

# SIMMONS

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## COLLEGE OF KENTUCKY

### **ACADEMIC CATALOG**



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## FROM THE PRESIDENT

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, our state's only private historically black college and university. 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. As an HBCU, we celebrate and affirm Black culture and history and encourage every student to develop self-confidence, an appreciation of his or her unique gifts, and excellence in all areas of life.

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. Our relatively small student body permits a more personal learning environment with close interaction among faculty, students, and academic advisors. With five academic majors, our curriculum is designed to prepare you with the skills, knowledge, and values essential for present day living and Christian service, whatever field of endeavor you choose. Our top-notch faculty makes learning both intellectually stimulating and practical for living, leading, and serving. We offer an array of day and evening courses to meet our students' busy schedules.

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!

In Christian Service,

A handwritten signature in black ink that reads "Kevin". The letters are cursive and fluid, with a prominent 'K' and 'v'.

Dr. Kevin W. Cosby

# BOARD OF TRUSTEES

**Cecil C. "Barney" Barnett**

Chairman & Founder  
Algood Food Co.

**Bruce Blue**

Chairman / CEO, Freedom Metals

**Phillip Bond**

Vice President / CFO, Metro United Way

**Ulysses "Junior" Bridgeman**

Chairman / President , Manna, Inc.  
B. F. South, Inc., B. F. Illinois, LLC

**Rev. Delbert Brown**

Executive Secretary College & Seminary Board,  
National Baptist Convention of America Int'l, Inc.

**Mark Carter**

CEO, Passport Health Plan

**Rev. G. V. Clark**

Moderator, State of Texas National Baptist Convention  
of America Int'l, Inc.  
Pastor, Mt. Zion Baptist Church

**Susan Collins**

Civic Volunteer

**Alfonso "Al" Cornish**

System Vice President, Learning and Organizational  
Development/Chief Learning Officer, Norton's  
Healthcare

**Rev. Bernard Crayton**

Moderator, General Association of Baptists in KY  
Senior Pastor, Little Flock Baptist Church

**Robert Davis**

National Baptist Convention of America, Int'l, Inc.

**Dr. Brandon Dumas**

Special Asst. to the President / Historian, National  
Baptist Convention of America Int'l, Inc.

**Rev. Dr. Floyd Greene**

Senior Pastor, First Baptist Church Versailles

**Audwin Helton**

Owner & President Spatial Data Integration

**Alice Houston**

CEO, Houston-Johnson, Inc.

**Rev. Marvin King**

Senior Pastor, First Baptist Church

**Dr. Mark Lynn**

Owner, Visionworks

**Dr. Sarah Newby**

Past President, Baptist Women's Education Convention  
of KY  
Retired Educator

**Dr. Alma J. Pittman**

Pittman Foundation

**Rev. D. Corrie Shull**

Senior Pastor, Burnett Avenue Baptist Church

**Councilwoman Barbara Sexton Smith**

Councilwoman, Metro Louisville  
Chief Liaison, Compassionate Schools Project

**Rev. Dr. Gregory Smith**

Senior Pastor, Hill Street Baptist Church

**Dr. Joel Taylor**

Director of Congress of Christian Education and  
Discipleship, National Baptist Convention of America  
Int'l, Inc.  
Pastor, St. Paul M.B. Church

**Rev. Dr. Samuel C. Tolbert, Jr.**

President, National Baptist Convention of America Int'l, Inc.

**Rev. Keith Tyler**

Pastor, Antioch Baptist Church

**Rev. Dr. F. Bruce Williams**

Senior Pastor, Bates Memorial Baptist Church

Ex-Officio (Non-Voting Members)

**Richard Brown**

President, Simmons Student Government Association

**Dr. Kevin W. Cosby**

President, Simmons College

**Dr. Chris Caldwell & Dr. Wayne Meaux (alternate)**

Faculty Senate, Simmons College Representative(s)

# SIMMONS STAFF

## EXECUTIVE LEADERSHIP TEAM

### **Kevin W. Cosby, President and Chief Executive Officer**

B.A. - Eastern Kentucky University, Richmond, KY  
M. Div. - Southern Baptist Theological Seminary  
D. Min. - United Theological Seminary, Dayton, OH

### **Barbara Young, Provost, Director of Title III Program**

B.A., M.A., J.D. - University of Louisville  
Ed.D. - Indiana University Bloomington

### **Caldwell, Chris, Vice-President for Academic Affairs and Chair, Religious Studies**

B.A. - English, Rhodes College, Memphis, TN  
M. Div. - Southern Baptist Theological Seminary, Louisville, KY  
Ph.D. - Religion, Baylor University, Waco, TX

### **Cosby-Gaither, Christine, Vice-President for Student Affairs**

B.S. - Psychology - Northern Kentucky University  
M.A. - Business Communication - Spalding University, Louisville  
Ed.D. - Leadership Education - Spalding University, Louisville

### **Smith, Frank, Executive Vice-President and Special Assistant to the President**

B.A. - Bible and General Communications, Freed-Hardeman University, Henderson, TN  
M.S. - Management, Indiana Wesleyan University, Louisville, KY

### **Jobst, Kenneth, Vice-President for Assessment and Advancement**

B.S. - Family Studies, Purdue University, West Lafayette, IN  
M.Div. - Pastoral Ministry, Asbury Theological Seminary, Wilmore  
D.Min - Advanced Practice, Louisville Presbyterian Theological Seminary

## FACULTY AND ACADEMIC LEADERSHIP

### **Abell, Ritta, Chair Cross-cultural Communications**

B.A. - Speech and Theatre, Morehead State University, Morehead, KY  
M.A. - Communication, Morehead State University, Morehead, KY  
Ph.D. - Interpersonal Communication, University of Kentucky, Lexington, KY

**Butts, Jimmy**, Instructor in Residence

Th.M. – Islamic Studies, Southern Baptist Theological Seminary, Louisville, KY

**Caldwell, Chris**, Vice-President for Academic Affairs and Chair, Religious Studies

B.A. – English, Rhodes College, Memphis, TN

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

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

**Davenport, Kevin**, Chair Music

B.S. – Music Education, Tennessee State University

M.A. – Music Education, Hampton University, Hampton, VA

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

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

**Hayes, Charles**

B.M. – Music Education, Cornell College, Mt. Vernon, IA

M.A. – Music, Choral Conducting, University of Iowa, Iowa City, Iowa

**Meaux, Wayne**, Chair Business Entrepreneurship

B.A. – Business Administration, McKendree University, Louisville, KY

M.B.A. - Webster University, St. Louis, MO

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

**Nelson-Yarbrough, Edith**, General Studies Instructor and Faculty Development Coordinator

M.A.T. – Education, University of Louisville, Louisville, KY

**Seay, Nancy**, Chair Sociology and General Studies

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

**Whetstone, Randy**, Student Learning Center Coordinator and Christian Community Service Coordinator

M.A. – Leadership, Southern Baptist Theological Seminary, Louisville, KY

**Wilson, Brendan**, Math instructor and Computer Lab coordinator

B. S. – Mathematics, Wright State University, Detroit MI

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

## ADMINISTRATIVE OFFICES

For a detailed directory of Simmons College staff and offices, go to [www.simmonscollegeofky.edu](http://www.simmonscollegeofky.edu)

# HISTORY OF SIMMONS

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 for the school, members of the Convention instead decided in 1869 to locate what would be known as the Kentucky Normal Theological Institute in Louisville. It was not until ten years later in 1879, however, that 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 four acres of land on the corner of 8th & Kentucky Streets 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 began to flourish in such a way that it would eventually be renamed Simmons University in appreciation for his contributions.

During his ten-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 Great Depression destroyed the economic underpinnings of the school. In 1930, unable to sustain its mortgage, the school had to sell its campus. As a result, the school significantly reduced its offerings.

By 1935 a new location was secured at 1811 Dumesnil Street in West Louisville. This allowed the school to continue with a narrowed mission of educating young men and women for Christian service. In 1982 the school was renamed Simmons Bible College.

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 people for Christian ministry, while reinstating its initial mission of general liberal arts education. With a curriculum designed to promote healthy ministries and community service, the school is poised to become the nation's leading authority on matters regarding church growth in the urban community.

# WHY SIMMONS IS HERE

## **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.

## **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 AND 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 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 21st 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.

## **HERITAGE**

Simmons will honor its heritage as a historically black college and university ("HBCU") and will provide all students with a safe space in which to explore and express their history and culture, as they respect themselves and others.

