

Arkansas Baptist College



2019 – 2020 Catalog

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Campus Offices

Admissions
(501) 420-1234

Athletics
(501) 244-5139

Business Office
(501) 420-1212

Registrar
(501) 420-1238

Alumni
(501) 420-1210

Other Offices
(501) 420-1200

Financial Aid
(501) 420-1226

Library
(501) 420-1254

Campus Safety
(501) 786-7356

Student Life
(501) 420-1245

President
(501) 420-1201

Provost
(501) 420-1204

Table of Contents

Campus Offices	3
Accreditation and Affiliations	12
Provisions of the Arkansas Baptist College Catalog	12
Board of Trustees	13
Officers of the College.....	13
Academic and Administrative Leadership.....	14
The National Alumni Association of Arkansas Baptist College, Inc.....	14
Academic Calendar.....	15
Fall Semester 2019	15
Spring Semester 2020.....	16
Summer 2020.....	17
The College History.....	18
Former Presidents.....	18
Mission	19
Core Values.....	19
The Campus.....	19
Campus Facilities.....	19
Admission	20
Admission to the College.....	20
First-Time Freshmen	20
Unconditional Admission	20
Conditional Admission	21
International Students.....	21
Readmission of Former Students	21
Admission for Transfer Students.....	22
Concurrent Enrollment for High School Students.....	23
Types of Admissions	23
Non-Degree Seeking Students.....	23
Special Students	23
Transient Students.....	23
Employees of the College	24
Post-Graduate Students.....	24
Faxed Documents.....	24

Financial Planning and Expenses	24
Financial Planning	24
Scholarships	24
Grants.....	27
Work Opportunities	27
Loans.....	27
Parent Loans	28
How to Apply	28
Student Eligibility	29
Changes in Status.....	29
Satisfactory Academic Progress.....	29
Overview.....	29
Satisfactory Academic Progress Standards	30
Satisfactory Academic Progress Process.....	31
Definitions.....	32
Appeals.....	33
Regaining Eligibility.....	34
Return of Title IV Policy	34
Expenses	42
Basic Charges	42
Special Fees	44
Payment of Accounts	44
Veterans Affairs Pending Payment Compliance Policy.....	45
Institutional Refund Policy.....	46
Student Life.....	47
Opportunities for Involvement.....	47
Student Services	48
Behavioral Expectations	49
Confidentiality of Student Records	51
Academics	54
ABC Degrees and Other Awards	54
Academic Advising	55
Academic Calendar	55
Academic Clemency.....	55

Academic Credit	55
Academic Honesty.....	55
Sanctions	56
Student Identity Verification Protocol	56
Purpose	56
Practices for Verification of Student Identity	57
Privacy	58
Academic Honors	59
President’s List	59
Dean’s List.....	59
Honors List.....	59
Academic Program/Department Transfer	59
Academic Records	60
Academic Suspension from an Institution Other Than Arkansas Baptist College.....	60
Good Standing, Academic Warning, Academic Probation, and Suspension	60
Good Standing.....	60
Academic Warning.....	60
Academic Probation.....	60
Continued Academic Probation.....	61
Academic Suspension.....	62
Academic Appeals for Suspension.....	62
Extenuating Circumstances	62
Appeals Decision	63
Appeals Reinstatement	63
Academic Suspension Waiver.....	63
Academic Suspension Waiver Conditions	63
Alternative Credit/Prior Learning Assessment.....	64
Advanced Placement (AP) Examination	64
College Level Examination Program (CLEP)	64
Credit by Examination.....	65
Departmental Exam.....	65
Experiential Learning.....	65
Credit/Advanced Placement for Licensure/Certification	66
Arkansas Baptist College Degrees	66

Articulation Agreements	66
Assessment and Placement of Students	66
Attendance Reporting	67
Auditing Courses	67
Awarding of Degrees Posthumously	67
Changes in Schedule – Dropping/Adding Courses	67
Class Attendance	68
Class Load	68
Classification of Instructional Programs (CIP)	69
Classification of Students and GPA Standards	69
Freshman (0 to 29 hours earned)	69
Sophomore (30 to 59 hours earned)	69
Junior (60 to 89 hours earned)	69
Senior (90 and above)	69
Classroom Visitors	69
Concurrent Registration	70
Conferring of Degrees	70
Course Cancellation	70
Course Enrollment Guidelines	70
Course List	70
Course Numbering System	71
Course Syllabus	71
Delegation of Authority of the President to Sign and Distribute Degrees	71
Enrollment Verification Notice of Enrollment Verification Request	71
External Study Credit and Cross Enrollment	71
General Education	72
Grade Changes	72
Grade Point Averages	72
Grade Reports	73
Grades and Grading System	73
Educational Testing Service (ETS) Proficiency Profile Exam	74
Graduating with Honors	74
Honorary Degrees	74
Independent Study, Practica, Cooperative Education, and Internships	74

Independent Study	75
Practica.....	75
Cooperative Education.....	75
Internships	75
Learning Outcomes	75
Library Community Usage	76
Master Inventory of Courses.....	76
Military Absence	76
Procedures and Documentation.....	77
Multiple Majors/Concentrations	77
Other Student Grievances	78
Procedure	78
Proctoring Test and Proctor Training Requirements	78
Registration	78
Repeating of Courses.....	79
Requirements for an Associate’s Degree, Baccalaureate Degree, and a Second Baccalaureate Degree.....	79
Requirements for Associate’s Degree	79
Requirements for a Baccalaureate Degree.....	80
Requirements for a Second Baccalaureate Degree.....	80
Residency Requirements	80
Student Academic Grievance Process	81
Procedure	81
Timelines.....	83
Student Athlete Absence	83
Procedures and Documentation.....	83
Students with Disabilities	83
Testing and Evaluation	84
Time to Completion of Degree.....	85
Transcripts	85
Official Transcript	85
Unofficial Transcript.....	85
Transfer of Credit	86
Granting Transfer Credit.....	86

Appeal Process.....	86
Maximum Transfer of Credit.....	86
Appeal Process for Maximum Transfer of Credit.....	86
Transient Enrollment.....	87
Voluntary Withdrawal from the Institution by Students.....	87
Wording on ABC Degrees.....	87
Academic Programs.....	87
Department of General Studies.....	88
General Education Course Descriptions.....	91
Business Administration (3 Credit Hours).....	91
Fine and Performing Arts.....	92
Public Administration.....	92
Religious Studies.....	92
Social and Behavioral Sciences.....	92
Department of Fine & Performing Arts.....	97
The Associate of Arts in Music Business.....	97
Degree Requirements.....	97
Bachelor of Arts in Music (B.A.).....	97
Fine and Performing Arts Course Descriptions.....	108
Department of Public Administration.....	116
Mission Statement.....	116
Goals.....	116
Vision.....	116
Degree Program.....	116
Department Graduation Requirements.....	116
Transfer Credit Hours.....	117
Other Departmental Policies.....	117
Course Load.....	117
Public Administration Course Descriptions.....	122
Department of Social and Behavioral Sciences.....	125
Mission Statement.....	125
Goals.....	125
Degree Programs.....	125
Department Graduation Requirements.....	125

Transfer Credit Hours	126
Other Departmental Policies	126
Course Load	126
Criminal Justice Course Descriptions	136
Restricted Electives - Private Security Concentration Course Descriptions	138
Restricted Electives – Police Administration Concentration Course Descriptions	139
Restricted Electives – Juvenile Justice Concentration Course Descriptions	139
Restricted Electives – Probation and Parole Concentration Course Descriptions	140
Human Services Course Descriptions	140
Restricted Electives – Child Development Concentration Course Descriptions.....	143
Restricted Electives – Family Counseling Concentration Course Descriptions	144
Restricted Electives – Addictions Studies Concentration Course Descriptions	144
Restricted Electives – Human Services Leadership & Administration Concentration Course Descriptions.....	145
Urban Community Leadership Course Descriptions	146
Department of Business, Entrepreneurship, and Technology	149
Mission Statement.....	149
Degree Requirements	149
Division of Business Requirements	149
Department of Business Administration Goals.....	150
Degree Programs	150
Concentrations	150
Department Graduation Requirements	150
Transfer Credit Hours	151
Other Departmental Policies	152
Business Administration Course Descriptions.....	158
Entrepreneurship Course Descriptions	161
Sports Management Course Descriptions	163
Department of Religious Studies	164
Mission Statement.....	164
Goals.....	164
Degree Programs	164
Department Graduation Requirements	164
Transfer Credit Hours	165

Other Division Policies.....	166
Religious Studies Course Descriptions.....	171
Christian Education Course Descriptions.....	173
Academic Credentials.....	176
Officers of the College.....	176
Academic and Administrative Leadership.....	176
Faculty.....	178
Adjunct Faculty.....	180

Accreditation and Affiliations

Arkansas Baptist College is accredited by the Higher Learning Commission to award associate and baccalaureate degrees. For questions about the accreditation of Arkansas Baptist College, please contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 or call 1 (800) 621-7440.

In compliance with federal law, including provisions of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Arkansas Baptist College does not discriminate, either in admission of students or in the administration of any of its educational policies, programs, or activities on the basis of race, color, national or ethnic origin, sex, gender, age, disability, or veteran/reserve/National Guard status. Inquiries regarding compliance with these laws should be directed to the Division of Academic and Student Affairs.

Provisions of the Arkansas Baptist College Catalog

Students will find this catalog useful as a reference during their attendance at Arkansas Baptist College. Please preserve it for this purpose.

Notwithstanding anything contained in the catalog, Arkansas Baptist College administration expressly reserves the right, when deemed advisable, (1) to change or modify its schedule of tuition and fees and (2) to withdraw, cancel, reschedule or modify any course, program of study, degree, or any requirement in connection with any of the foregoing. Statements set forth in this catalog are for information and general guidance, but should not be construed as the basis for a strict contract of any kind between the student and the College. The campus units represented herein are subject to both internal and external regulations which necessitate periodic change. However, the catalog does provide the most accurate guidelines and regulations that are in operation at the time of each printing. Important updates or changes to the catalog are made as necessary and are communicated through updated degree plans, handbooks, and the College website.

The next printed catalog will contain all such updates.

Students may graduate after meeting all the requirements of the catalog in use at their matriculation.

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Student Ombudsman

The National Alumni Association of Arkansas Baptist College, Inc.

The purpose of the National Alumni Association of Arkansas Baptist College, Inc. is to stimulate a desire on the part of its members and friends to work unselfishly for the good of Arkansas Baptist College.

The Association sponsors a scholarship for students needing financial aid and who also demonstrate academic promise. The annual event of the National Alumni Association is the J. A. Booker/J. C. Oliver Memorial Banquet, held in the spring. The National Alumni Association's annual business meeting is usually held during this time. For additional information, contact the local chapter President of the Arkansas Baptist College National Alumni Association, Inc.

