and function of communication in organizational conflict management is shaped by the nature of the dispute, the power and status of the disputants, perceived outcomes, and—very importantly—whether or not the relationship is on-going.

**COM201 | Communication, Culture, and Community** **3 Hours**

This service-learning course introduces students to a critical understanding of communication across the dimensions of race, ethnicity, nationality, ability, gender and age through a hands-on experience working with a community-based organization and prepares students seeking careers that focus on the ability to communicate effectively within and across cultures in a diverse society.

**COM202 | Race, Gender, and Media Representation** **3 Hours**

This course focuses on the complex, changing, and dynamic relationships between dominant and underrepresented groups in society, the mass media, and broader social contexts. The course discusses media representation of particular racial, ethnic, and gender groups, contexts of media productions, and media use among underrepresented groups. The concepts of hegemony, power, social construction, and intersectionality are vital in understanding these relationships. The course connects to the field of sociology, in that it focuses on the everyday social uses of symbolic forms. This course aims to make students aware of, and sensitive to, some of the dynamics connected with media images, symbolic power, and the production of meaning in today's world.

**COM203 | Written Communication** **3 Hours**

This course provides an introduction to writing clear, positive messages and to understanding basic writing strategies. It is designed to help you to be more proficient at the kind of writing you need to do—at home, at school, and in the workplace. This course will show students some typical techniques for effective writing and will give practice in writing various sorts of e-mail messages, memos, letters, college essays, and workplace reports.

**COM204 | Group-Building and Cultural Competency** **3 Hours**

This course introduces students to the basics on working together, reducing wasted time, lessen conflict and influence interactions in a positive way through awareness of oneself as a cultural being. Students will increase their cross-cultural awareness, knowledge and skills to respond appropriately to problems and opportunities of both domestic and international demographic changes and globalizations.

**COM 211 | Business & Professional Speaking****3 Hours**

This course will provide students with essential skills for effective communication. Emphasis will be on speaking: In various settings, impromptu, and with preparation.

**COM301 | Urban-Suburban Communication****3 Hours**

This course introduces students to the relationships between communication media in urban and suburban settings. Students will analyze urban and suburban communication patterns, contemporary visions of the community and the impact of communication coverage and representation within urban and suburban communities. The study of urban communication begins with the notion that cities are inherently places and products of communication, and they provide meeting spaces for interaction and/or observation. However, urban America and suburban American are facing a critical time as new forms of communication allow the transfer of information from urban centers to suburbia, and from suburban comforts to the urban core— thus allowing each meeting space to develop and perpetuate new perceptions of the other.

**COM302 | Latino Culture and Communication****3 Hours**

This course introduces students to the relationships among Latino cultures, communication and institutions. Students in this course will develop their capacity to communicate with and learn from Latino populations in the workplace, in community situations, and other sites of engagement.

**COM303 | Asian Culture and Communication****3 Hours**

This course introduces students to proficiencies across the full range of language skills within a cultural frame of reference reflective to the richness of the Asian culture and language. This course engages students in an exploration of both contemporary and historical communication styles of Asian cultures.

**COM304 | Topics in Communication****3 Hours**

This course provides selected topics of contemporary interest taught by a communication professional active in the field. Topics vary and may be substantive, theoretical, or methodological.

**COM401 | Capstone Seminar (I)****3 Hours**

This course combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world communication organization or communications department for a business, addressing complex strategic and management issues. Students will develop the ability to recognize, analyze, and define problems within and outside the business, to identify management choices, and to implement appropriate strategic action. The Capstone stresses assessment of the short- and long-term implications of communication theories, and uses a broad range of communication skills.



**COM402 | Capstone Seminar (II)****3 Hours**

A second semester of the Capstone Seminar combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world communication organization or communications department for a business, addressing complex strategic and management issues. Students will develop the ability to recognize, analyze, and define problems within and outside the business, to identify management choices, and to implement appropriate strategic action. The Capstone stresses assessment of the short- and long-term implications of communication theories, and uses a broad range of communication skills.