# SIMMONS ALMA MATER

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 AND INFORMATION

## **GOVERNANCE**

Simmons College of Kentucky is independently owned and operated 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 of Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd, Ste. 130, Orlando, Florida, 32822, (407) 207-0808.

## **LICENSE**

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 developed collaborative partnerships with other community agencies and institutions of higher education in the city of Louisville, as we all work together to increase the number of citizens with college degrees and promote the economic growth and stability of Louisville.

## **FOREIGN STUDENTS**

Simmons College of Kentucky is approved by the United States Department of Justice or the training of Non-Immigrant status (foreign) students under the INS File number MEM 214 F 0739. However, at this time, Simmons is not able to process visas for foreign students

## **STUDENT BODY LEADERSHIP**

The student body of Simmons College of Kentucky is organized as a Student Government Association [SGA] and led by elected officers. The students are in charge of their meetings and the operation of their organization. Faculty or administrative staff members are appointed as student organization liaisons and attend the student body meetings regularly. The SGA oversees and coordinates all student associations and clubs. .

## **CONVOCATION**

Attendance at monthly convocations is required for all full-time Simmons students. Convocations are planned jointly by a student committee and faculty-staff leaders to address topics that promote exploration of spiritual, ethical, and moral values and facilitate awareness of our institutional goals.

## **TEXTBOOKS**

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

# FINANCIAL INFORMATION

## **SCHEDULE OF CHARGES<sup>1</sup>**

\$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)
\$175.00	Emergency Late 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. Individual payment plans are available for students.

## **PAYMENT PLAN**

For students who are 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 installments being due and payable on or before the fifth (5th) of each succeeding month. All student accounts must be kept current and in good standing before students will be allowed to register for next semester's classes, receive final grades, or receive an official transcript. In its discretion, the college may establish other deferred payment plans as are appropriate under individual circumstances.

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<sup>1</sup> All charges are subject to change.

## **FEDERAL FINANCIAL AID**

Applications for federal financial aid open on January first each year, and students are encouraged to apply before funds run out. The code to use when applying for federal aid to attend Simmons College of Kentucky is 041780.

### **QUICK INFORMATION ON PELL GRANTS:**

- A Federal Pell Grant, unlike a loan, does not have to be repaid.
- The amount depends on your financial need, costs to attend school, status as a fulltime or part-time student, and plans to attend school for a full academic year or less.
- 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.

Before awards are granted, students must complete their applications and provide all income verifications as required by the U.S. Department of Education.

### **PROGRAM DESCRIPTION**

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Students may use their grants at any one of approximately 5,400 participating postsecondary institutions. Grant amounts are dependent on: the student's expected family contribution (EFC) (see below); the cost of attendance (as determined by the institution); the student's enrollment status (full-time or part-time); and whether the students attends for a full academic year or less. Students may not receive Federal Pell Grant funds from more than one school at a time. Financial need is determined by the U.S. Department of Education using a standard formula, established by Congress, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the family EFC. The fundamental elements in this standard formula are the student's income (and assets if the student is independent), the parents' income and assets (if the student is dependent), the family's household size, and the number of family members (excluding parents) attending postsecondary institutions. The EFC is the sum of: (1) a percentage of net income (remaining income after subtracting allowances for basic living expenses and taxes) and (2) a percentage of net assets (assets remaining after subtracting an asset protection allowance) . Different assessment rates and allowances are used for dependent students, independent students without dependents, and independent students with dependents. After filing a FAFSA, the student receives a Student Aid Report (SAR), or the institution receives an Institutional Student Information Record (ISIR), which notifies the student if he or she is eligible for a Federal Pell Grant and provides the student's EFC. Federal Pell Grants are directed grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree or who are enrolled in certain post-

baccalaureate programs that lead to teacher certification or licensure. Participating institutions either credit the Federal Pell Grant funds to the student's school account, pay the student directly (usually by check) or combine these methods. Students must be paid at least once per term (semester, trimester, or quarter); schools that do not use formally defined terms must pay the student at least twice per academic year. All students receiving federal financial aid must satisfy SAP requirements to continue to remain eligible for aid.

## **FINANCIAL PENALTIES**

Students whose accounts are not paid by the established semester deadlines may be subject to financial penalties. Students with unpaid account balances will be placed on Financial Hold by the Registrar's Office. Students placed on Financial Hold become ineligible for further registration and transcripts will not be released until the student account is paid in full. A late payment fee of \$50.00 may be assessed when student accounts are not paid by the last day to drop/add for the semester. A return payment of \$25.00 may be assessed when payment is not honored by the bank on which it was drawn. If restitution is not made within 10 days of notification, the student may be subject to financial penalties and/or legal action. Debtors who do not make satisfactory payment arrangements on their past due accounts may have their accounts placed with a billing service. If not paid through the billing service, the unpaid account may be forwarded to a collection agency. It is the policy of the College that unpaid accounts will be assessed the costs and expenses of collection, including attorney fees.

## **CANCELLATION REFUND POLICY**

- Rejection:** An applicant rejected by the college is entitled to a refund of all monies paid, excluding the initial application fee.
- Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding non-refundable fees.
- Other Cancellations:** An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$75, whichever is less. Admission application fees are non-refundable, however.

## **WITHDRAWAL PROCEDURE:**

1. A student choosing to withdraw from the college after the commencement of classes is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student. The student bears responsibility for officially withdrawing in writing. Failure to do so forfeits any student refunds that may otherwise be due.
2. Students who withdraw during the drop/add period are entitled to a percentage refund of their tuition, but students who withdraw after the period are still responsible for paying the entire semester's tuition. Students should nevertheless officially withdraw when they stop attending in order to prevent their transcripts from showing failing grades.
3. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to Simmons College of Kentucky from the leave of absence but fails to do so.
4. A student may be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
5. All refund requests must be submitted within forty-five (45) days of the determination of the withdrawal date.

## **RETURN OF FINANCIAL AID (TITLE IV) POLICY**

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 Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. The calculation must be performed even if the student has



completed 60% of the payment period to show that the school has determined that the student withdrew. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds.

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.

For recalculating earned aid, clock hour institutions must use clock hours scheduled to be completed as of the withdrawal date divided by the total hours in the payment period. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days or the date the institution determined that the student withdrew.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- Other State
- Private and Institutional Aid
- The Student

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.

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). Remember, once the drop/add period has ended, students owe the college for their full tuition for that semester, regardless of whether they must return a portion of their Pell grant to the government. Dropping out of school has severe consequences.

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 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.

## **VETERANS REFUND POLICY**

Any person receiving educational assistance from the Veterans Administration (VA) shall be entitled to a pro-rated refund of any charges and/or fees in accordance with statutory requirements that exist at the time being reported. The refund shall equal the prorated cost of the incomplete course. (Students receiving VA entitlements should contact their VA representative for further financial assistance.)

## **STUDENTS IN ARREARS**

Students in financial arrears, either to the college, bookstore or to the Library, will not be permitted to register for the subsequent term or receive transcripts, grades, or diplomas until satisfactory arrangements have been made to pay the outstanding financial obligation.

# EMERGENCY PROCEDURES

## **EMERGENCY COMMUNICATION**

Simmons College of Kentucky will rely upon eight communication systems during a major emergency. All of these methods of mass communications 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 the 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 with their name and cell phone number in the registrar's office to add their names and mobile phones 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.

The Text Messaging System is designed to provide rapid notification via text messages to alert students, 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 of the system for emergencies will pass an audible message through campus phones. Simmons has a campus-wide phone system that can be activated in seconds during an emergency, provided that internet connections are working.

## **INCLEMENT WEATHER PROCEDURES**

Decisions to cancel classes will be announced by the Executive Vice President, the Vice President for 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 - NOAA**

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**

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. College emails are 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 to campus.

## **1610 AM RADIO - LOCAL GOVERNMENT RADIO 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**

Senior Leadership 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 college leadership to address the media.

# ADMISSIONS INFORMATION

## **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, sexual orientation, gender identity, or disability, in the administration of its educational policies or other school-administered programs.

## **GENERAL ADMISSION REQUIREMENTS**

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

- An official high school or GED transcript, plus prior college transcripts, if you previously attended other schools—even if you withdrew.
- An autobiographical essay explaining how your unique qualities and faith journey will contribute to a Christian HBCU.
- At least one letter of recommendation from someone who is able to attest to your character, academic maturity, and preparation for the Simmons College of Kentucky. The person cannot be a family member or friend.
- Your official ACT test score results

Note: All students who are admitted without an official ACT score of 18 or higher will automatically be placed in ENG 099 and MAT 099 (Developmental English and Developmental Math) and be required to attend tutoring sessions in the student learning center as is appropriate.