Academic Calendar

Fall Semester 2019

FA-19 REGULAR SESSION FA-19 and FA-19 BUFFALO STAMPEDE SESSIONS

Student Leadership Orientation	July 28 (Su)
Residence Hall Opens	July 31 (W)
Department Meetings and Trainings	July 31 (W)
Regular Classes Begin	August 2 (F)
Late Registration	August 5-6 (M-T)
Last Day to Add and/or Drop a Class FA-19	August 14 (W)
Enrollment Verification FA-19 (Census)	August 19 (M) Noon
Reinstatement Period FA-19	August 20-21 (T-W)
Labor Day Holiday (Observed)	September 2 (M)
Buffalo Stampede FA-19A Begins	September 3 (T)
Last Day to Add and/or Drop a Class FA-19A	September 4 (W)
Buffalo Stampede Session FA-19A Enrollment Verification Due	September 9 (M) Noon
Buffalo Stampede Session FA-19A Reinstatement Period	September 10 (T)
Faculty Development (no classes)	September 13 (F)
Mid-Semester Exams	September 16-19 (M-R)
Mid-Semester Grades Due FA-19	September 23 (M) Noon
Buffalo Stampede Session FA-19A Final Exams	September 23-26 (M-R)
Buffalo Stampede Session FA-19A Ends	September 26 (R)
Buffalo Stampede Session FA-19A Final Grades Due	October 4 (F) Noon
Buffalo Stampede Session FA-19B Begins	October 7 (M)
Last Day to Add and/or Drop a Class FA-19B	October 8 (T)
Buffalo Stampede Session FA-19B Enrollment Verification Due	October 11 (F) Noon
Buffalo Stampede Session FA-19B Reinstatement Period	October 14 (M)
Last Day Student Withdrawal from an Individual Course FA-19	October 17 (R)
Testing	October 1-31
Honors Convocation	October 24 (R) 11am
Buffalo Stampede Session FA-19B Final Exams	October 28-31 (M-R) Noon
Buffalo Stampede Session FA-19B Ends	October 31 (R)
Buffalo Stampede Session FA-19B Final Grades Due	November 8 (F) Noon
Last Day for Student Withdrawal from the College	November 7 (R)
Final Exams FA-19	November 18 - 22 (M-R)
Last Day of Class	November 22 (F)
Residence Halls Closed for Winter Break	November 25 (M)
Thanksgiving Break for 12 month employees	November 27-December 1
Campus Reopens	December 2 (M)
All Grades Due	November 26 (T) 5PM
Campus Closed for Winter Break (12 Month Employees)	December 20 F

Buffalo Stampede Fall 19C – ONLINE ONLY

Registration Begins for Fall 19C	November 11 (M)
Registration Ends for Fall 19C	November 22 (F)
Fall 19C Begins	November 25 (M)
Enrollment Verification Due	December 2 (M) Noon
Final Examinations for Fall 19C	December 19 (R)
Fall 19C Ends	December 20 (F)
All Grades Due	December 20 (F) Noon

Spring Semester 2020

SP-20 REGULAR SESSION
SP-20A and SP-20B BUFFALO STAMPEDE SESSIONS

Residence Hall Opens	
Student Orientation	
Regular Classes Begin SP-20	January 2 (R)
Late Registration SP-20	January 2 - 10 (R-F)
Last Day to Add and/or Drop a Class SP-20	January 10 (F)
Faculty/ Staff Institute	January 10 (F)
Enrollment Verification SP-20 (Census)	January 14 (T) 5pm
Reinstatement Period SP-20	January 15-16 (W-R)
Martin Luther King Jr. Day Observed	January 20 (M)
Testing	February 3-28
Buffalo Stampede Session Begins SP-20A	February 3 (M)
Last Day to Add and Drop a Class SP-20A	February 4 (T)
Buffalo Stampede Session SP-20A Enrollment Verification Due	February 7 (F) Noon
Reinstatement Period SP-20A	February 10 (M)
Buffalo Stampede Session SP-20A Ends	February 28 (F)
Mid - Semester Exams SP-20	March 2-5 (M-R)
Buffalo Stampede Session SP-20B	March 2 (M)
Last Day to Add and Drop a Class SP-20B	March 4 (W)
Enrollment Verification SP-20B Due	March 6 (F) Noon
Buffalo Stampede Session SP-20A Final Grades Due	March 6 (F) Noon
Last Day to Add and Drop a Class SP-20B	March 9 (M)
Last Day for Student Withdrawal from an Individual Course SP-20	March 13 (F)
Residence Hall Closes	March 14 (Sa)
Spring Break	March 16-22 (M-Su)
Last Day for Student Withdrawal from an Individual Course SP-20	March 25 (W)
Honors Convocation SP-20	April 2 (R) 11 AM
Buffalo Stampede Session SP-20B Final Exams	April 2-3 (R-F)
Buffalo Stampede Session SP-20B Ends	April 3 (F)
Buffalo Stampede Session SP-20B Grades Due	April 7 (T) 5PM
Good Friday (Observed)	April 10 (F)

Grades Due for Spring Graduates 2020	April 13 (M) Noon
Last Day for Student Withdrawal from the College	April 17
Final Exams SP-20	April 20-24 (M-F)
Last Day of Class SP-20	April 24 (F)
Baccalaureate	April 24 (F) 7pm
Commencement	April 25 (Sa) 1pm
SP-20 Grades Due	May 1 (F) Noon

Summer 2020

SUI-20 SUMMER I

Registration Ends for Summer I	May 1 (F)
Summer Session I Begins	May 1 (F)
Enrollment Verification Due	May 6 (W) 5 pm
Reinstatement Period	May 7 (R)
Final Examinations for Summer I	May 28 (R)
Summer Session I Ends	May 29 (F)
All Grades Due	June 1 (M)

SUII-20 SUMMER II

Registration Ends for Summer I	June 1 (M)
Summer Session I Begins	June 1 (M)
Enrollment Verification Due	June 4 (R) 5 pm
Reinstatement Period	June 8 (T)
Final Examinations for Summer I	June 25-26 (R-F)
Summer Session I Ends	June 26 (F)
All Grades Due	June 29 (M)

SUB-20 SUMMER BRIDGE

Registration Ends for Summer Bridge 2020	June 15 (M)
Summer Bridge 2020 Begins	June 15 (M)
Enrollment Verification Due	June 18 (R) 5 pm
Final Examinations for Summer I	July 24 (F)
Summer Bridge 2020 Ends	July 24 (F)
All Grades Due	June 30 (T)

SUIII-20 SUMMER III

Registration Ends for Summer II	June 30 (T)
Summer Session II Begins	June 30 (T)
Enrollment Verification Due	July 2 (R) 5 pm
Reinstatement Period	July 7 (T)
Final Examinations for Summer II	July 24 (F)
Summer Session II Ends	July 24 (F)
All Grades Due	July 27 (M)

The College

History

Arkansas Baptist College, originally named the Minister's Institute, was founded in 1884 by the Colored Baptists of Arkansas during their annual convention at Mount Zion Baptist Church in Little Rock. The primary objective of the institute was to raise the educational level within the Negro ministry. The secondary objective was to aid the state in making higher education available to young Negro men and women. Most of the school's students were trained in the ministry, and today Religious Studies continues to be one of the College's major areas of matriculation.

In April 1885, the College's name was changed to Arkansas Baptist College, and the school moved to 16th and High Street where the campus is currently located; however, the formal address is now 1600 Dr. Martin Luther King, Jr., Drive.

Arkansas Baptist College is an urban Historically Black College located in the historic Little Rock Central High District. It also neighbors the Wright Avenue District and the famous Paul Lawrence Dunbar Junior High School. The College is the only Baptist-affiliated Historically Black College west of the Mississippi and has a student population close to one thousand from all across the United States. Founded in 1884 as the Minister's Institute, the College continues to be supported by the Consolidated Missionary Baptist State Convention.

Former Presidents

Arkansas Baptist College has had the following presidents:

- 1884 – 1887: Reverend J.P. Lawson (Principal)
- 1887 – 1926: Dr. Joseph A Booker
- 1926 – 1937: Reverend S.P. Nelson
- 1926 – 1937: Reverend R.C. Woods
- 1926 – 1937: Reverend S. R. Tillinghast
- 1937 – 1955: Dr. Tandy W. Coggs
- 1955 – 1962: Dr. Oscar Allan Rogers
- 1955 – 1962: Dr. Charles E. Johnson
- 1955 – 1962: Mr. Howard Johnson
- 1955 – 1962: Dr. P.L. Rowe
- 1962 – 1982: Dr. James C. Oliver
- 1982 – 1985: Dr. R.C. Davis*
- 1985 – 2001: Dr. W. Thomas Keaton
- 2001 – 2001: Mrs. Mary R. Jarrett*
- 2001 – 2005: Dr. Israel Dunn, Jr.
- 2005 – 2006: Mrs. Mary R. Jarrett*
- 2006 – 2016: Dr. O. Fitzgerald Hill
- 2016 – 2017: Dr. Joseph Jones
- 2017 – 2018: Dr. Howard O. Gibson*
- 2018 – : Mrs. Regina H. Favors*

***Interim**

Mission

Arkansas Baptist College prepares students for a life of service grounded in academic scholarship, the liberal arts tradition, social responsibility, Christian development, and preparation for employment in a global community.

Core Values

The following principles of Institutional Core Values are embodied in the Mission of Arkansas Baptist College:

- Mission Driven
- Historically Grounded
- Service Motivated
- Community Empowered
- Academically and Professionally Integrated
- Entrepreneurially Minded
- Fiscally Responsible

The Campus

Arkansas Baptist College is located at 1600 Dr. Martin Luther King, Jr. Drive, in Little Rock, Arkansas. The college is approximately eight blocks from the State Capitol and sixteen blocks from the downtown business section in the center of the city. Little Rock, the capital of Arkansas, is located near the foothills of the beautiful Ozark and Ouachita Mountains and is readily accessible by highways, interstates, railroads, and airlines.

Campus Facilities

Old Main

This four-story structure was constructed in 1884, and placed on the National Register of Historic Places in May 1977. Old Main originally housed administrative offices, living facilities for women, classrooms, and faculty offices. Since, many of these services relocated to other buildings. The second floor of Old Main contains the College's Main Auditorium; the third floor houses the President's and other administrative personnel offices.



Other Campus Buildings

Administration Building & Residence Hall	Old Main
Auto Baptism Carwash	Student Affairs Building
Buffalo Barn	Garden of Eden Produce Market
Charles L. Ripley Residence Hall	Science Building
South Residence Hall	Enrollment Management
Community Center and Scott Ford Center for Entrepreneurship	1607 MLK – Duplex Athletic Office
Cooperative Baptist Fellowship House	1610 MLK – Athletic Housing
Bistro Dining Hall	1622 W 16 th Kiddie Kollege
Center for Adult Learning and Literacy (GED)	Buffalo Gym
General Studies I	Hazel Shanks Hynson Fine Arts
General Studies II	J.C. Oliver Library

Admission

Admission to the College

Arkansas Baptist College has an “open admission policy” that allows admittance to all persons who show the potential for college level work, who subscribe to the mission and purpose of Arkansas Baptist College, and who meet the admissions requirements. Students of all races, creeds, and national origins are welcome. New students are admitted in the Fall, Spring, and Summer.