**SOCIOLOGY****SOC101 | Foundations of Sociology****3 Hours**

This course is designed to place sociology's development as a social science in the evolution of Western thought; it will also cover the elements of social scientific thinking. Major emphasis will be given to the analysis of culture, social structure, socialization, institutions, social inequality, and social change. This course will also include a study of the basic terminology, concepts, and approaches in sociology with attention given to the analysis of social groups and application of sociological concepts to the understanding of social systems.

**SOC102 | Race, Ethnic, and Gender in America****3 Hours**

This course explores race, ethnicity, and gender as factors of social differentiation in a number of Western societies, with particular attention on America. It studies the ethno-racial and gender systems operating in American society, and examines their institutional and interpersonal dynamics. Lastly, it compares ethno-racial and gender systems in order to arrive at empirical generalizations about race/ethno-relations in the Americas.

**SOC103 | Theories of Sociological Thought****3 Hours**

This course examines the nature of theory and reviews major sociological theories, especially structural-functionalism, conflict theory, exchange theory and interactionism. Special attention is given to leading figures representing the above schools of thought. The course begins with a brief overview of social theory, exploring the distinct contributions of sociological analysis, as compared to other disciplines. It devotes considerable attention to the scholarship of sociology's founding thinkers, studying their work from multiple perspectives: historical, methodological, topical and analytical. The second half of the class is more contemporary. While retaining many of the analytical perspectives introduced in the half of the class, it explores current concerns related to the emergence of more recent sensibilities such as contemporary feminism and post-modernism and new concerns generated by globalization, such as immigration and global warming.

**SOC201 | Urban Sociology****3 Hours**

This course introduces the field of urban sociology. The discipline of sociology arose, in large part, as a response to the rapid urbanization and industrialization of society; as a result, this course focuses primarily on urban dynamics in the United States with attention to the global context in which they operate. It explores the power of social structures using examples drawn primarily from the American culture; and the impact of social institutions, the emergence of concrete patterns of social relations, which organize and regulate social life and the inequality inherent in most social structures. Course topics will address areas such as urban poverty, race

and ethnicity, residential segregation, housing, neighborhood context, crime and victimization, health, social isolation, culture, and global cities.

### **SOC202 | Social and Wealth Inequalities**

**3 Hours**

This course reviews contemporary approaches to understanding social inequality and the processes by which it comes to be seen as legitimate, natural, or desirable. We address questions of the following kind: What are the major forms of stratification in human history? Are inequality and poverty inevitable? How many social classes are there in advanced industrialism societies? Is there a “ruling class?” Are lifestyles, attitudes, and personalities shaped fundamentally by class membership? Can individuals born into poverty readily escape their class origins and move upward in the class structure? Are social contacts and “luck” important forces in matching individuals to jobs and class positions? What types of social processes serve to maintain and alter racial, ethnic, and gender discrimination in labor markets? Is there an “underclass?” These and other questions are addressed in light of classical and contemporary theory and research.

### **SOC203 | Sociology of Religion**

**3 Hours**

This course provides a study of the relations between religion, polity, economy, and social structure; in particular, the political, economic, and social impact of religious beliefs and organizations, as well as the social determination of these beliefs and organizations; the rise of secularism, the rationalization of modern life, and the emergence of political quasi-religions. This course also investigates the organizational dynamics of new religious movements. Seeks to understand why 'cults' emerge and how they proliferate or decay. Examines conflicts within established churches, counter-movements, and the state.

### **SOC301 | Sociology of Health and Wellness**

**3 Hours**

This course attempts to address the nature of disease, the doctor-patient relationship, the structure and dynamics of health care facilities, the structure and role of medical occupations and their occupational ideologies, the growth of medical technology and its challenge to medicine's moral stability, the medical research process (including ethical issues), problems of discrimination and inequality, as well as health care policy. It also examines the social conditions related to the health of populations. How patterns of health vary by social class, race/ethnicity, and gender and some mechanisms that produce and maintain these differences. Examines health status and healthcare disparities among racial/ethnic minority groups in the United States. Utilize sociological, demographic, (social) epidemiological, and (social) psychological concepts to introduce students to racial/ethnic health disparities research.