Students are expected to comply with their placement as designated by Simmons College of Kentucky. Students applying for special status without the intention of completing a diploma or degree must be willing to conform to the school's code of conduct and participate in its Christian ministry service program while enrolled the same as are degree students.

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 five areas: religion, business, sociology, music, 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.

## **PLAN SPECIFIC ADMISSION REQUIREMENTS**

### **CERTIFICATE PROGRAMS:**

From time to time, the college may develop and offer certificate programs where a specialized course of study is desired. Requirements for these programs will be established at the time of their offering, and admissions packets made available. Persons enrolled in a Certificate program may transfer to a degree program so long as they otherwise meet the qualifications. 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 and Bachelor of Arts degree programs.

Any person desiring to enter the Associate of Arts (AA) or Bachelor of Arts (BA) program must submit the following documents:

- A completed and signed Application for Admission (online applications are signed electronically)
- A signed verification and agreement to abide by the policies and codes of conduct of Simmons College of Kentucky.
- An official transcript of ACT scores (if you have not taken the ACT before you apply, you must register to do so and scores must be sent to Simmons College of Kentucky).
- An essay as provided on the application.
- \$25.00 (non-refundable) application fee
- A copy of the applicant's High School diploma or equivalent (GED)
- An official High School transcript



- Documentation of any earned post-secondary degrees
- An official transcript from all colleges or universities previously attended
- One Simmons College of Kentucky character reference form

Further steps required for admission:

- Make and attend an appointment with an admission counselor
- Attend an orientation session
- Declare a program of study
- Apply for a student ID and library card
- Sign-up for Christian Community Service
- Register for classes. Registration is a separate process from admission

### **BACHELOR OF THEOLOGY DEGREE:**

- Completion of all standard admissions requirements as listed above.
- A detailed essay discussing why you want to pursue a theology or religious studies degree at Simmons College of Kentucky and your vision of Christian ministry.
- 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 to classes without applying for readmission through the Admissions Office. 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 may be obtained from the Admissions Office or online.

## **TRANSFER STUDENTS**

Any student admitted 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 done at Simmons College of Kentucky. Only course work comparable to courses offered at Simmons College of Kentucky in the Associate, Bachelor or 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, readmission or reinstatement to Simmons is responsible for having each institution send an official transcript directly to the Office of Admission.

After entry to the college, transcripts are sent directly to the Office of the Registrar. All college-level coursework completed with a C- or better at an accredited institution of higher education and oriented toward a baccalaureate degree, including dual credit earned while in high school, will be accepted for credit at Simmons College of Kentucky provided that Simmons offers a comparable course in our catalog. Credit will be granted only once for equivalent courses. School staff or designated committee chairs, in their sole discretion, determine which transfer credit will count toward liberal arts requirements. The registrar or admissions officer will evaluate credit that may apply toward a major or minor upon submission of appropriate descriptive information. Courses accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Simmons College grade point average. All credit over 20 years old and credit earned at institutions that have non-regional accreditation will be considered for transfer, but only on a course-by-course basis, as approved by the registrar or admissions officer. Transfer credit course toward graduation and is incorporated into the academic record either as elective credit or to count toward specific degree requirements.

## **TRANSFER CREDIT POLICY FOR COURSEWORK**

1. All college level coursework completed with a "C-" grade or better at an accredited institution of higher education and oriented toward a baccalaureate degree will be accepted for credit at Simmons College provided that Simmons offers a comparable course in our catalog. However, not all courses transferred will fulfill specific requirements for a particular degree. Courses accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Simmons College grade point average. When a transfer student has earned credit at a non-regionally accredited institution, the credit will be transferred only if approved by the Vice-President for Academic Affairs in consultation with appropriate instructors and other officers.

2. The Vice President for Academic Affairs will evaluate credit that may apply toward general degree requirements. When appropriate, Liberal Arts codes will be assigned to transfer credit.
3. Credit from a foreign institution of higher education will be evaluated on a case by case basis. It may be in the best interest of the student to have the transcript evaluated by an agency that specializes in foreign academic credentials. In some cases, it will be appropriate to transfer up to 30 semester hours of unspecified credit, without grade points. When Liberal Arts courses can be identified, they will be transferred as such.
4. Credit earned through military or non-traditional programs, that have been evaluated by the American Council on Education and declared to be the equivalent of lower or upper division credit, will be transferred according to the A.C.E. recommendations.

## **CREDIT BY EXAMINATION OR EXPERIENCE**

1. Advanced Placement Program – College Board (APP). Students who participate in high school in the Advanced Placement Program (APP) may have score reports sent to the registrar for evaluation. Credit will be awarded for APP scores of 3, 4 and 5. Credit gained through APP will advance the degree program, and when appropriate, may meet liberal arts requirements or count toward a major or minor. APP credit will not affect the grade point average.
2. College Level Examination Program – College Board (CLEP). Students who participate in the College Level Examination Program (CLEP), conducted by the College Board may have score reports sent to the registrar for evaluation. Credit will be awarded for scores at or above the 50th percentile. Credit gained through APP will advance the degree program, and when appropriate, may meet liberal arts requirements or count toward a major or minor. CLEP credit will not affect the grade point average.
3. American College Testing (ACT) Proficiency Examinations (PEP). Score reports are evaluated against guidelines published by ACT before the registrar awards credit. When appropriate, Liberal Arts codes will be assigned. PEP credit will not affect the grade point average.
4. International Baccalaureate Program. Students who participate in the International Baccalaureate (IB) program and score 4 or better on higher-level IB examinations will be granted credit that advances their degree program at Simmons College. IB credit will not affect the grade point average.
5. Prior Learning. Simmons College of Kentucky does not award credit for Life experience or similar non-academic forms of learning

# SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.

Simmons College of Kentucky does not maintain a security force but relies on Louisville Metro Police Department for law enforcement. Steward Hall is equipped with security cameras at all entries. These cameras are monitored throughout the business hours. Both Steward and Parrish Halls have security alarms and motion detectors monitored continually by a private company.

The report below provides a crime statistics for the Simmons College of Kentucky campus and the surrounding streets and sidewalks for the past three years.

## **ANNUAL CAMPUS SECURITY REPORT SIMMONS COLLEGE OF KENTUCKY 2018**

The report below provides crime statistics for the Simmons College of Kentucky campus and the surrounding streets and sidewalks for the past three years.

### **CAMPUS SAFETY DIRECTOR**

Charles Nance 502-776-1443 ext. 128, [cnance@simmonscollegeky.edu](mailto:cnance@simmonscollegeky.edu)

Additional authority: Executive Vice-President Frank Smith 502-776-1443 ext. 116 of Kentucky

### **CAMPUS POLICE**

Simmons College of Kentucky does not maintain a security force but relies on Louisville Metro Police Department for law enforcement.

### **BUILDING SECURITY MEASURES**

Both Steward and Parrish Halls, as well as the Administration & Library Building, are equipped with security cameras at all entries. These cameras are monitored throughout normal business hours. All campus buildings have security alarms and motion detectors, which are monitored continually by a private company.

See other sections of this handbook for EMERGENCY communication PROCEDURES

## **STUDENT INITIATED NOTIFICATION**

The primary means of communicating with the entire school should be by using a campus phone to call the front desk. The number for the front desk is 113. All class room telephones are connected to the rest of the campus. The classroom phones can also be used to dial outside responders in case of emergency. NOTE: You must press "8" before pressing "911" in order to get an outside line. Thus, in emergency, press "8911" on any campus telephone.

In the event of that a student is the first to be aware of a potentially widespread emergency on campus, including a fire or a threat of violence, Simmons College of Kentucky authorizes the use of our fire alarm system. All students are encouraged to familiarize themselves with the location of fire alarms and emergency exits throughout the Simmons campus. This will insure prompt attention of medical, law-enforcement and fire-fighting personnel as well as alerting others on campus. Once a Simmons administrator has assessed the type of response required, a further announcement may cause classes and other business to resume.

## **CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the college or the criminal justice system, you may still want to consider making a confidential report. With your permission, a member of Student Affairs staff can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Simmons College of Kentucky can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

Simmons College of Kentucky does not currently conduct any security awareness programs or crime prevention programs

## **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

Simmons College of Kentucky campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Simmons College of Kentucky Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the college.

## **SUBSTANCE ABUSE EDUCATION**

Upon request, Simmons College of Kentucky provides written information on the diagnosis and treatment of and recovery from substance abuse. The institution also will provide contact information for various recovery groups.