First-Time Freshmen

All applicants who wish to apply for admission must submit the following items to the Office of Admissions and Recruitment:

Unconditional Admission

1. A formal application for admission and a \$25 non-refundable application fee (This fee can be waived based on economic status)
2. An official “sealed” copy of the high school transcript that includes date of graduation or GED test scores
3. A cumulative high school grade point average of 2.00 or higher on a 4.00 scale is required
4. Proof of immunization. Regardless of age all applicants must submit proof of two immunizations against measles, mumps, rubella (MMR), and tuberculosis (TB)
5. ACT composite score of 16 or higher or combined SAT score of 720 or higher in critical reading and math for Unconditional Admission and placement purposes

Conditional Admission

Applicants who do not meet requirements for Unconditional Admission may be considered for Conditional Admission. Aptitude criteria for Conditional Admission will be evaluated on a case-by-case basis. The criteria would include previous academic recommendations. Students who fail to submit ACT or SAT test scores are required to complete the Next Generation Accuplacer Exam administered by the institution and must achieve the following minimum cutoff scores: 260 in Next Generation Accuplacer Reading Objectives, 262 in Next Generation Accuplacer Writing Objectives, and 236 in Next Generation Accuplacer Quantitative Reasoning Algebra and Statistics (QRAS) Exam. Applicants who fail to attain acceptable scores on the ACT, SAT, Compass, Classic Accuplacer, or Next Generation Accuplacer tests are required to complete enrichment courses or other developmental enhancements as needed. The Office of Admissions and Recruitment will notify applicants of their Unconditional or Conditional Admission status. Students who submit false information on the application for admission will be immediately withdrawn from the College.

International Students

International students must meet the same requirements as first-time freshmen and submit application materials by March 1 for the Fall semester, August 1 for the Spring semester, and February 1 for the Summer term. International students who wish to enroll in Arkansas Baptist College must submit the following to the Office of Admissions and Recruitment:

1. A \$100 non-refundable application fee
2. Official academic transcripts of secondary school, college, or university translated in English
3. The applicant is required to show proficiency in oral and written expression as evidenced by achievement of a minimum score of 500 on the paper based test or 173 on the computer based Test of English as a Foreign Language (TOEFL) (except in countries where English is the official language)
4. Certified proof of the ability to meet financial obligations incurred as a student at Arkansas Baptist College
5. Proof of health insurance coverage

The I-20 form (Certificate of Eligibility) will not be issued until the applicant has been accepted by the Office of Enrollment Management and has submitted a financial statement indicating how fees will be paid while attending Arkansas Baptist College.

The U.S. Department of Justice's Immigration and Naturalization Service rules governing non-immigrant "F-1" foreign students require all persons in this category to pursue a full course of study. This means that undergraduates must register for a minimum of 12 credit hours. Any modification of this requirement that results in a course load of less than the minimum must be authorized by the Registrar and the Vice President for Academic Affairs. Failure to satisfy these requirements will cause students to be ineligible to receive the I-20 form to support their nonimmigrant status.

Readmission of Former Students

Students separated from ABC more than one semester (excluding summer school) must submit a new application and receive approval from the Office of the Registrar, Business Office, and the Office of Financial Aid. The student should also request official "sealed" transcripts from any institution attended since Arkansas Baptist College. These transcripts must be sent to the Office

of Admissions and Recruitment. Students who have not attended Arkansas Baptist College for more than five years must follow the guidelines and degree plan of the new course catalog for that curriculum.

Admission for Transfer Students

Students who previously attended another college may enter Arkansas Baptist College as transfer students. Depending on the nature of the academic record, some or all of the credits earned may be transferred to Arkansas Baptist College. Students who have satisfactorily completed courses at an accredited institution may be admitted to regular standing with such advanced credit as their previous records may warrant. To be eligible for transfer, applicants must meet the following requirements:

1. Submit an official “sealed” high school transcript and official “sealed” transcripts from all college or university previously attended. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 grade scale and provide proof of good standing from previously attended institutions. Students who are not eligible for readmission to the institution of previous attendance will NOT be considered for admission to Arkansas Baptist College until they have been out of college for a minimum of one (1) year.
2. Applicants must be prepared to submit course descriptions from the official catalog of the institution(s) from which credits are to be transferred.
3. No transfer grades below “C” will be accepted.
4. No transfer credit in the major over ten years old will be accepted until and unless it is validated by the major department.
5. Students may transfer no more than the maximum number of credit hours they would be permitted to earn on this campus in a period of time comparable to that in which the transfer credit was earned. A maximum of sixty (60) hours will be accepted towards a degree from an accredited college or university.
6. Applicants with a grade point average below 2.0 may be admitted conditionally. Conditionally admitted transfer students are eligible to enroll in a maximum of twelve (12) credit hours and must earn a minimum 2.0 grade point average in their first semester in order to reenroll.

Transfer credits from unaccredited educational institutions are not accepted at Arkansas Baptist College. In exceptional cases where a student demonstrates (to the satisfaction of Arkansas Baptist College officials) a mastery of the subject matter equivalent to that taught on the general education level at ABC, acceptance of such transfer credit on an individual basis may be authorized, provided that such courses are equivalent in terms of course and hour values to general education courses taught at Arkansas Baptist College.

In such cases, Arkansas Baptist College reserves the right to require the applicant to demonstrate the required proficiency by scoring at acceptable levels on departmental examinations in related subject areas, by undergoing a probationary period of residence at ABC, or by fulfilling both of these requirements.

Concurrent Enrollment for High School Students

Outstanding high school students who wish to experience college level work may be admitted concurrently as part-time students. The criteria for admission are as follows:

1. Must be a senior in high school
2. Must have taken the ACT and have a composite score of 19
3. Must have a minimum 3.0 grade point average or ACT sub-score of 19 in the subject area
4. Must have a letter of recommendation from the high school counselor or principal
5. Must meet course prerequisites
6. Must have the permission of the department chair and instructor

Students will be limited to six (6) credit hours per semester and must comply with all policies and procedures. To continue concurrent enrollment, students must earn a minimum grade of “C”.

Students who do not meet the above standards may be recommended by their high school counselor or principal for admission to selected courses and have permission from the Vice President of Academic Affairs. Concurrently enrolled students are not eligible to receive federal financial aid.

Types of Admissions

Non-Degree Seeking Students

Any person at Arkansas Baptist College who enrolls without becoming a candidate for a degree is referred to as a “Non-Degree Seeking” student. Non-Degree Seeking students include the following:

1. Persons who have met the entrance requirements and are qualified to perform college level work, but are not seeking to earn a degree from the institution; evidence of high school graduation or GED is required of each applicant
2. Persons who have earned a college degree, but desire to enroll in additional college courses for self-improvement

Special Students

Special students provide evidence of preparation and ability to pursue college level courses successfully. Special students may accumulate no more than fifteen (15) hours of course work, but may become candidates by meeting all of the institution’s requirements for admission. Special students are subject to the same rules and regulations governing scholarship, class attendance, conduct, and health that apply to regular students. Special students are not eligible to receive federal financial aid.

Transient Students

Students enrolled and seeking a degree at another college or university may enroll as “transient students” and have a record of their credits forwarded to the “home” institution. No transcript is required; however, an Application for Admission must be filed along with a “Letter of Standing” and/or a “Transient Student Form” from the institution to which the credit will be sent. The letter or form must list the course(s) approved for transfer. Proof of immunization is also required.

Employees of the College

Employees are defined as permanent part-time or full-time employees of the College. Employees are subject to the same admission guidelines as all other students.

Post-Graduate Students

Post-graduate students are defined as students who have already received a degree from an Institution of higher education. Post-graduate students must provide verification/proof of degrees/credits. Post-graduates may be subject to the same admission guidelines as all other students (special circumstances may apply).

Faxed Documents

The Office of Admissions and Recruitment will accept faxed copies of transcripts for **advising purposes only**. Original, official transcripts will be required to meet admissions requirements. Other faxed documents will be considered official.

Financial Planning and Expenses

Financial Planning

The Office of Student Financial Aid exists to help students who would be unable to attend Arkansas Baptist College without financial assistance. A student's financial assistance award is designed to supplement the contributions of the student and family. Financial assistance comes in a combination of scholarships, grants, loans, or work opportunities. Typically, students will receive more than one type of assistance. Though awards are made each year on the basis of academic promise and ability alone, most financial assistance is dependent on the eligibility of the individual family.

Freshmen and transfer students who have been admitted, have filed the Free Application for Federal Student Aid (FAFSA) in a timely manner, and whose Student Aid Reports are received will be awarded on a first-come, first-served basis. A student who receives financial assistance is responsible for refiling a FAFSA each year. All institutional aid is available for a maximum of eight semesters of enrollment. Assistance is renewed on the basis of the past year's academic record and current eligibility. Even those who do not qualify for need-based aid may qualify for academic and/or other non-need scholarships, thanks to the generous donations of various individuals and organizations.

Scholarships

Academic Scholarships

Arkansas Baptist College's academic scholarships are earned on the basis of application for admission and vary in amounts by academic tier. Scholarships with an amount which exceeds half of the cost for tuition and fees require a cumulative GPA of at least 3.0 to be automatically renewed for a student. Scholarships with an amount less than half of the cost of tuition and fees require a student to maintain Satisfactory Academic Progress (SAP) as outlined in the College Catalog. These scholarships are renewable for up to four years (8 semesters). Students with questions about their scholarship requirements should contact the Office of Student Financial Aid.

Transfer Academic Scholarships

A merit scholarship is available for transfer students who are accepted for admission. These scholarships are renewable for the duration of study for degree completion (no more than 8 semesters).

Athletic Performance

Scholarships are available to a limited number of students (both men and women) with outstanding ability in competitive sports. The student should contact the coach for the sport in which he or she participates.

Band and Choir Performance Scholarships

Scholarships are available to a limited number of students with outstanding ability in competitive band and choir. The student should contact the Choir Director or Band Director for the activity in which he or she participates.

Other Awards

Various grants and awards are awarded to incoming students each year on the basis of need, academic ability, athletic ability, and leadership potential. Students with questions about their scholarship requirements should contact the Office of Student Financial Aid. Specialized scholarship programs may have different requirements; recipients will be notified of those criteria.