### **SOC302 | Sociology of Childhood and Family**

**3 Hours**

This course takes a sociological approach to the issues, theories, and research on childhood and adolescence. The goals of this course are to understand how life stages are socially constructed and how the lived experiences of youth are influenced by the intersections of varying identities and social locations as well as by social institutions. The course also examines social problems faced by children and youth at both local and global levels. Finally, this course also analyzes the structure and functions of the family, with emphasis on the changing nature of the family in our society. Students will be expected to demonstrate an understanding of family structures and to analyze values underlying family dynamics and change.

### **SOC303 | Sociology of Education**

**3 Hours**

This course addresses fundamental questions about the relationship between education and society, with a particular focus on why some students learn more and advance further than others; what factors shape how schools are run/organized and which materials are taught; how race/class/gender affect students within schools; and how schools maintain our economic system and can become more effective. Furthermore, it emphasizes the ways in which American education models reproduce, reinforce, and challenge prevailing social, economic, and political relationships; and examines the structures, practices, content, and outcomes of schooling and its relationship to the wider society as well as the rise and dynamics of the modern education system.

**SOC304 | Topics in Sociology**

**3 Hours**

Selected topics of contemporary interest taught by a sociologist active in the field. Topics vary and may be substantive, theoretical, or methodological.

**SOC305 | Aging and the Life**

**3 Hours**

This service learning seminar course will examine these processes of aging as they affect individuals, families, cohorts, and societies and how the aging process is affected by psychological, historical, political, economic, and cultural factors. Students explore the dynamic interactions between people and their environments, and the ways in which society's beliefs, values, and attitudes are reflected in the aging experience. Special attention is given to the impact of social policy on the lives of older individuals focusing on how racial, ethnic, class, and gender differences shape the nature of health and human service policy and delivery on behalf of older persons.

**SOC400 | Community Problems and Solutions**

**3 Hours**

What is a community social problem? Who defines community problems and social issues? How are social problems constructed and framed? This course attempts to answer the aforementioned questions and more as this course will encourage students to apply a sociological imagination to examine a wide range of contemporary issues and problems in an American urban context. Through a sociological perspective, this course will teach you how to think critically about the relationship between individual biographies and larger social structures and institutional arrangements. To help accomplish this goal, this course will use media, popular culture, service learning, and organizational engagement as a lens within which to recognize and understand not only our own social locations but how we are all connected in an increasingly diverse and global world.

**SOC401 | Capstone Seminar (I)**

**3 Hours**

This course combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world client, addressing complex and enduring problems of urban life. Students participate in internships at local agencies and organizations, and may either come with their own internship or apply for specialized internships through the Sociology Department.

**SOC402 | Capstone Seminar (II)**

**3 Hours**

This course is a second semester of the Capstone Seminar combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world client, addressing complex and enduring problems of urban life.

Students participate in internships at local agencies and organizations, and may either come with their own internship or apply for specialized internships through the Sociology Department.

# COMMUNITY SERVICE

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## INTRODUCTION

This portion is designed to explain the Community Service Program of Simmons College of Kentucky. Through its Community Service Program, students of the College have the opportunity to live out the mission in being agents of change in society. The program is one of the first steps of a lifelong commitment to others.

## A PHILOSOPHY OF COMMUNITY SERVICE PROGRAM

This kind of program is designed to place students in a setting that they may exercise their skills for community service in a hands-on approach. For this to happen in a productive way, there must be some intentional supervision. As we look at supervision of students our desire is to provide a support system for the enrichment of personhood and to assist in the performance of tasks. Reuel Howe has defined supervision as the “process by which the supervisor helps the student find the meanings in the educational encounter that will contribute to his learning and his competence in that and other situations.”

Community service at its best pulls together the disciplined scholarship and training for service in community settings. Community service begins with the experience and goes toward the disciplines to which the student is being exposed or has already been exposed. With this in mind, Simmons College of Kentucky will operate its Community Service Program with the educational development of the student in mind. Community service take students to homes, missions, hospitals, private, churches, city streets, schools, factories and other college campuses, thereby giving rich opportunities for them to have concourse with people outside their private circles. They become confronted with the needs of the world in a direct manner, and this brings them in contact with the hearts and minds of people as they seek to met those needs.