## **DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

Simmons College of Kentucky will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Simmons College of Kentucky will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **PREVENTING AND RESPONDING TO SEX OFFENCES**

Simmons College of Kentucky provides literature to educate the student community about sexual assaults and date rape through literature, which is available in the foyer of Parrish Hall.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Simmons College of Kentucky strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Louisville Metro Police. A Student Affairs staff member will help you contact the police if you request such assistance.

Filing a report with a Student Affairs staff member will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a Metro police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, the Metro Police Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and Simmons College of Kentucky, or only the latter.

Both the victim and accused will be informed of the outcome of a college hearing. A student found guilty of violating Simmons College of Kentucky's sexual misconduct policy could be

criminally prosecuted in the state courts and may be suspended or expelled from Simmons College of Kentucky for the first offense. Student victims have the option to change their academic schedules after an alleged sexual assault, if such changes are reasonably available.

## **SEX/CRIMINAL OFFENDER REGISTRY**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Simmons College of Kentucky is providing a link to the Kentucky State Police Sex/Criminal Offender Registry Website. You may access this website at <http://kspSOR.state.ky.us/>

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

## **STUDENT HOUSING SAFETY POLICIES**

Simmons College of Kentucky does not provide student housing. Our students are adults and free to choose to rent from city housing complexes or individual landlords. Simmons does not monitor the policies and procedures of these landlords. Students are responsible for obtaining information on safety measures, security features, and housing policies from their potential landlords and taking that into account when choosing to reside there. Many of our students find housing near the University of Louisville, particularly in apartment complexes known as the Arch and the Bellamy. Policies for that housing are governed by the University of Louisville and available at the respective websites of these complexes.

## **HATE CRIMES**

There were no hate crimes for the years 2015, 2016, or 2017.

## **STUDENT HOUSING ANNUAL FIRE REPORT:**

No fires were reported in any non-campus student housing facility during 2015, 2016, or 2017.

## CLERY CRIME STATISTICS: 2015-2017

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER /NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
NEGLIGENT MANSLAUGHTER	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
SEX OFFENSES, FORCIBLE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ROBBERY	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
AGGRAVATED ASSAULT	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
BURGLARY	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
MOTOR VEHICLE THEFT	2015	0	0	0	0
	2016	0	1	0	0
	2017	0	0	0	0
ARSON	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0



OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: DRUG ABUSE VIOLATIONS	2015	0	0	0	3
	2016	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

## OFF CAMPING HOUSING SAFETY TIPS

### SELF PRESERVATION

**Get Out** -Take all fire alarms seriously and get out.

**Don't Stop** - If you become aware of a fire or hear a fire alarm, leave the building immediately. Do Not Stop.

**Feel It** -Feel door handles. If they are warm, do not open them. Find another way out of your room. If you can't get out, signal for help. Phone for help. Go to a window and wave a white piece of cloth to attract the attention.

**Take Your Key** -While making your exit, take your room key in case you are forced to re-enter the room due to impassible heat, smoke, or fire.

**Close It** -Close your room door behind you to prevent unnecessary smoke damage to your room.

**Stay Low and Go** -Stay low in smoke where the cleaner and cooler air is found near the floor.

**Find the Door** -Always use closest exit or stairway as an exit route; never use elevators.

**Pull It** -Activate the alarm pull station if you should pass it on your way out of the building.

**Don't Go Back** -Once Outside, don't go back inside! Call 911.

**Stop-Drop-Roll** -If your clothes are on fire, stop, drop and roll.

**Cool It** -Cool burns with cool water and seek medical attention.

## SMOKE DETECTORS REQUIRED

**Detectors Required** -Smoke detectors are required in all housing units and especially in sleep quarters. A smoke detector is recommended for all bedrooms.

**Install It** -Smoke detectors should be installed on the ceiling or sidewall of the room at a common area, such as a sitting room, that is jointly accessible by a group of bedrooms. For questions about installation, call Louisville Fire Dept. (502) 574-3701

**Can You Hear It** -When activated, the smoke detector should sound an alarm that can be clearly heard while in the sleeping areas.

**Test It** -Most smoke detectors have a test button, that when depressed, will sound the alarm. However, the detector may be a single station type and wired to sound only in your room and others may not be made aware of the problem.

**That Chirping Sound** -A chirping sound being emitted from a detector usually indicates a low-battery signal. If you hear the detector sounding off intermittently, advise your landlord to check and/or replace the batteries.

**Replace Batteries** -Alkaline batteries should be replaced at least annually, lithium batteries can last up to 10 years and may only be used in certain models of detectors. Remember to test the alarm by depressing the test button monthly.

## EXITS

**Know Another Way Out** -It is important to be able to identify more than one exit route from the building. Locate and mentally map out your emergency paths of egress options. Do not assume that your usual path of egress will be passable. Locate all doors that lead to outside of the building and attempt to open them. Make note of any special locking or security hardware on the door.

**Keep It Clear** -All hallways and stairways should be clear of any materials that may create trip hazards or obstructions during an evacuation. In case of a fire, bikes, flower planters, and other items stored in halls and on stairs may create trip hazards, move them or have them removed now! Hallways and stairways are not the place for storage according state fire code (4-1.9.1, 4-4.1, 4-9.1, 2000 NFPA-1) "All exits shall be kept available for immediate use at all times during occupancy hours".

**Can You Open It** -In many cases windows may be the only way out of a building the event of an emergency evacuation. This is especially true in sleeping quarters. Be sure to check that all windows open fully and easily and have not been painted shut.

**Release It** -If your windows are equipped with theft deterrent bars, they should have a release mechanism reachable while standing on the surface of the floor, usually there is a foot or hand release device that may be pulled or pushed to release the locking device. Test this device and be sure that the window can be fully opened.

## FIRE AND LIFE SAFETY EQUIPMENT

**Locate the Fire Extinguisher** -If the building is equipped with fire extinguishers, make sure you are familiar with where they are located. Check the gauge to see if it indicates a normal charge level. Only use fire extinguishers if you have been trained and the fire is a small one. Never allow the fire to get between you and your way out of the building.

**Locate the Pull Station** -If you are in a multi-unit building; locate the fire alarm pull stations between your room and along your exit path out of the building.

## COMMON FIRE HAZARDS

Excessive and incorrect use of extension cords may cause a fire.

Overloaded electrical outlets are hazardous when too many items are plugged into one wall outlet.

Improper housekeeping habits that create blocked egress paths and excessive combustibles create life safety hazards.

Floor/space heaters should be equipped with an automatic tip-over shut-off function and should not be positioned closer than 3 feet to things that will burn.

Heaters should be plugged directly into the wall outlet without the use of an extension cord. Extension cords used in conjunction with space heaters tend to get very hot and may cause a fire.

Torchier lamps with quartz halogen bulbs are not recommended for use due their excessively high operating bulb temperatures and unprotected bulb design.

## HOUSE PARTIES AND SOCIAL EVENTS

**Overcrowding** -Limit the number of invited guest to avoid overcrowding.

**Remember** -Many fires start after the party has ended so please remember to do the following:

**Safety Monitors** -Ask a few friends to help with monitoring the house for safety, before, during and after the event.

**Inspect After A Gathering** - Sofa cushions and other living areas should be inspected for fire safety after the gathering has concluded.

**Empty the Trash** -Place accumulated garbage and trash outside of the building after the event.

## CONTRIBUTING FACTORS AND CAUSES OF FIRE

**Don't Drink in Excess** -Excessive consumption of alcohol is often a key factor causing over 50% of unintentional fires.

**Don't Burn it** -Unattended cooking, smoking, and candle burning are amongst the leading causes of fire related injuries.

Barbecue coals and fireplace ashes can stay hot up three days. After cooking with charcoal completely cover the hot coals in water for ten minutes and do not discard the coals in dumpsters, on the ground, or near buildings.

**Fireworks** -Pyrotechnics are dangerous and should be used only in accordance with local ordinances and fire codes.

**Candles** - Caution should be exercised and candles monitored when in use. **Smoke Detectors** - The Louisville Fire Prevention Bureau may be contacted at (502)574-3731 should you have questions or comments regarding any aspects of fire and life safety in off-campus dwellings.

## **ADA EVACUATION POLICY**

Issued: January 27, 2005 - ADA Evacuation Assistance List For Mobility Impaired Building Occupants

## **EMERGENCY EVACUATION PROCESS**

The process of safely negotiating an emergency evacuation route can often present difficulties to building occupants who are physically challenged. Whether the impairment is temporary or permanent, a specific evacuation plan of action tailored to the occupant's special needs should be developed and practiced. The names of transient students and visitors should not be included on the list except upon their request.