External Scholarships

Arkansas Baptist Women's Convention Lillie A. Haynes Scholarship

The Arkansas Baptist Women's Convention provides funds for the annual Lillie A. Haynes Scholarship. Funds are placed into a discretionary fund and made available to eligible applicants based on financial need, academic promise, Christian character, and community involvement. Priority will be given to students from the membership of the Consolidated Missionary Baptist State Convention. Interested applicants should contact the Office of Student Financial Aid for additional information and application procedure.

J.A. Booker/J.C. Oliver Memorial Scholarship

This scholarship is awarded by the National Alumni Association of Arkansas Baptist College, Inc. and is based on academic achievement and financial need. Interested applicants should contact the Chair of the Scholarship Committee of the National Alumni Association of Arkansas Baptist College, Inc., P. O. Box 55662, Little Rock, AR 72215-5662. Recipients are eligible for the award each semester depending on the availability of funds, satisfactory academic progress, and enrollment status. Application deadline is July 15.

Alice Ware Watson Memorial Scholarship

This Scholarship was established in memory of Mrs. Alice B. Watson and is awarded through the National Alumni Association of Arkansas Baptist College, Inc. The annual award is based on academic achievement and financial need. First priority will be given to students from Mississippi County. Contact the Chair of the Scholarship Committee of the National Alumni Association of Arkansas Baptist College, Inc., P. O. Box 55662, Little Rock, AR 72215-5662. Application deadline is July 15 each year.

Joe B. McDaniel Scholarship

The Joe B. McDaniel Scholarship Fund was established and is funded by the Layman's Division of the Consolidated Missionary Baptist State Convention of Arkansas. The scholarship recognizes the untiring work, loyalty, and commitment of Mr. Joe B. McDaniel to his beloved Alma Mater, Arkansas Baptist College. Applicants should contact the Office of Student Financial Aid for additional information on eligibility requirements.

Dr. Robert U. Ferguson Scholarship

This scholarship is awarded by the widow, children, and friends of the late Dr. Robert U. Ferguson and is based on financial need. Preference is given to students desiring to work in areas to perpetuate the spread of Christian principles. Applicants should contact the Office of Student Financial Aid and the Chair of the Department of Religious Students for additional information and criteria for applying.

Dr. Emeral Crosby Leadership Scholarship

The Dr. Emeral Crosby Leadership Scholarship provides a \$100.00 award to an outstanding student based on scholastic achievement and leadership.

Dr. Curlee Thomas Endowed Scholarship

This scholarship is awarded by the friends of the late Rev. Curlee Thomas to ministerial students based on financial need. Priority will be given to ministers who have families to support while concurrently seeking a degree in the Religious Studies discipline from Arkansas Baptist College. Applicants should contact the Office of Student Financial Aid and the Chair of the Department of Religious Students for additional information and criteria for applying.

Reverend Paul Thomas Johnson Endowed Scholarship

This scholarship is awarded by the widow, children, and friends of the late Rev. Paul Thomas Johnson from the account's accrued interest. The award is based on financial need and academic achievement. Eligible applicants are ministers and children of ministers enrolled in the Religious Studies discipline or a related field of study. Applicants should contact the Office of Student Financial Aid and the Chair of the Department of Religious Students for additional information and criteria for applying.

Dr. Odell Jones Scholarship Fund

This scholarship is awarded by the widow, children, and friends of the late Dr. Odell Jones and is based on financial need. Preference is given to ministerial students from the State of Michigan. Applicants should contact the Office of Student Financial Aid and the Chair of the Department of Religious Students for additional information and criteria for applying.

The Reverend William V. Philliber Scholarship

This scholarship was established in memory of William V. Philliber to honor his will and trust. The annual award is to provide academic scholarships for ministerial students who are called to missions or other Christian service. Applicants should contact the Office of Student Financial Aid for additional information on eligibility requirements.

Grants

Federal Grants

Federal grants are awarded based on the expected family contribution, determined by the FAFSA. Grants include the Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG).

State Grants

The Financial Aid Division of the Arkansas Department of Higher Education administers most of the financial aid programs for higher education in Arkansas. Financial aid available through the division includes, but may not be limited to, the following programs:

- Academic Challenge Scholarship
- Arkansas Health Education Grant
- Governor's Scholars Program
- Higher Education Opportunities Grant
- Second Effort Scholarship
- Workforce Improvement Grant

Eligible and interested applicants should check with the campus Office of Student Financial Aid or the Financial Aid Division of the Arkansas Department of Higher Education, www.adhe.edu/division/financialaid, for more information.

Work Opportunities

Many Arkansas Baptist College students earn a portion of their college expenses through part-time jobs on campus or in the surrounding community. Regular announcements of on- and off-campus opportunities are available via the Office of Student Financial Aid. All students working in campus jobs must sign a work agreement and are required to complete federal and state tax forms in the Office of Student Financial Aid prior to starting their jobs.

Federal Work-Study Program

A wide variety of work-study jobs on campus are available to Arkansas Baptist College students. Community opportunities are also available. Students must demonstrate eligibility by filing the FAFSA.

Arkansas Baptist College Work Program (ABC Works)

Institutionally funded jobs may also be available to Arkansas Baptist College students regardless of demonstrated eligibility. Any undergraduate student who wants to work should contact the supervisor in the area of work preference.

Loans

Federal Direct Loans

Every student who files the FAFSA is eligible for a Federal Direct loan. All students are eligible for either unsubsidized, subsidized, or a combination of both up to their maximum allowable per classification level: freshmen (\$5,500), sophomores (\$6,500), juniors (\$7,500), seniors (\$7,500), and graduate students (\$8,500). Repayment begins six (6) months after the student graduates,

leaves school, or drops below half-time status. For more information or explanation on the difference between subsidized and unsubsidized loans, please contact the Office of Financial Aid.

Parent Loans

Special loans to parents through the Federal PLUS program are also available. Parents can borrow up to the full cost of education minus other aid. For more information, contact the Office of Financial Aid.

How to Apply

1. Complete the Free Application for Federal Student Aid (FAFSA); log onto the web at www.fafsa.ed.gov. If you need to apply for an FSA ID which serves as an electronic signature, go to www.fsaaid.ed.gov. The school code for Arkansas Baptist College is 001087.
2. The results of the FAFSA will be mailed and/or emailed from the Department of Education or access will be available using an FSA ID. Arkansas Baptist College will receive the electronic version of your FAFSA results in three to five business days from the date you submit the FAFSA.
3. Review your Student Aid Report for accuracy. If corrections are needed, make them immediately and electronically resubmit.
4. If additional documents are required to complete the Financial Aid Process, you will be notified by the Financial Aid Office by letter and/or by the email address you indicated on the FAFSA.
5. Return all completed and signed documents to the Financial Aid Office.
6. Once all documents are received and processed, an Award Notification will be mailed to you. The Award Notification is your official notification of financial aid offered to you.
7. First time and new transfer borrowers of student loans must complete Entrance Counseling and a Master Promissory Note before receiving loan funds. The Entrance Counseling and Master Promissory Note can be completed online at www.studentloans.gov. Access to the Entrance Counseling and Master Promissory Note is available using an FSA ID. Funds cannot be disbursed until both are completed online. First time and new transfer student borrowers must be in class thirty (30) days before loan funds can be disbursed.
8. Federal financial aid and Arkansas Baptist College Assistance funds are awarded to students who are officially admitted to the College.

Note: If you are expecting to pay your fees using financial aid, but you have not applied for financial aid or completed the financial aid process, your eligibility cannot be determined and funds will not be available at registration. You must therefore make payment arrangements with the Business Office to pay your fees.

Student Eligibility

When the following requirements are met, a student is eligible for assistance through the Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work-Study, and Federal Direct Loans:

1. Is a U.S. citizen or an eligible non-citizen
2. Is registered for the draft with Selective Service, provided the student is a man at least 18 years old and born after December 31, 1959, and is not a current member of the active armed forces
3. Has met all requirements for unconditional admission to the college
4. Demonstrates financial need; The U.S. Department of Education and Arkansas Baptist College will use the information provided to determine need
5. Is attending a school that participates in one or more of the programs
6. Is enrolled at least part-time
7. Is working toward a degree or certificate
8. Is maintaining satisfactory academic progress (as defined by Arkansas Baptist College Academic Standards policy)

Changes in Status

Recipients of assistance from any of the above mentioned sources must agree to inform the Financial Aid Office when:

1. Withdrawing from school
2. Changing enrollment status
3. Changing mailing address
4. Receiving any additional financial aid from any source
5. Change in the financial resources of the recipient or recipient's family occurs
6. A change in name occurs

Satisfactory Academic Progress

Overview

For purposes of determining student eligibility for financial assistance under Title IV, HEA programs, the College establishes, publishes, and applies Satisfactory Academic Progress (SAP) standards that meet all federal and institutional requirements. To be eligible to receive federal financial aid, a student is required to maintain satisfactory academic progress in one's course of study according to the college's published standards. SAP standards are based on cumulative measures of a student's progress toward degree completion. The Financial Aid Office is responsible for ensuring that all students who receive financial aid meet these standards.

To be eligible to receive institutional funds, a student is also required to maintain satisfactory academic progress toward degree completion. For additional information regarding institutional funds eligibility, a student should contact the Financial Aid Office.

It is important to note that SAP standards (federal and institutional requirements) are consolidated and constitute new academic standing requirements.

Sections included in this policy are:

- Overview
- Satisfactory Academic Progress Standards
- Definitions
- Appeals
- Regaining Eligibility

Satisfactory Academic Progress Standards

There are three components to the College's Satisfactory Academic Progress policy:

Component I: Qualitative Standard

Each student must meet the cumulative grade point average to remain eligible for federal aid:

	Attempted Hours	Required GPA
Freshmen	0 – 29	1.50
Sophomores*	30 – 59	1.75
Juniors and Seniors	60 – above	2.00

NOTE: STUDENTS ARE REQUIRED TO HAVE AN OVERALL 2.00 GPA AT THE END OF THEIR SOPHOMORE YEAR.

Component II: Quantitative Standard

The College measures a student's progression toward degree completion using a fixed grade point standard on a 4.00 grade point average scale. Each student must successfully pass a minimum of **67%** of their credit hours attempted during the preceding fall and spring semesters at the College. Drops, withdrawals, incompletes, repeated, and non-credit remedial coursework will be counted toward the hours attempted. Students cannot receive federal student aid for repeating a passed course (received credit) more than ONE time, regardless if credit is provided again. Transfer credits are also used in determining compliance with the College's Satisfactory Academic Progress policy. Transfer credits are counted as attempted and earned credits for Satisfactory Academic Progress purposes.

Component III: Maximum Time Frame

Students are expected to complete degree requirements within reasonable time-frame based on the average length of their program. Students must complete graduation requirements in no more than 150% of the average length of their program. For example, students seeking an Associate's degree requiring 70 credit hours to graduate from a program may not attempt more than 105 credit hours and still receive aid. Students seeking a Bachelor's degree requiring 124 credit hours to graduate from a program may not attempt more than 186 credit hours and still receive aid. In the event the student elects to change one's major, all attempted hours, including transfer credits, withdrawals, and repeated courses, will be counted in the evaluation of the 150% timeframe.