### The Design of the Community Service Program

- a. **Achieving Change:** To bring about changes within the student while they are in the process of becoming professionals. The basic change which supervision wishes to bring about is in the inner character and outer behavior of students.
- b. **Developing a Professional:** This suggests being able to do the craft in the most adequate and advantageous way for the disciplines necessary within a vocation.
- c. **Competence:** Students must be able to function in an effective manner to bring about the goal which they have in mind.
- d. **Integration of Theoretical and Experiential:** Supervision, as a learning activity, is a the task whereby students examine their experiences for meaning and plan future conscious of these guidelines.
- e. **Personal and Professional Identity:** Students need to develop the identity of who they are as persons integrating all of the functions of their private and professional lives.
- f. **Spiritual Formation:** This is the development of the interior life through specific exercises that create personal well-being.
- g. **Discipline:** This is to develop appropriate discipline for personal activities, moral life, education, scheduling, planning, relationships, work, finances and devotional experiences.

### General Objectives

**Simmons College of Kentucky general objective:** To develop the spiritual, intellectual and social needs of its students while preparing them for life long service.

**The Specific Program objective:** To involve every student in an aspect of community service.

**Evaluation:** All students will be evaluated each month and each semester. Everyone who participates in the Community Service Program will also be evaluated on a yearly basis. This includes faculty, students and those engaging students for Community service assignments.

### **Criteria For Supervised Settings**

1. The setting should provide competent supervision. Where there is no supervision or poor supervision, the student will not have a good learning experience.
2. There should be resources available for students to meet their educational goals.
3. The setting should allow supervisees to experience a full range of responsibilities that they may face later.
4. The setting should provide students with an opportunity for initiating action and change.
5. The setting should provide opportunities for reflection. Students need to hear what is thought of their work.
6. The setting should provide opportunities for peer reflection. The supervisory period is an important time for students to develop a professional identity and peer interdependence.
7. The setting should provide students with an experience marked by the dignity of service.

## FACULTY

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### **Abell, Ritta**

BA - Speech and Theatre, Morehead State University, Morehead, KY

MA - Communication, Morehead State University, Morehead, KY

Ph.D. - Interpersonal Communication, University of Kentucky, Lexington, KY

### **Brogdon, Lewis**

BA – Christian Studies, Bluefield College, Bluefield VA

M.Div. – New Testament concentration, Louisville Presbyterian Theological Seminary, Louisville, KY

Ph.D. – Theological Studies, Regent University, Virginia Beach, VA

### **Caldwell, Chris**

BA – English, Rhodes College, Memphis, TN

M. Div. – Southern Baptist Theological Seminary, Louisville, KY

Ph.D. – Religion, Baylor University, Waco, TX

### **James, Kevin**

BA - Music, University of Louisville, Louisville, KY

MA – Worship Studies (in progress), Liberty University, Lynchburg, VA

### **Meaux, Wayne**

BA – Business Administration, McKendree University, Louisville, KY

MBA - Webster University, St. Louis, MO

Ed.D. - Interpersonal Communication, Spaulding University, Louisville, KY

### **Seay, Nancy**

B. A. – History, University of Toledo, Toledo OH

M. A. – Educational Theory and Social Foundations, University of Toledo, Toledo OH

Ph. D. – Educational Psychology, University of Toledo, Toledo OH

### **Davenport, Kevin**

BS – Music Education, Tennessee State University

MA – Music Education, Hampton University, Hampton, VA

Ed.D. – Educational Administration and Supervision, Tennessee State University, Nashville, TN

Ed. S. – Educational Administration and Supervision, Tennessee State University, Nashville, TN

### **Wilson, Brendan**

B. A. – Mathematics, Wayne State University, Detroit MI

M. S. – Mathematics, Wayne State University, Detroit MI

### **Administrative Faculty**

#### **Brown, Kathleen**

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MA - Linguistics: Phonology, University of Kansas, Lawrence, KS

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BS – Family Studies, Purdue University, West Lafayette, IN  
M.Div – Pastoral Ministry, Asbury Theological Seminary, Wilmore,  
KY D.Min. – Louisville Presbyterian Seminary, Louisville, KY

**Sam, Julian**

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