## **BUILDING EMERGENCY COORDINATORS (BEC)**

Building Emergency Coordinators (BEC) will be designated to assist disabled occupants to predetermined safe locations during an emergency evacuation. This procedure was devised to enhance the personal safety of those who may be physically challenged and may require the assistance of others in the event of an emergency evacuation.

## **PURPOSE**

The purpose for developing the ADA list is to provide another opportunity for persons experiencing temporary or permanent disabilities to receive assistance during emergency situations. Upon receiving a name, the BEC shall record and forward the names within 24 hours to the University Fire Marshal/DPS where the name(s) will be placed on the master "ADA Evacuation Assistance List" and retained at the DPS telecommunications center. The BEC will provide leadership for planning and practicing evacuation drills for these persons. Remember... Each individual is ultimately responsible for their own safety, so Plan Ahead

## **VOLUNTARY PARTICIPATION**

Occupant participation is voluntary and under no circumstances shall an individual be required to have their name placed on the ADA Evacuation Assistance List.

## **CONFIDENTIALITY**

Confidential information appearing on the ADA list will include the individual's name, building/room location, and physical condition/special needs (see sample below). This information should be forwarded to the Department of Public Safety to be used those purposes described herein.

# BEHAVIORAL POLICIES

## **ACTIVITIES**

The Student Government Association is responsible for choosing and supporting most student events at Simmons. Popular annual events at Simmons include a festive barbecue, an open-mic dinner, and a graduation banquet. Simmons students participate in a variety of community service activities ranging from social advocacy, church ministry activities, and mentoring. All students are encouraged to join the student government association and help shape future activities.

## **CODE OF CONDUCT**

Students who enter the Simmons College of Kentucky community of scholarship are expected to maintain a high standard of ethical conduct compatible with biblical principles. Bearing in mind that the actions of a few can damage the hard-earned positive reputation of the many, we covenant to honor both our HBCU heritage and our Simmons Nation pride by respectfully upholding this code of conduct. Student use of intoxicating beverages or controlled substances on school premises will not be tolerated (exceptions only for legitimately prescribed medications). Public displays of drunkenness, use of prohibited substances, underage drinking, public disorderly conduct, public intoxication, or criminal conduct on or off campus will not be tolerated. The evidence of such or other infractions may 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, as we interact with each other in person and online. To this end, we expect all to be just in their dealings with others, the college, and the employees of the college. This includes, but is not limited to, honesty and integrity in study, courtesy in speech, the satisfying of all obligations to the College, financial and/or otherwise. Students who 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 moral character. Students are expected to dress

appropriately for special events such as convocation services, banquets, graduation, career days, and the like. Students who lack resources to acquire appropriate clothing should contact the office of the Vice-president for Student Affairs, which will work with college leadership to help ameliorate the situation.

## **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 Student Handbook (for students) or Employee Manual (for employees).

### **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 believe 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 to the Title IX Officer (who is also the HR Manager for employees). In all cases the College will promptly begin 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.

Sanctions and remedies will vary according to the severity of the harassment offense and may include verbal and written reprimands, mediation, notice of placement on probation, suspension, and termination/expulsion. College sanctions do not preclude or include legal remedies that the parties may also have by operation of law. When the investigation is completed, persons found guilty of a pattern of continuing 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:

1. 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 from SCKY organizations, which assist such victims to be recognized.
2. The right to have sexual assaults against them investigated by SCKY Vice President for Student Affairs 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 SCKY.
3. The right to be free from any kind of pressure from SCKY entity that victims (a) not report crimes committed against them to SCKY officials or to disciplinary officials for civil or criminal actions; 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 SCKY 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 SCKY, 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 SCKY 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 SCKY may receive any compensation, direct or indirect. Substantiated violations of the 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.
12. Simmons College of Kentucky hereby certifies that it complies with the requirement of Section 485.



## **STUDENT GRIEVANCE POLICY**

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

## **STUDENT'S 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 for Student Affairs, and financial records are kept in the Financial Aid and Accounting Office. Simmons students' personal records are kept in 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:

- a. Name, address, telephone number, dates of attendance, class, photography and religious affiliation.
- b. Previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred including dates.
- c. 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 OF TECHNOLOGY

## **OVERVIEW**

Simmons' intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity, but to protect employees, students, partners and the college 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 service 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, student, 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.

## **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.

## **SCOPE**

This policy applies to students, employees, contractors, consultants, temporaries, volunteers, 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.

## **GENERAL USE AND OWNERSHIP**

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 college systems remains the property of Simmons College and is subject to review and inspection. Because of the need to protect Simmons College, management cannot guarantee the confidentiality of information stored on any network device belonging to Simmons College.

**Because all communications on Simmons College's networks remains the property of the college, all employees and students should be aware that there is no guarantee of privacy in the use of Simmons electronic networks.** If students, employees, or other individuals choose to make occasional personal use of Simmons' network, those communications are subject to review. Simmons College reserves the right to audit networks, systems, and communications on a periodic basis to ensure compliance with this policy.

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.

Simmons recommends that any information that users consider sensitive or vulnerable be encrypted. 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 as it now exists or may be amended.

## **SECURITY AND PROPRIETARY INFORMATION**

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.

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. All PCs, laptops and workstations should be secured with a password-protected screensaver with 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. Use encryption of information in compliance with Simmons's Acceptable Encryption Use policy. Because information contained on portable computers is especially vulnerable,

special care should be exercised. Protect laptops in accordance with the "Laptop Security Tips". 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.

All hosts used by the employee that are connected to 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. 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.

## **STUDENT EMAILS**

Upon registration and continuing enrollment, students will be assigned a college email. Be sure to change your password as soon as you get your email so that information sent to you remains private. DO NOT GIVE OTHERS YOUR PASSWORD unless you have authorized that person to act on your behalf.

## **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.

## **PROHIBITED SYSTEM AND NETWORK ACTIVITIES**

The following activities are strictly prohibited, with no exceptions:

- 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.
- 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.

- Exploring 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.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.). 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.
- 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.
- Making fraudulent offers of products, items, or services originating from and Simmons College account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting or securing 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. 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.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- 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.
- Providing information of a sensitive or confidential nature about Simmons College's financial data, administrative operations, employee information, student information, other sensitive matters, other what is published through official college channels and posted on Simmons College web page.

## **EMAIL AND COMMUNICATIONS ACTIVITIES**

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). Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages. Unauthorized use, or forging of email header information. 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. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type. Use of unsolicited email originating from within Simmons College's network or other Internet/Intranet/Extranet service provides on behalf of, or to advertise, any service hosted by Simmons College or connected via Simmons College's network. Posting the same or similar non-business related messages to large numbers of Usenet newsgroups (newsgroup spam).

## **BLOGGING**

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. 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.

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. 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. 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.

## **ENFORCEMENT**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, and may be further subject to civil sanctions as allowed by law.

## **DEFINITIONS**

*Blogg*ing: 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

## **ACADEMIC CALENDAR**

See the current calendar at [www.simmonscollegeky.edu](http://www.simmonscollegeky.edu).

## **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 from the Vice President for Academic Affairs or the appropriate designee.)

## **CLASSIFICATION ACCORDING TO SEMESTER HOURS EARNED**

Freshman 0-29

Sophomore 30-59

Junior 60-89

Senior 90+

## **CATALOG JURISDICTION**

Students dropping out of Simmons College of Kentucky at any time during their 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 their return. The academic rules and programs in this catalog are effective for all students who enter Simmons College of Kentucky during the **Fall 2018** semester for no more than six consecutive years from the time of initial matriculation. If a student has not completed a degree program within this time frame, he or she will be under the jurisdiction of the **then current** catalog.

Students are subject to the rules published in the current Student Handbook and Academic Catalog each semester they attend. Should there be a conflict of policy, the policy of the Student Handbook supersedes that of the Catalog. No academic 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 Vice-President for Academic Affairs to adopt the academic rules, degree programs, and jurisdiction of a catalog in current publication after the Fall 2018 catalog. 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 Vice-President for Academic Affairs.

## **CONVOCATIONS**

Convocations are held monthly throughout the semester. They will convene as called by the President, Provost, or any Vice President. All students are required to attend convocations. Convocations are intended to strengthen our individual spiritual journeys and application of Christian principles in our current world.