Increments. College policy divides the maximum timeframe into equal periods of enrollment known as semesters or terms.

Pace. The College has established a schedule designating the minimum percentage of work, known as Pace, that a student must successfully complete at the end of each semester to complete one's degree within the maximum timeframe. Pace is calculated by dividing the cumulative number of credits that the student has successfully completed by the cumulative number of credits that the student has attempted.

$$\text{Pace} = \frac{\text{Cumulative Number of Credits Successfully Completed}}{\text{Cumulative Number of Credits Attempted}}$$

To be eligible to receive federal, state, and institutional financial assistance, a student is required to successfully complete a minimum of **67%** of all attempted credits.

Satisfactory Academic Progress Process

Satisfactory Academic Progress (SAP) is reviewed at the end of each semester (e.g., Fall, Spring, Summer). Students will be notified in writing of the results of an evaluation that impacts academic standards and the student's eligibility for federal, state, and institutional assistance.

Satisfactory Academic Progress reviews will result in a student being placed on one of the following statuses:

GOOD ACADEMIC STANDING. A student who has met the College's academic standards listed above is making satisfactory academic progress toward degree completion. This student is in good academic standing with the College and is eligible to receive assistance under federal Title IV, state, and institutional financial aid programs during the next semester of enrollment.

WARNING. The first-time a student has not met all Satisfactory Academic Progress qualitative and quantitative standards listed above, one will be placed on academic warning. This means that the student is not making satisfactory academic progress toward degree completion and must repair the deficiencies during the next term of enrollment. A student on Academic Warning may continue to receive assistance under federal Title IV, state, and institutional financial aid programs during the next semester, providing the student remains in good academic standing with the College and meets all other program requirements. The Academic Warning status will be assigned automatically without an appeal or other action required by the student.

A student **CANNOT** be placed on two consecutive terms of academic warning. A student must return to good academic standing by the end of the warning period to remain eligible to receive financial aid. A student who has returned to good academic standing but at a later date does not meet Satisfactory Academic Progress standards can be placed on a second term of academic warning.

PROBATION. A student on academic warning who has not met all Satisfactory Academic Progress qualitative and quantitative standards by the end of the next semester of enrollment is no longer eligible to receive assistance under federal Title IV, state, and institutional financial aid programs unless the student has an approved Academic Appeal on file with the Academic Appeals Committee. All Academic Appeals must be submitted to an academic advisor in the Department of Retention according to the process outlined in the *Appeals* section of this policy. If an appeal is approved, the student will be placed on academic probation. A student on academic probation is eligible to receive assistance under federal Title IV, state, and institutional financial aid programs during the next semester of enrollment.

SUSPENSION. A student on Academic Warning who has not met all Satisfactory Academic Progress qualitative and quantitative standards by the end of the next semester of enrollment and who does not have an approved appeal on file with the Office of Academic Affairs is no longer eligible to receive assistance under federal Title IV, state, and institutional financial aid programs. The student will be placed on academic suspension and will be required to make up all Satisfactory Academic Progress deficiencies to regain eligibility for federal, state, and institutional financial aid.

Definitions

Academic Clemency. Academic Clemency provides an opportunity for persons to apply for a new undergraduate academic beginning at Arkansas Baptist College by disregarding their prior academic record. For federal student aid purposes, **ALL** attempted hours will be included in determining a student's financial aid eligibility, including those disregarded on the basis of Academic Clemency.

Pace. A student's Pace is calculated by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. College policy defines the following terms for the calculation of Pace and review of credits counted toward the maximum time frame of 105 credit hours for students pursuing an Associate's degree and 186 credit hours for students seeking a bachelors degree:

Credits Successfully Completed. Credits successfully completed include all courses for which a student receives a passing grade of "D" or better, or pass. In addition, all transfer credits are counted as credits successfully completed.

Credits Attempted. Credits attempted include all courses for which a student receives a passing grade of "D" or better, pass, incomplete, "W", "NC", "F", or "XF". In addition, all transfer credits are counted as credits attempted. All credits attempted must be counted toward the maximum timeframe.

Incompletes. All courses for which a student receives a provisional designation of "incomplete" must be counted toward the maximum timeframe and included in the calculation of a student's Pace.

Remedial Courses (noncredit). Remedial courses are counted toward the maximum timeframe and are included in the calculation of a student's Pace.

Repeated Courses. All repeated courses must be counted toward the maximum timeframe and included in the calculation of a student's Pace. Repeated courses for which a student receives credit are counted both in the cumulative number of successfully completed and attempted credits. Repeated courses for which a student does not receive additional credit are not counted in the cumulative number of successfully completed but are counted in the cumulative number of attempted credits. Students cannot receive federal student aid for repeating a passed course (received credit) more than ONE time, regardless if credit is provided again.

Transfer Credits. All pre-matriculation (including AP credits) and post-matriculation transfer credits must be counted toward the maximum timeframe and included in the calculation of a student's Pace. Transfer credits are counted in both cumulative number of successfully completed and attempted credits.

Second Majors. A student who elects to declare a second major must complete all degree requirements within the maximum timeframe. Credits applicable to second majors are included in the calculation of a student's Pace.

Appeals

As stated above, a student on academic warning who has not met the Satisfactory Academic Progress standards by the end of the next semester of enrollment is no longer eligible to receive financial aid and will be placed on academic suspension. If mitigating circumstances prevented the student from meeting the requirements, a student may appeal to have one's eligibility reinstated for one term of probation. Such circumstances would include:

1. The death of a relative
2. An injury of the student
3. An illness of the student
4. Other special circumstances

A student who wishes to appeal one's suspension must adhere to the following procedures:

1. Complete and sign an Academic Appeal Form
2. Attach supporting documentation to the Academic Appeal form
3. Submit the Academic Appeal Form with documentation to the Office of Retention, according to the deadline schedule listed on the form.

SUBMITTING AN ACADEMIC APPEAL DOES NOT GUARANTEE APPROVAL OR REINSTATEMENT OF ACADEMIC AND FINANCIAL AID ELIGIBILITY.

Decisions are made after a careful evaluation of the student's unique circumstances, federal Title IV requirements, and College policy. In some cases, it may be necessary for the Director of Financial Aid to consult with the Academic Appeals Committee before appeal decisions can be made. Notification will be sent in writing to the student as to the outcome of the appeal review. Satisfactory Academic Progress appeal reviews will result in one of the following outcomes:

Not Approved. A student whose Academic Appeal is not approved by the Academic Appeals Committee will remain on academic suspension and will not be eligible to receive financial aid until all Satisfactory Academic Progress deficiencies have been repaired (See *Regaining Eligibility*).

Approved with Probation. A student whose academic appeal is approved with probation will be placed on probation and is eligible to receive financial aid during the next semester of enrollment.

A student on probation may be required to fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses. A student on probation must repair all academic deficiencies during the next term of enrollment in order to remain eligible for financial aid and remain in academic good standing.

Approved with an Academic Plan. In some cases, it may be mathematically impossible for a student to repair one's academic progress deficiencies with one term of enrollment. In such cases, a student's academic progress appeal may be approved with an academic plan to restore academic progress deficiencies over more than one term. The student should work closely with the Office of Retention to develop an academic plan with the student that if followed, will ensure that the student is able to meet the College's academic standards by a specific point in time. The academic plan may require the student to fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses. This plan must be submitted in writing to the Office of Retention and the Academic Affairs Appeals Committee.

A student on an approved academic plan is eligible to receive financial aid during the next semester of enrollment and each subsequent term of enrollment, provided the student meets the academic standards outlined in the student's specific academic plan. The student must remain in good academic standing with the College and meet all other program requirements.

Regaining Eligibility

A student who has been placed on academic suspension may reestablish one's eligibility to receive federal, state, and institutional financial assistance by one of the three paths described below:

1. The student successfully appeals the suspension and is approved for a term of probation or approved with an academic plan.
2. The student meets the minimum academic quantitative and qualitative standards by completing a course(s) at the College without receiving financial assistance. To enroll in a course(s) at the College, all students must meet the academic standing requirements of the College as overseen by the Office of Retention and the Office of Academic Affairs, respectively.
3. The student meets the minimum academic quantitative and qualitative standards by completing a course(s) at another institution without receiving financial assistance. A student who wishes to take a course(s) at another institution must receive prior approval according to College policy. The following explains the impact of transfer credits on academic standards:
 - a. **Impact of transfer credits on academic quantitative standards.** All transfer credits must be counted toward the maximum timeframe and included in the calculation of a student's Pace. Transfer credits are counted in both the cumulative number of successfully completed and attempted credits.

Impact of transfer credits on academic qualitative standard (GPA). According to College policy, post-matriculation transfer grades will be indicated on the transcript, but will not be included in calculations of grade point average, rank-in-class, or other academic standings. Therefore, a student will not be able to repair the academic qualitative standard by completing a course(s) at another institution. A student who needs to restore one's GPA to the minimum academic standard will need to enroll in a course(s) at Arkansas Baptist College without receiving financial assistance or successfully appeal one's academic suspension. However, transfer grades may be considered when reviewing and approving academic appeals.

Return of Title IV Policy

Purpose

According to federal regulations CFR 668.22, CFR 668.43(a)(2 through 4), and DCL GEN-11-14, Arkansas Baptist College is required to create and publish a Return to Title IV Policy. When a student applies for financial aid, the student agrees that financial aid funds will be used for educational purposes only. Therefore, if a student withdraws before completing their program, a portion of the funds received may have to be returned. Arkansas Baptist College will calculate the amount of financial aid to be returned to the Title IV programs according to the policies listed below.

Purpose Statement

This policy applies to students who officially withdraw, unofficially withdraw, fail to return from a leave of absence, or are dismissed from enrollment at Arkansas Baptist College. It is separate and distinct from the Arkansas Baptist College refund policy.

The calculated amount of the Return of Title IV (R2T4) funds that is required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by federal regulations.

The amount of Title IV (federal) aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that one will attend school for the entire period for which the aid is awarded. When a student withdraws, one may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount of funds disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 calendar days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. Arkansas Baptist College is required to notify the student if they owe a repayment via written notice.

Eligibility for post-withdrawal disbursements will be confirmed within 30 calendar days of the date that the student withdrew. ABC must advise the student or parent that they have 14 calendar days from the date that the school sent the post withdrawal disbursement notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that Arkansas Baptist College is holding to the Title IV programs.

Official Withdrawal from Arkansas Baptist College

A student is considered to be officially withdrawn on:

1. The date the student provided official notification of intent to withdraw, in writing or orally; or,
2. The date the student began the withdrawal process from Arkansas Baptist College records. A student is allowed to rescind one's notification in writing to the Office of Admissions and Records and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Official dates and deadlines for withdrawing are specified in the Arkansas Baptist College Academic Calendar.

A student may withdraw from Arkansas Baptist College at any time from the first-class day to the official last day to withdraw as indicated in the Arkansas Baptist College Academic Calendar. The official last day to withdraw is approximately two weeks before the first day of final examinations for Fall or Spring terms or the equivalent dates for Summer sessions.

Students with financial aid who are withdrawing from Arkansas Baptist College are advised to complete the online financial aid withdrawal form through the Office of Admissions and Records.

For withdrawals processed prior to the end of the sixth week of classes for Fall or Spring terms or the equivalent dates for Summer sessions, the grade of W is recorded for each course in which a withdrawn student was enrolled. After the sixth week of classes for Fall or Spring terms or the equivalent dates for Summer sessions, a withdrawn student receives grades of "W" only for those courses in which there were passing grades at the time of withdrawal; otherwise, the grade "WF" is recorded.

Students called to active military service during a term in which they are enrolled may be entitled to a refund of tuition and fees if they withdraw or the student may be entitled to receive a final grade or incomplete grade in courses. Students should contact the Office of Admissions and Records to determine their options.

A student is considered a withdrawal from classes offered in a session of enrollment when the student ceases attendance at any point prior to completing the period of enrollment unless the school obtains confirmation from the student at the time of withdrawal that the student will attend a session that begins later in the same period of enrollment. This confirmation must be obtained at the time of the withdrawal even if the student has registered for subsequent courses.

If a student receives Title IV grant or loan assistance and does not begin attendance in a period of enrollment, the student is considered to be ineligible for any Title IV aid.

Upon receipt of the official withdrawal information, Arkansas Baptist College will complete the following:

1. The Office of Financial Aid verifies the student's attendance through the financial aid withdrawal form or the school's attendance records (Audit Rolls);
2. The Return to Title IV (R2T4) calculation is performed to determine the amount of federal funds the student has earned and the amount of unearned Federal funds for which Arkansas Baptist College and the student is responsible to return (if any).
 - a. Calculations are completed using the U.S. Department of Education's Return of Title IV Worksheets, student's attendance and withdrawal date, and are based upon the period of enrollment.
3. The Office of Financial Aid will return the amount of any unearned portion of the Title IV funds for which the school is responsible within 45 calendar days of the date the official notice of withdrawal was provided.
4. The Office of Financial Aid will provide the student with a letter explaining any returns that have been made to the Title IV federal programs on the student's behalf as a result of exiting the program.
 - a. Remaining unearned Title IV loan funds (e.g. Direct and Perkins Loans) must be repaid by the student in accordance with the terms of the loans.
5. If a student's scheduled attendance is more than 60% of the period of enrollment, one is considered to have earned 100% of the Federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from the Office of Financial Aid.

6. A copy of the completed worksheet and notification letter will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the period of enrollment. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the period of enrollment, the student's withdrawal date is the original date of notification of intent to withdraw.

Officially withdrawing from classes may affect the student's future eligibility for financial aid due to satisfactory academic progress requirements and R2T4 balances owed.

Unofficial Withdrawal from Arkansas Baptist College

Unofficial withdrawals encompass all other withdrawals where official notification is not provided to Arkansas Baptist College. If a student does not officially withdraw and subsequently fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, the student has unofficially withdrawn, unless the institution can document that the student completed the enrollment period.

If a student receives Title IV grant or loan assistance and does not begin attendance in a period of enrollment, the student is considered to be ineligible for any Title IV aid.

If a financial aid recipient who has not officially withdrawn fails to receive a passing grade in at least one class during the term, The Office of Financial Aid will determine whether the student actually established eligibility for the aid originally awarded. Instructors will be contacted and asked to provide information on the student's attendance. If the student did not begin attendance, or stopped attending during the payment period, the financial aid originally awarded will be canceled or adjusted.

Once grades are final for a term, the following procedures will take place:

1. The Office of Student Financial Aid will determine which students did not officially withdraw and failed to earn a passing grade in at least one course offered over an entire period.
2. Determine and record the student's last date of attendance as the withdrawal date.
 - a. Instructors will be contacted and asked to provide information on the students' attendance. If the student did not begin attendance, or stopped attending during the payment period, the financial aid originally awarded will be canceled or adjusted.
3. The Return to Title IV (R2T4) calculation is performed to determine the amount of federal funds the student has earned and the amount of unearned federal funds for which the school and the student is responsible to return (if any).
 - a. Calculations are completed using the U.S. Department of Education's Return of Title IV Funds Worksheets, the student's attendance and withdrawal date, and are based upon the period of enrollment.

4. The Office of Financial Aid will return the amount of any unearned portion of the Title IV funds for which the school and the student is responsible within 45 calendar days of the date the official notice of withdrawal was provided.
 - a. Remaining unearned Title IV loan funds (e.g. Direct and Perkins Loans) must be repaid by the student in accordance with the terms of the loans.

5. The Office of Financial Aid will provide the student with a letter explaining any returns that have been made to the Title IV federal programs on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the period of enrollment, he/she is considered to have earned 100% of the Federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from Financial Aid.

6. A copy of the completed worksheet and notification letter will be kept in the student's file.

Unofficially withdrawing from classes may affect the student's future eligibility for financial aid due to satisfactory academic progress requirements and R2T4 balances owed.

Withdrawal Before 60% Point of the Term

The institution must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each period of enrollment. The institution will use the U.S. Department of Education's proration schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

Withdrawal After 60% Point of the Term

For a student who withdraws after the 60% point of the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Thus, there are no unearned funds. Arkansas Baptist College must still perform a R2T4 to determine the amount of aid that the student has earned and whether or not the student is eligible for a post withdrawal disbursement.

Example of R2T4 Calculation

1. The Office of Financial Aid determines the percentage of Title IV aid the student earned by taking the calendar days completed in the period of enrollment and dividing by the total calendar days in the period of enrollment (excluding breaks of 5 days or more and days the student was on an approved leave of absence).

Example: $18 \text{ completed days} / 118 \text{ total days} = 15.3\%$ [Title Aid Earned]

2. The Office of Financial Aid determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment.

Example: $15.3\% \times (\$1800 \text{ disbursed} + \$1005 \text{ that could have disbursed}) = \$429.17 \text{ Aid Earned}$

3. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA funds or aid that could have been disbursed.
4. If this percentage is less than 60%, then the percentage earned is equal to the calculated dollar amount earned.
5. Aid to be returned is equal to the unearned percentage (100% minus the Percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV fund returns must be completed no later than 45 calendar days after the date the Office of Financial Aid determines that the student withdrew.
6. Funds are returned to the appropriate federal program based on the percentage of aid earned and the order of return dictated by the U.S. Department of Education.
7. When Title IV funds are returned, the student may owe a balance to the institution.

Order of Return

Arkansas Baptist College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 worksheet performed on the student's behalf is available through the Office of Financial Aid upon written request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 funds is retracted in the following order:

1. William D. Ford Unsubsidized Federal Direct Loan Program
2. William D. Ford Subsidized Federal Direct Loan Program
3. William D. Ford Federal Direct Parent Loan Program (PLUS)
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant Program (FSEOG)
6. Iraq Afghanistan Service Grant

Earned Aid

Title IV aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested in writing from The Office of Financial Aid.

Post-Withdrawal Disbursement Conditions

If a student has accepted Title IV aid by the date of the withdrawal, but the financial aid has not been disbursed, the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible one is eligible to receive a post-withdrawal disbursement for the earned aid that was not received. Under these circumstances, a R2T4 calculation must be performed to determine whether the student is actually eligible for a post-withdrawal disbursement. Arkansas Baptist College must make this determination within 30 calendar days after the student withdraws.

The following conditions apply when processing a post-withdrawal disbursement:

1. A student may not owe a prior year balance or fail to meet Satisfactory Academic Progress according to Arkansas Baptist College and the Office of Financial Aid policy.
2. A student must have accepted aid by the date of the withdrawal.
3. If, before the student's withdrawal date, a loan offer has been accepted, the loan must also have been originated by Arkansas Baptist College.
4. If the student is eligible for a post-withdrawal disbursement of a loan, the Office of Financial Aid must send notification of post-withdrawal disbursement eligibility to students within 30 calendar days after the student withdraws. Students will be given a minimum of 14 calendar days to respond to the post-withdrawal disbursement offer.
5. Arkansas Baptist College will disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 calendar days of the date the institution determined the student withdrew and disburse any loan funds a student accepts by the post withdrawal disbursement deadline within 180 calendar days of the withdrawal date.
6. Arkansas Baptist College cannot make a post-withdrawal disbursement to a deceased student or a student who has not signed the loan's promissory note.

For students who provide notification back to Arkansas Baptist College that they want the loan funds prior to the post-withdrawal disbursement deadline, the Office of Financial Aid will collaborate with the Business Office to disburse the loan.

Time Frame for the Return of Title IV Program Funds

The following rules apply when completing a Return calculation for a student:

1. Arkansas Baptist College will return any unearned Title IV funds it is responsible for returning within 45 calendar days of the date the institution determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 calendar days of that date.
2. Unless a student subject to verification has provided all required verification documents in time for Arkansas Baptist College to meet the Return deadlines, the institution includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation.
3. If it is determined that a student who failed to provide all required verification documents in time for Arkansas Baptist College to meet the Return deadline later provides those documents prior to the applicable verification deadline, the institution must perform a new Return calculation on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.
4. To give a Pell grant to a student, Arkansas Baptist College must have a valid output document (one with an official EFC computed from correct data) while the student is still

enrolled for the award year or in the time frame the student qualifies for a late disbursement under 34 CFR 668.164(g)(4)(i).

Time Frame for the Return of an Unclaimed Title IV Credit Balance

In the event Arkansas Baptist College cannot locate the student (or parent) to whom a Title IV credit balance must be paid, the Business Office will determine what programs constitute the refund and will notify The Office of Financial Aid of any unclaimed credit balances that need to be returned to Title IV programs. The Office of Financial Aid must return the funds no later than 240 calendar days after the date the school issued the check or 45 calendar days after the EFT was rejected.

Institutional Responsibilities

Arkansas Baptist College's responsibilities in regard to Title IV funds follow:

1. Providing students with information in this policy
2. Identifying students who are affected by this policy and completing the Return to Title IV funds calculation for those students
3. Returning any Title IV funds required to the correct Title IV programs within 45 calendar days of the date the official notice of withdrawal was provided
4. If less Title IV aid has disbursed than the student has earned, a post-withdrawal disbursement will be calculated and must be offered.

The institution will always return all of the excess funds, including funds the Return to Title IV calculation identifies as the student's responsibility to return.