## **CLASS ATTENDANCE**

Regular attendance and punctuality in all classes are expected. One cannot learn and benefit from college coursework without being present. Students who are not dedicated to attending class on time have no business pretending to go to college.

Each faculty member is responsible for establishing specific attendance rules for each particular class. Students are expected to comply with each instructor's attendance policies. Attendance policies must be explained in the class syllabus.

The college monitors attendance only to the extent required for awarding federal financial aid, but otherwise, it has no mandatory attendance policy.

Each instructor's attendance policy should address the number of unexcused absences; make-up work required, regardless of the reason for the absence; whether and how grades are lowered as a result of the absence, particularly if students do not complete make-up work assignments; extenuating circumstances that may dictate some deviation from this policy; whether to allow tardy students to enter the class after it has begun; whether being tardy a number of times equals an absence.



## **COURSE SYLLABI**

All professors will provide all students enrolled in their course with a course syllabus at the beginning of the semester. This syllabus represents an agreement between the instructor and the students. The student's continued enrollment in the course constitutes acceptance of the requirements of the syllabus.

A professor may revise the syllabus appropriately and reasonably throughout the semester so long as such revisions are in writing and fair notice is given. Students are responsible for complying with those revisions.

Students will refer to the syllabus throughout the semester for information on class attendance policies, grading, assignments, and deadlines.

Since course syllabi are often used by educational institutions in determining transfer credits, students are strongly advised to keep their course syllabi on file after the completion of each course.

## **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 recent editions (within the last two years) of the Publication Manual of the American Psychological Association (APA) or at the instructor's option another standardized manual such as the Modern Language Association (MLA) or Chicago Manual of Style (CMS).

## **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 Vice-President for Academic Affairs to take a make up examination.

## **GRADE CHALLENGES**

A student may submit two kinds of challenge to a grade. A student's bringing to the attention of the instructor a clerical error in entering a grade on the student's record is not a "challenge" in the sense used here, and the policies and procedures for "grade challenge" do not apply.

1. A student may challenge their final grade in a course on the grounds that:
  - a. The methods or criteria for evaluating academic performance as stated by the instructor at the beginning of the course were not actually applied in determining the final grade, and/or



- i. Grade challenges will be heard by the college Grade Challenge Review Board.
- ii. Annually, at the end of the spring semester, the faculty senate will insure that the names of four faculty members from the Student Programs and Admissions Committee (SPA Committee) have been forwarded to the Records Office. The Grade Challenge Review Board will be comprised of three faculty members, selected from the pool of faculty designated to serve on the SPA Committee. No member of the Grade Challenge Review Board hearing a given case can be the instructor whose grade is being challenged.
- iii. The Grade Challenge Review Board will select its own chair and determine its own procedures for handling student grade challenges. The review procedures will meet the ordinary criteria of due process.
- iv. Decisions of the Grade Challenge Review Board are to be determined by a majority vote.
- v. Normally, within two weeks after accepting the student's challenge, the Grade Challenge Review Board is to reach one of the three following decisions:
  - 1) Challenge affirmed and settled by consent. The Grade Challenge Review Board devises conciliation mutually acceptable to the student and the instructor who gave the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade card to the dean of the college in which the course was taught.
  - 2) Challenge affirmed and the Grade Challenge Review Board recommends a change of grade to the Vice President for Academic Affairs, who will notify the instructor in which the course was taught.
  - 3) Challenge denied; original grade stands.
- vi. The decision recommended by the Grade Challenge Review Board is to be communicated in writing by the Board chair directly to the Vice President for Academic Affairs, who will implement the recommendation by notifying the department chair, the instructor, and the student.

Decisions by the Grade Challenge Review Board on academic grade challenges are final and binding on all parties. These policies and procedures will be reviewed during the Spring semester every third year by the Faculty Senate, in the expectation that necessary and desirable revisions will be proposed to the Vice President for Academic Affairs.

## **ACADEMIC HONESTY AND PLAGIARISM**

Students are expected to exhibit honesty in the classroom, in homework, in papers submitted to the instructor, in quizzes or tests, and in all other aspects of their dealings with Simmons College. 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 includes, but is not limited to, 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 that are not previously authorized for use during examinations, other misrepresentations of academic achievement submitted for evaluation and a grade, and plagiarism.

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 discovered to have cheated and charged with cheating, including plagiarism, during his or her college matriculation, is subject to sanctions.

The current policy adopted by the faculty senate is as follows:

Where the facts show that students committed plagiarism by careless research and citation methods and merely failed to credit sources they were otherwise allowed to cite, for the first offence, students will be referred to the Student Learning Center, where they will be briefed on plagiarism and instructed on how to take a test or an online tutorial (such as <https://www.indiana.edu/~academy/firstPrinciples/certificationTests/index.html>) to obtain certification of their understanding of plagiarism.

Students who do not receive certification within three weeks of their offense will be assigned an F for the course. Those receiving the certification will be allowed to continue in the course and any penalty shall be at the discretion of the professor. Once certification is received and shared with the professor, the professor will notify the office of Academic Affairs of the infraction and the certification. It shall be the responsibility of the office of Academic Affairs to maintain a list of students who have been required to complete this certified training.

## **SUBSEQUENT OFFENSES AFTER RECEIVING CERTIFICATION.**

1. First offense: Student fails the assignment and Academic Affairs is notified.
2. Second offense (which can be a second offense in the original course or a first offense in any course during their academic career at Simmons), student fails the assignment and is required to meet with the VP for Academic Affairs.
3. Third offense, student fails the course.
4. Fourth offense, student fails the course and a disciplinary hearing is held to determine whether student should be expelled.

5. If a student is not expelled after the fourth offense, and a fifth offense occurs, a recommendation to dismiss the student will be sent to the Faculty Senate.

Because cheating cumulatively leads to dismissal, faculty are required to report each observed case to the Vice President for Academic Affairs as noted above. Final decisions to expel a student will also involve the Vice President for Student Affairs.

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 with the alleged violation.

## **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 specifically the reasons for the request. The request must be submitted prior to the official last day of classes. (See 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. During the drop/add period, students may drop or add classes (within the limits otherwise noted herein) at their sole discretion. After the drop/add period has passed, 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. Students must pay for any class for which they withdrew after the drop/add period.

## **WITHDRAWAL FROM CLASS/COLLEGE**

When students find it necessary to withdraw from a class or the college before the routine completion of the semester, they should discuss the matter with their 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 and Business Office. Second, the student must go to the Registrar's 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, students may be able to avoid a failing grade on their academic record.

**Note: Students must initiate a withdrawal.** This is not the responsibility of the college. 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. Students must pay in full for all classes from which they withdraw after the drop/add period. Withdrawal may also have severe consequences for students' future financial aid.

## **WITHDRAWAL PROCEDURE:**

1. A student choosing to withdraw from the college after the commencement of classes is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to Simmons College of Kentucky from the leave of absence but fails to do so.
3. A student may be determined to be withdrawn from the course if the student misses five (5) consecutive instructional days and all of the days are unexcused. 4. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

## **ACADEMIC STANDING**

The academic standing of students is determined by their cumulative grade point average. To achieve and remain in good standing, all students 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.

Students on academic probation will be limited to a maximum of twelve (12) semester hours enrollment per semester until they improve their academic standing. Students who remain on academic probation for three consecutive semesters and do not raise their cumulative average

by the conclusion of the third semester to at least 2.00 will be suspended. Student 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. Repeat options must be approved by the Vice-President for Academic Affairs.

## **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 three (3) years to complete an Associates degree, and five (5) years to complete a Bachelor's degree. Additional time requirements may apply to specific degree programs. Failure to finish programs within these specified times may 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. Students who do not make satisfactory progress are allowed one semester to get back on track. With a written recommendation 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 returning to register for the next semester, students 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 that violates generally acknowledged canons and standards of scholarship or professional practice.
3. Behavior that is disruptive to the educational process.

Note: ANY STUDENT WHOSE BEHAVIOR POSES A SERIOUS THREAT TO LIFE OR PROPERTY MAY BE IMMEDIATELY BANNED FROM THE CAMPUS AND PROHIBITED FROM RETURNING UNTIL THE DISCIPLINARY COMMITTEE CAN MEET AND REVIEW THE SITUATION.

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 Faculty Senate on recommendation of the Discipline Committee. The committee may also impose lesser penalties such as reprimand or probation. The Faculty Senate 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**

Each 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 (\$15.00) per transcript, or the then current transcript fee. 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 Registrar's office in the division 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) community service program credits
3. Demonstrated ethical character and worldview as defined in the Student Handbook
4. Approved by a vote of the Faculty Senate for graduation.