Student Responsibilities

1. Any notification of withdrawal should be in writing and sent to the Office of the Registrar.
2. A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing with the Office of the Registrar.
3. These notifications, to either withdraw or rescind to withdraw, must be sent to the Office of the Registrar.
4. Students must repay any funds to Arkansas Baptist College that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
5. Remaining unearned Title IV loan funds (e.g. Direct and Perkins Loans) must be repaid by the student in accordance with the terms of the loans.

Refund vs. Return to Title IV Funds

The requirements for the Title IV program funds when a student withdraws are separate from any refund policy that Arkansas Baptist College may have to return to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional

charges. Arkansas Baptist College may also charge the student for any Title IV program funds that they were required to return on the student's behalf.

[Return to Title IV Questions](#)

If you have questions regarding Title IV program funds after visiting with or emailing The Office of Financial Aid, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available via Student Aid on the Web at www.studentaid.ed.gov.

****This policy is subject to change at any time, and without prior notice.***

[Expenses](#)

As a private, faith-based institution, Arkansas Baptist College receives no support through taxes or public revenue. In fact, tuition covers only a part of the actual expenses involved. Support from the endowment, gifts, and grants from alumni, friends of the college, organizations, and churches help to keep direct costs as low as possible. The College administers an extensive financial assistance program; no prospective student should overlook Arkansas Baptist College for purely financial reasons until investigating fully the amount and types of aid available.

[Basic Charges](#)

For the 2019-2020 academic year, the following basic student charges apply:

Credits	Rate per hour	Total
1	\$365.00	\$365.00
2	\$365.00	\$730.00
3	\$365.00	\$1,095.00
4	\$365.00	\$1,460.00
5	\$365.00	\$1,825.00
6	\$365.00	\$2,190.00
7	\$365.00	\$2,555.00
8	\$365.00	\$2,920.00
9	\$365.00	\$3,285.00
10	\$365.00	\$3,650.00
11	\$365.00	\$4,015.00
12	\$365.00	\$4,380.00

Fall or Spring

Fee per Semester				
Tuition (12-18 hours)	\$4,380	\$4,380	\$4,380	\$4,380
	Ripley		1600 Bishop	
	Double	Triple	Double	Triple
Room 15-16 Weeks	\$2,369	\$1,869	\$2,051	\$1,584
Board 15-16 Weeks (19 meals)	\$2,044	\$2,044	\$2,044	\$2,044
Total room and board	\$4,413	\$3,913	\$4,095	\$3,628
Curriculum fee* (12 hours)	\$240	\$240	\$240	\$240
Total per semester	\$9,033	\$8,533	\$8,715	\$8,248

Stampede Session

Fee per Semester				
Tuition (12 hours)	\$4,380	\$4,380	\$4,380	\$4,380
	Ripley		1600 Bishop	
	Double	Triple	Double	Triple
Room 8 Weeks	\$1184	\$912	\$1026	\$792
Board 8 Weeks (19 meals)	\$1022	\$1022	\$1022	\$1022
Total room and board	\$2206	\$1934	\$2048	\$1814
Curriculum fee* (12 hours)	\$240	\$240	\$240	\$240
Total per semester	\$6826	\$6554	\$6428	\$6194
Tuition (6 hours)	\$2,190	\$2,190	\$2,190	\$2,190
	Ripley		1600 Bishop	
	Double	Triple	Double	Triple
Room 8 Weeks	\$1184	\$912	\$1026	\$792
Board 8 Weeks (19 meals)	\$1022	\$1022	\$1022	\$1022
Total room and board	\$2206	\$1934	\$2048	\$1814
Curriculum fee* (6 hours)	\$120	\$120	\$120	\$120
Total per semester	\$4516	\$4244	\$4358	\$4124

*** Curriculum Fee-based on \$20 per credit hour**

Summer

Fee per Semester				
Tuition (6 hours)	\$2,190	\$2,190	\$2,190	\$2,190
	Ripley		1600 Bishop	
	Double	Triple	Double	Triple
Room 4 Weeks	\$592	\$456	\$513	\$396
Board 4 Weeks (19 meals)	\$511	\$511	\$511	\$511
Total room and board	\$1,103	\$967	\$1,024	\$907
Curriculum fee* (6 hours)	\$120	\$120	\$120	\$120
Total per semester	\$3,413	\$3,277	\$3,334	\$3,217

*** Curriculum Fee-based on \$20 per credit hour**

Special Fees

Semester Fees	
Tuition (\$365.00/credit hour)	\$4,380
Tuition per credit hour over 18 hours	\$400
Late Registration Fee	\$150
Science Lab Fee	\$75
Student ID Replacement	\$50
Add/Drop Fee	\$25
Housing Application Fee	\$50
Dorm Key Replacement	\$75
Graduation Fee	\$125
Room Cleaning Fee	\$100
Application Fee	\$25
Transcript Fee	\$5

Payment of Accounts

Charges for tuition, room, board, and fees are due and payable at registration. Students are personally responsible to the College for payment of their financial obligations. Registration may be cancelled upon nonpayment. Transcripts, grades, and diplomas will not be provided to students until their accounts are paid in full.

While a student may have submitted a class schedule (registration) to the Office of the Registrar, a student's registration is only confirmed upon satisfactory completion of all financial obligations to the college. Completion of financial obligations may occur through payment in full of tuition, fees, room, and board less any applicable financial aid; covering the entire account balance with financial aid; or enrollment in the college's payment plan.

Students who are not confirmed or have no satisfactory payment plan on record with the Business Office may forfeit their pre-registered courses and will be removed from all class lists and will be charged tuition, room, board, and fees according to the refund schedule. Students removed from classes may register again when all financial obligations have been settled; however, these students cannot be guaranteed space in their original classes. Students who fail to confirm registration will be required to vacate residence halls within 24 hours, will not be allowed to access campus services (including dining privileges), must pay for any room/ board charges incurred, and will be subject to the institution's refund policy.

All student accounts shall be paid in full by the end of each semester, including charges incurred during the semester. Students whose accounts are not current at the end of a semester will not be allowed to preregister for subsequent semesters or, if pre-registered, will have their registration removed.

Past Due Student Accounts

Students with a past due account(s) will not be permitted to register or, if pre-registered, the registration will not be valid for the next semester, nor will the student receive a transcript or a degree. At the end of each semester, any student with an open account assumes responsibility for all collection and legal fees, if any.

Veterans Affairs Pending Payment Compliance Policy

In accordance with Title 38 US Code 3679(c), Arkansas Baptist College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31) benefits, while payment to the institution is pending from Veterans Affairs. Arkansas Baptist College **will not:**

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (e.g. access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Veterans Affairs Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Institutional Refund Policy

When students have been accepted by Arkansas Baptist College and are duly registered, they have explicitly entered into a contract with the institution for the semester in which they are enrolled. Therefore, all fees applicable for that semester will be charged. The College recognizes that from time to time there may be extenuating circumstances that affect the registration status of a student. However, the Financial Aid Office is required to administer a return of federal funds that complies with the Higher Education Act Reauthorization of 1998 should a student withdraw before completion of the semester.

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the federal assistance is awarded. The Financial Aid Office must recalculate federal financial aid eligibility for students who fail to attend, drop out, resign (officially or unofficially), or are dismissed prior to completing greater than 60% of the enrollment period.

Official withdrawals occur when students complete and submit an official notice that they will no longer attend the College or make it known to a College official of their intent to withdraw from school. Unofficial withdrawals occur when students fail to attend classes. It is the students' responsibility to officially "drop" a class or resign from the College. If students fail to do so, then an "F", "W", or "WF" grade will be entered. The students' attendance will be reviewed at the end of each semester to determine if the Return of Title IV Funds must be applied.

FY 2019-2020

Refund Schedule 15 Week Semester

1st-7th day	100%
8th-14th day	75%
15th-21th day	50%
22nd-28th day	25%
29th day and after	No refund

Refund Schedule

8 Week Semester

1st-3rd day	100%
4th-5th day	75%
6th-8th day	50%
9th-10th day	25%
11th day and after	No refund

Refund Schedule
4 Week Semester

1st day		100%
2nd day	75%	
3rd day	50%	
4th day	25%	
5th day and after		No refund

Student Life

As a Christian liberal arts institution, Arkansas Baptist College seeks to develop the whole person both inside and outside of the classroom. The Office of Student Life strives to nurture a healthy living-learning environment. The mission of the Student Life program is to provide high quality, student-centered services designed to complement each student's academic experience. Each student's individual gifts are to be nurtured by engagement in educational, spiritual, recreational, social, and leadership experiences in an effort to prepare them for service and a fulfilled life.

The Office of Student Life aspires to provide an environment that challenges students to reach their fullest potential, affirms the self-worth of each individual, and awakens in students an awareness of their uniqueness. In this regard, students are encouraged to become involved in the numerous activities and organizations available at Arkansas Baptist College. This involvement allows students to meet people of different backgrounds, lifestyles, and interests, thereby creating a diverse community which allows both individual and collective growth. An integral part of the college experience is the development of a sense of responsibility and self-discipline within each student. Every attempt is made to provide students with independence and the opportunity to make their own decisions. However, students are expected to conduct themselves in a manner that demonstrates courtesy and respect for others.

Opportunities for Involvement

Some of the most popular opportunities for involvement include:

Chapel Services. The College offers Chapel services to engage and contribute to student's educational experiences. Arkansas Baptist College Chapel Services (Empowerment Hour) provide regularly scheduled empowerment hour assemblies during the academic school year (except during summer terms). Chapel is scheduled weekly, and is an institutional requirement for all students. These assemblies provide a variety of experiences that are educational, developmental, and spiritual in form and content. All students are required to attend, unless granted an excuse. The first Chapel of each semester always includes an address by the President on the status of the institution. The President charges the students to pursue academic success wholeheartedly. Faculty and staff are expected to attend these assemblies not only to derive the benefits from them, but also to exhibit support and endorsement for the College. Services include a devotional period and announcements of general interest. The planned programs are designed to stimulate intellectual, religious, and social development.

Academic and Honor Organizations. Every experience at the College is designed to contribute to the holistic development of the student and is treated as a learning experience. An effort is made to integrate the academic curriculum with the social integration of the student. Many clubs and organizations on campus are sponsored by academic departments and include the following: the ABC Choir, the First (a social service organization), and the International Students' Club.

Student Government Association. The Student Government Association (SGA) is one of the principal organizations through which students share in the administration of the college. Every student is a member. Officers are elected annually by the student body. SGA allows students to take part in the decision-making process as well as provides opportunities for leadership. The SGA encourages involvement in the college community through responsible activities and specific programs.

Intercollegiate Athletics. Arkansas Baptist College is a member of the National Junior College Athletic Association (NJCAA). The program of activities includes both male and female participants. Some of the sports sponsored by the program are men's and women's basketball, cheerleading, baseball, and football. The program is designed to: (1) offer recreational and competitive activities; (2) instruct students in competition and legitimate methods of good sportsmanship; and (3) aid in the development of teamwork, group loyalty, cooperation, and sound Christian principles.