## **STATEMENT ON ACADEMIC RIGOR**

### **100-LEVEL COURSES**

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 from 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**

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 not necessarily to the specifics of the subject matter.

**READING:** Most instructors of 200-level courses combine textbooks with supplemental primary, and secondary readings. As with 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 COURSES**

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 COURSES**

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 problem

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 COURSES**

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

Simmons College of Kentucky has developed eight educational 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
7. Bachelor of Arts in Religious Studies
8. Bachelor of Theology

## **DEGREE PROGRAMS**

The Associate of Arts in Religious Studies and Associate of Arts in General Studies program are both sixty- six (66) credit hour courses of study. The Associates program is designed to be completed in two years, full-time.

The Bachelor of Arts programs are four (4) year, 120 credit hour 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.

## **ASSOCIATE OF ARTS IN RELIGIOUS STUDIES**

The requirements for an Associate of Arts in Religious Studies Degree are in two parts: General Education and Religious Studies.

### **General Education:**

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

The requirements for an Associate of Arts in Religious Studies Degree are in two parts: General Education and Religious Studies.

#### *Communication* [9 hours]

- . ENG101 English Grammar/Composition I 3 hours
- . ENG102 English Grammar/Composition II 3 hours
- . ENG103 College Reading 3 hours

<i>Orientation</i> [3 hours]		
. GEN101 Freshman Experience		3 hours
<i>Humanities</i> [6 hours]		
. GEN201 African American Experience		3 hours
Any <b>one</b> of the following:		
. ART101 Intro to Art		3 hours
. ENG201 Literature		3 hours
. ENG203 African American Lit		3 hours
. MUS101 Intro to Music		3 hours
. PHI101 Intro to Philosophy		3 hours
<i>Social Science</i> [3 hours]		
Any <b>one</b> of the following		
. HIS201 World Civilization I		3 hours
. HIS207 African American History		3 hours
. SOC102		
<i>Math &amp; Science</i> [6 hours]		
. MAT101 Algebra		3 hours
. SCI101 Life Science		3 hours
. <u>SCI102 Earth Science</u>		<u>3 hours</u>
<b>Total General Studies Credit Hours</b>		<b>27 hours</b>

All students working towards the Associate of Arts degree are expected to complete ENG101, ENG102 and GEN101 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.

#### **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 hours
. THS140 Biblical Hermeneutics		3 hours
. OTS101 Survey of the Old Testament I		3 hours
. OTS102 Survey of the Old Testament II		3 hours
. NTS101 Survey of the New Testament I		3 hours
. NTS102 Survey of the New Testament II		3 hours
. THS201 Pursuits in Theology I		3 hours
. THS202 Pursuits in Theology II		3 hours
. PMN207 Evangelism		3 hours
. PMN301 Homiletics		3 hours
. PMN302 Preaching Practicum		3 hours
. PMN416 Ministry in the Black Church		3 hours
. <u>One Ministry Elective</u>		<u>3 hours</u>
<b>Total Religious Studies Credit Hours</b>		<b>39 hours</b>

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 hours
<u>Total Religious Studies</u>	<u>39 hours</u>
<b>Total AA in Religious Studies</b>	<b>66 hours</b>

**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 hours]*

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

*History and Social Science [15 hours]*

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

*Mathematics and Science [9 hours]*

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

*Theological and Biblical Studies [18 hours]*

. Foundations of Human Dignity	3 hours
. Foundations of the Transcendent	3 hours
. Foundations of Liberation	3 hours

. Foundations of Community	3 hours
. Pursuits in Theology I	3 hours
. Pursuits in Theology II	3 hours
<b>Total AA in General Studies</b>	<b>66 hours</b>

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 hours]*

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

*History and Social Science [15 hours]*

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

*Mathematics and Science [9 hours]*

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

*Theological and Biblical Studies [30 hours]*

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

*Business Entrepreneurship [48 hours]*

. Foundations of Business and Society	3 hours
. Corporate Responsibility and Ethics	3 hours
. Interpersonal Skills	3 hours
. Communication, Culture, and Community	3 hours
. Foundations of Law and Business	3 hours
. Foundations of Management	3 hours
. Foundations of Marketing	3 hours
. Foundations of Finance	3 hours
. Foundations of Accounting	3 hours
. Social Entrepreneurship and Innovation	3 hours
. Technologies for the 21st Century	3 hours
. Community Problems and Solutions	3 hours
. Capstone Seminar (I)	3 hours
. Capstone Seminar (II)	3 hours
. (300) Elective	3 hours
. (300) Elective	3 hours

**Total Credits in Business Entrepreneurship 126 hours**



## **BACHELOR OF ARTS IN SOCIOLOGY**

The Bachelor of Arts in Sociology is a four-year degree program designed to combine the liberal arts, an ethical worldview, and social science. With an increasing gap between the social disparities affecting majority- race and minority persons, we aim to develop students able to think critically and imaginatively about society and social issues, with a commitment to social justice based on an appreciation of social and intellectual diversity and an awareness of social inequality.

### *Humanities [24 hours]*

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

### *History and Social Science [15 hours]*

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

### *Mathematics and Science [9 hours]*

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

### *Theological and Biblical Studies [30 hours]*

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

### *Sociology [48 hours]*

- . Race, Ethnicity, and Gender in America 3 hours
- . Theories of Sociological Thought 3 hours
- . Urban Sociology 3 hours
- . Social and Wealth Inequalities 3 hours
- . Sociology of Religion 3 hours
- . Sociology of Health and Wellness 3 hours

. Sociology of Childhood and Family	3 hours
. Sociology of Education	3 hours
. Aging and the Human Life	3 hours
. Social Entrepreneurship and Innovation	3 hours
. Community Problems and Solutions	3 hours
. Capstone Seminar (I)	3 hours
. Capstone Seminar (II)	3 hours
. (300) Elective	3 hours
. (300) Elective	3 hours
. (400) Elective	3 hours
<b>Total Credits in Sociology</b>	<b>126 hours</b>

## **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 hours]*

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

### *History and Social Science [15 hours]*

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

### *Mathematics and Science [9 hours]*

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

<i>Theological and Biblical Studies</i> [30 hours]	
. Foundations of Human Dignity	3 hours
. Foundations of Community	3 hours
. Foundations of the Transcendent	3 hours
. Foundations of Liberation	3 hours
. Foundations of Ethics	3 hours
. Foundations of Human Sexuality	3 hours
. Introduction to the Hebrew Scriptures	3 hours
. Introduction to the Christian Scriptures	3 hours
. Pursuits in Theology I	3 hours
. Pursuits in Theology II	3 hours

<i>Cross-Cultural Communication</i> [48 hours]	
. Foundations of Communication	3 hours
. Interpersonal Skills	3 hours
. Conflict Communication and Management	3 hours
. Communication, Culture, and Community	3 hours
. Race, Gender, and Media Representation	3 hours
. Written Communication	3 hours
. Group-Building and Cultural Competency	3 hours
. Urban-Suburban Communication	3 hours
. Latino Culture and Communication	3 hours
. Asian Culture and Communication	3 hours
. Topics in Intercultural Communication	3 hours
. Community Problems and Solutions	3 hours
. Capstone Seminar (I)	3 hours
. Capstone Seminar (II)	3 hours
. (300) Elective	3 hours
. (300) Elective	3 hours
<b>Total Credits in Cross-Cultural Communication</b>	<b>126 hours</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 hours]

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

### *Orientation* [3 hours]

- . GEN101 Freshman Experience 3 hours

### *History* [6 hours]

- . HIS201 Western Civilization hours 3 hours
- . HIS207 African American History 3 hours

### *Behavioral Science* [6 hours]

- . SOC102 Sociology 3 hours
- . PSY101 Psychology 3 hours

### *Natural Science* [6 hours]

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

### *Mathematics* [3 hours]

- . MAT101 Algebra 3 hours

### *Humanities* [6 hours]

- . GEN201 African American Experience 3 hours
- And **one** of the following:
- . ART101 Intro to Art 3 hours
  - . ENG201 Literature 3 hours
  - . ENG203 African American Literature 3 hours
  - . MUS101 Intro to Music 3 hours

**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 hours
.	HIS205 History of Christianity II	3 hours
.	NTS101 Survey of the New Testament I	3
hours		
.	NTS102 Survey of the New Testament II	3
hours		
.	OTS101 Survey of the Old Testament I	3
hours		
.	OTS102 Survey of the Old Testament II	3
hours		
.	PHI102 Introduction to Philosophy	3 hours
.	PHI201 Christian Ethics	3 hours
.	THS140 Biblical Hermeneutics	3 hours
.	THS201 Pursuits in Theology I	3 hours
.	THS202 Pursuits in Theology II	3 hours
.	Two Old Testament Electives	6 hours
.	Two New Testament Electives	6 hours
.	<u>Two Theology Electives</u>	<u>6 hours</u>
<b>Total Biblical and Theological Credit Hours</b>	<b>51 hours</b>	

## Ministry Studies:

.	PMN101 Spiritual Formations	3 hours
.	PMN301 Homiletics	3 hours
.	PMN207 Evangelism	3 hours
.	PMN302 Preaching Practicum	3 hours
.	PMN414 Urban Church Growth	3 hours
.	PMN416 Ministry in the Black Church	3
hours		
.	<u>Two Ministry Electives</u>	<u>6 hours</u>
<b>Total Ministry Development Credit Hours</b>	<b>24 hours</b>	
<b>Total General Education Credit Hours</b>	<b>45 hours</b>	
<b>Total Biblical and Theological Credit Hours</b>	<b>51 hours</b>	
<b>Total Ministry Development Credit Hours</b>	<b>24 hours</b>	
<b>Total BA in Religious Studies</b>	<b>120 hours</b>	

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 hours
.	HIS 204 History of Christianity I	3 hours
.	HIS 205 History of Christianity II	3 hours
.	HIS 206 Black Church History	3 hours
.	<u>Two Junior/Senior History Electives</u>	<u>6 hours</u>
<b>Total Credit Hours</b>		<b>18 hours</b>

**Requirements for a Minor in Philosophy**

.	PHI102 Introduction to Philosophy	3 hours
.	PHI202 Introduction to Christian Ethics	3 hours
hours		
.	PHI203 Apologetics	3 hours
.	HIS406 World Religions	3 hours
<u>Two Junior/Senior Philosophy Electives</u>	<u>6 hours</u>	
<b>Total Credit Hours</b>		<b>18 hours</b>

**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 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 hours
.	OTS102 Old Testament Survey II	3 hours
.	NTS101 New Testament Survey I	3 hours
.	NTS102 New Testament Survey II	3 hours
.	OTS301 Biblical Hebrew I	3 hours
.	OTS302 Biblical Hebrew II	3 hours
<b>OR</b>		
.	NTS311 New Testament Greek I	3 hours
.	NTS312 New Testament Greek II	3 hours
.	THS140 Biblical Hermeneutics	3 hours
<u>Biblical Electives 300 &amp; above courses</u>		<u>6 hours</u>



**Total Credits Required for Biblical Studies**

**27 hours**

**II. Theological Studies**

.	THS301 Intro to Christian Theology I	3
hours		
.	THS302 Intro to Christian Theology II	3
hours		
.	THS406 Contemp. Black Church Theology	
	3 hours	
.	Theology Elective 300 & Above	3 hours
.	BTH501A B.Th. Seminar	2 hours
.	BTH501B B.Th. Seminar	2 hours
.	BTH505A B.Th. Project	1 hour
.	<u>BTH505B B.Th. Project</u>	<u>1 hour</u>
<b>Total Credits Required for Theo. Studies:</b>	<b>18 hours</b>	

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

**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 hours
<u>Biblical Electives 300 or above</u>	<u>6 hours</u>	
<b>Total Biblical Credit Hours</b>	<b>9 hours</b>	

**II. Theological Studies**

Theological electives 300 or above	6 hours	
.	BTH501A B.Th. Seminar	2 hours
.	BTH501B B.Th. Seminar	2 hours
.	BTH505A B.Th. Project	1 hour
.	<u>BTH505B B.Th. Project</u>	<u>1 hour</u>
<b>Total Theological Credit Hours</b>	<b>12 hours</b>	

**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 hours**

# COURSE DESCRIPTIONS

## 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)

## **OTS 404 | 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**

### **MAT 055 | 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.

### **MAT 065 | 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.

**PSY 101 | Intro to Psychology****3 Hours**

This course explores central topics in the field of psychology including, biopsychology, sensation, perception, learning, intelligence, motivation, personality, social psychology, psychological disorders, and psychological treatments. Emphasis is given to scientific methodology and its application to cognition and behavior.

**ART 102 | Introduction to Theatre****3 Hours**

Introduction to Theatre familiarizes students with the art of theatre. Students will be introduced to the elements of dramatic literature and its historical, theoretical, sociological and entertainment value in society, from the classical to the contemporary period.

**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**

### **BUS 101 | 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?

### **BUS 102 | 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.

### **BUS 200 | Foundations of Law and Business**

**3 Hours**

This course introduces students to the legal framework and intersection of business and the law, with particularly 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.

**BUS 201 | 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.

**BUS 202 | 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.

**BUS 203 | 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.

**BUS 204 | 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.

**BUS 301 | 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).

**BUS 302 | 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.

**BUS 401 | 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.

**BUS 402 | 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

## **COM 101 | 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.

## **COM 102 | Interpersonal Skills**

**3 Hours**

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.

## **COM 103 | 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.

## **COM 201 | 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.

## **COM 202 | 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.

**COM 203 | 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.

**COM 204 | 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.

**COM 301 | 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.

**COM 302 | 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.

**COM 303 | 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.

**COM 304 | 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.

**COM 401 | 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.

**COM 402 | 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****SOC 101 | 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.

**SOC 102 | 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.

**SOC 103 | 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.



## **SOC 201 | 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.

## **SOC 202 | 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.

## **SOC 203 | 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.

## **SOC 301 | 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.

## **SOC 302 | 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.

**SOC 303 | 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.

**SOC 304 | 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.

**SOC 305 | 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.

**SOC 400 | 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.

**SOC 401 | 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

**SOC 402 | 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.

# CHRISTIAN COMMUNITY SERVICE

In order to graduate from Simmons College of Kentucky, students must complete six community service credits. Each credit occurs over one semester and requires a minimum of 12 participation hours. The goal of this program is to develop the spiritual, intellectual, moral, and social capacities of students while preparing them for life long service. Through its service program, students have the opportunity to live out the college's mission of being agents of change in society.

Student progress in community service is assessed monthly, quarterly, and annually. Students may or may not continue in their original placement, depending on various factors and how well the placement promotes their personal growth.

Students have a myriad of opportunities to serve in situations where they may exercise their skills and obtain real-life experiences of service, gain exposure to the complexities and challenges of work and/or ministry, and expand their horizons. While the college maintains a network with many churches and community organizations where students may serve, students themselves may also propose and with approval of the college, create unique service opportunities so long as they fulfill the requirements of the program. The key is whether the proposed placement will contribute significantly to the educational, spiritual, and moral development of the student and allow sufficient opportunities for personal and professional growth.

The criteria for suitable settings for students in the Christian Community Services Program include the following:

1. They should provide competent supervision. (Where there is no supervision or poor supervision, the student will not have a good learning experience.)
2. They should offer sufficient resources for students to meet their educational goals.
3. They should afford students a full range of responsibilities that they may face later.
4. They should offer students an opportunity for initiating action and change.
5. They should provide opportunities for reflection and feedback so that students receive honest appraisals of their work.
6. They should allow for peer reflection and peer interdependence as students develop a professional identity.
7. They should affirm the dignity of service and allow students to make a meaningful contribution to the supervising organization.

# FACULTY

The faculty of Simmons College of Kentucky are committed to providing a quality and unique educational experience for all students. The faculty hold degrees from a wide range of educational institutions and represent diverse perspectives. Over ninety percent( 90%) of full-time faculty of Simmons College of Kentucky possess or are candidates for a graduate degree in the area in which they teach. Most full-time faculty hold earned doctoral degrees.

## **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. At the end of each semester, students anonymously rate their instructors on a number of attributes and functions. Students are invited to make narrative comments regarding their assessment of each instructor's strengths and encouraged to suggest ways that class instruction could be improved.

These forms are tabulated by the staff and the results are mailed or electronically communicated to the instructor, without disclosing the identity of the students who made the ratings and comments, (unless a student expressly put his name on the assessment form).

## **FACULTY DEVELOPMENT**

The Provost, the Vice-President for Academic Affairs, and the Department Chairs from time to time set faculty development activities, policies, and procedures to promote excellence in teaching and learning. These activities include peer mentoring, classroom visits by administrators, department chairs, or peers, mandatory attendance at training workshops, and one-on-one coaching.