Intramurals and Recreation. Any student is eligible to compete in a number of recreational opportunities. The Little Rock metropolitan area represents one of the prime recreational resources in Arkansas. It offers a wealth of parks, picnic areas, swimming pools, movie theaters, art exhibits, and theatrical centers that are recreational and educational. Additional information concerning area recreation may be secured from the Office of Student Affairs.

New Student Orientation. Arkansas Baptist College prides itself on a comprehensive Fall orientation program that involves all new students prior to the start of the fall semester. The small-group format facilitated by faculty and student leaders allows for an intimate approach to the orientation to Arkansas Baptist College life. Emphasis is placed on getting to know one another, academic advising, discussion of social issues, and an introduction to the College's resources.

[Student Services](#)

Mail Service. In order to guarantee that all mail is handled in an expedient manner, each resident student is requested to pick up his/her own mail in the Mailroom (basement of Old Main).

Student Housing. Arkansas Baptist College has three residence halls. These rooms have individual showers, cable connections, and wireless internet. All facilities are managed by Residential Monitors and are staffed around the clock. All housing assignments are gender based. Cost of room and board is outlined in the fee section of the catalog.

All inquiries concerning housing should be directed to the Office of Residential Life (501) 492- 0567. A room reservation fee is required to secure campus housing. All campus residents are required to take the meal plan.

Food Services. Meals are served in the dining hall three times daily with the exception of Saturday, Sunday, and holidays (two times only). It is expected that students will come to all meals appropriately dressed, that they speak in modest tones and reflect courteous manners at all times. It is expected that conduct and table manners in the dining hall will be in keeping with the standards of college culture. The College offers two different meal plans to resident students. Non-resident students, faculty, staff, and others may purchase meals for a modest fee.

Library Services. The J. C. Oliver Library, named for the late Dr. James Columbus Oliver, past president of the College, is the center for information, literacy, and research activities on campus. It allows us to connect all that we value in traditional library services with the possibilities of new forms of knowledge acquisition and creation. Its role is to improve the quality of life within our student community and develop the students' ability to find and use information. It recognizes that different information needs lead to different information sources. Therefore, the internet has become the primary media for library services. The internet service provides access to thousands of full-text articles from hundreds of sources concerning education, religion, social issues, global events and issues, and science topics.

The library is dedicated to providing the highest standards in service and resources that support the college mission for excellence in learning, scholarship, and service. In a society dependent on information technology and life-long learning, the College is committed to designing an environment that's reader-centered, book-centered, and learning-centered with a distinct commitment to preparing students for leadership and service to our nation.

The College Bookstore. When students are fully registered and courses selected, they then may get the books for their classes. Students will sign an acknowledgement upon receipt of the books. At the end of the semester, books should be returned to the Bookstore. Students will sign a return receipt. Student accounts will be credited. Bookstore policy is subject to change.

Parking. All students who operate a motor vehicle on campus must register it with the Campus Safety Office and be issued a registration decal. Vehicles not displaying this decal will be removed from the premises at the owner's expense. Failure to comply with this rule could prohibit the operation of a motor vehicle or stiffer penalties.

Student ID Card. ID cards are the property of the college and must be returned to the college when students withdraw. The card must be surrendered upon request to all officials of the college in performance of their duty. Students may request that the official furnish identification. ID pictures are taken at the beginning of each academic session. Anyone not possessing a valid ID card will be treated as a non-student. Students are required to show their college ID Card when conducting any financial transactions with the ABC Business Office.

[Behavioral Expectations](#)

Admission to Arkansas Baptist College is a privilege. The College seeks to provide a campus environment which will contribute to the growth of students as individuals, encouraging conduct which at all times reflects responsible membership in a Christian community. To promote this atmosphere, Arkansas Baptist College, as a private institution, reserves the right to establish certain rules and regulations. These specific regulations are published annually in the Student Handbook. Students are required to be familiar with the policies explained in the Handbook and with the spirit of the institution as identified by the policies found in both the Handbook and in this

Catalog. All students enrolled at Arkansas Baptist College are expected to support the policies of college community living.

Student Conduct. Students accused of a violation of College policies and procedures are subject to disciplinary action that may include an administrative hearing or review by a member of the Student Life staff. These processes are specifically outlined in the Student Handbook.

Alcoholic Beverages and Illegal Drugs. Arkansas Baptist College follows a policy of total abstinence from alcoholic beverages within the College community. The storage of, possession of, consumption of, or being in the presence of alcoholic beverages on Arkansas Baptist College property is strictly prohibited. Likewise, the violation of any College policy, rule, or regulation after consumption or while under the influence of alcoholic beverages is not tolerated. Violation of this policy may result in suspension from the College and possible prosecution by civil authority. Federal, state, and local laws prohibit the use of illegal drugs. The non-medical use of these compounds is contrary to the aims and purposes of our educational community and detrimental to its individual members. Arkansas Baptist College, therefore, prohibits their use. The storage, possession, or use of illegal drugs, including marijuana, may result in immediate suspension of those involved and may result in prosecution by civil authorities.

Smoking. Arkansas Baptist College prohibits smoking in all indoor areas, including residence hall rooms. Furthermore, the use of all tobacco products is prohibited at the College.

Civil Law and the College. The College cannot protect students from judicial processes involving violations of federal, state, and local civil law. Incidents involving bank check irregularities, larceny (furniture, items from bookstore, etc.), and other like offenses will be dealt with by civil authorities. This could involve possible arrest, trial, conviction, and penalties.

Motor Vehicles. Specific parking policies for Arkansas Baptist College are available at Campus Safety, on the college website, and in the Student Handbook. The College is not responsible for any damage or loss that may occur to a student's vehicle or contents.

Dress. Appropriate dress is defined more by occasion and place than in other ways. Students are expected to exercise mature judgment with regard to dress at more formal occasions. Health laws require that shoes be worn in all dining areas.

Events. Approval for organizational social events may be received from the Student Life Office. Off-campus activities by service, club, or social organizations are beyond the scope of control by the College. The listing of the function on the College calendar or any other College involvement with the club or organization or event shall not be construed in any way to cause the event to be a College event or an event that the College, its agents, servants, or employees can supervise or control.

Room Inspections and Searches. The College reserves the right to enter any room, at any time, for the purpose of maintenance, health, safety, inspection, or other official business. The College also reserves the right to enter and conduct a search of any room if a violation of College regulations is suspected. All students are bound by the inspection and search procedures of the College as they now exist or may be amended.

Damage Deposit. A student who accepts College housing agrees in effect to a contract, and is responsible for maintaining the room in acceptable condition. Each student will be initially charged a \$50 deposit by the Business Office. Charges for damage to the room and residence hall (which are not the result of normal wear) will be deducted from the deposit. Deposit refunds will be sent by check to those students who officially withdraw from school, graduate, or do not return for the next semester and who have properly checked out of their room.

Personal Property. Reasonable efforts are made to protect personal property of Arkansas Baptist College students. Students are asked not to leave valuables in their residence hall rooms during vacations. Students are responsible for their personal belongings and books in the College cafeteria. Arkansas Baptist College is not responsible for the loss of or damage to students' personal property. Arkansas Baptist College recommends a review of personal homeowner's insurance policies for coverage of students living in the College residence halls.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Arkansas Baptist College ("College") receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. The following additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing:

1. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by Arkansas Baptist College in an administrative, supervisory, academic, research, or

support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of Arkansas Baptist College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Arkansas Baptist College.

2. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arkansas Baptist College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other College officials, including teachers, within Arkansas Baptist College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another College where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives

to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as “directory information” under §99.37. (§99.31(a)(11))

The College has designated certain information contained in the education records of its students as directory information for purposes of compliance with FERPA. The following constitutes directory information regarding students:

- name
- home address
- campus address
- telephone number and e-mail address
- picture
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of athletic team members
- dates of attendance and full-time/half-time enrollment status
- degrees and awards received
- the most recent previous educational agency or institution attended by the student
- denominational preference; and,
- other similar information as determined by the FERPA compliance officer

Directory information may be disclosed by Arkansas Baptist College for any purpose at its discretion, without the consent of a parent of a student or an eligible student. However, parents

of students and eligible students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with Arkansas Baptist College at the Registrar's Office within two weeks after registration day of the semester. In the event a refusal is not filed, the College assumes that neither a parent of a student nor eligible student objects to the release of directory information designated.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a) (14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Academics

The academic resources, special learning opportunities, and curricular offerings of the College are the primary means through which academic experiences are structured. Each student is encouraged to take advantage of the many opportunities provided by the College in pursuit of individual goals and objectives, recognizing that the benefits derived are greatly dependent upon the energies invested.

The following pages provide information on the requirements for graduation, the policies governing academic life, and the opportunities available to students for the development of their academic capacity. Each student is expected to take personal responsibility for knowing and understanding these policies and expectations. Contact Academic Success, the Provost's Office, or the Registrar's Office with any questions or concerns.

ABC Degrees and Other Awards

All degrees or other awards given to students enrolled at ABC shall be provided by the Office of the Registrar in conjunction with the Office of Academic Affairs.

Academic Advising

Arkansas Baptist College is dedicated to student learning and academic success. ABC enriches the student's educational experience through successful rigorous academic, career and social programs. The college provides First and Second Year Academic Experience with Academic Coaches that advise students for 4 semesters or until they declare a major. To ensure students are on the correct, shortest path to graduation, ABC requires all degree seeking students to be advised every semester.

Advisors provide guidance, direction, and information for the student's academic experience. However, students are ultimately responsible for correct course selection and non-duplication of course work.

Academic Calendar

The Academic Calendar is developed on a three-year cycle. It is approved during the Fall semester prior to the start of the three-year period. The calendar is cooperatively developed by the Offices of Academic Affairs, Business and Finance, and Enrollment Management. Approval is required by the President's Leadership Team.

Academic Clemency

In accordance with Act 1000 of 1991, 78th General Assembly for the State of Arkansas, Arkansas Baptist College has adopted a policy on Academic Clemency. Academic Clemency provides a second chance for students who performed poorly in their early academic careers and who wish to return to college after having gained an appreciation for higher education. In order to qualify for Academic Clemency, students must meet and accept the conditions outlined by the college. Details are available in the Office of the Registrar.

Academic Credit

The college uses the semester system. One credit hour is equivalent to one fifty-minute lecture each week of a semester or two class periods spent in a laboratory setting. Credit is given only when students are officially registered for a class (all steps in process completed). Two hours of laboratory are counted as equivalent to one hour of recitation. Semester lengths vary (minimum of 14 weeks, maximum of 18 weeks) for fall or spring. Summer sessions are shorter. Veterans with a minimum of twelve months of active military service may apply for three semester hours of credit in lieu of physical education activity.

Academic Honesty

Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at Arkansas Baptist College. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or official records
2. Using any materials that are not authorized by the instructor for use during an examination
3. Copying from another student's paper during an examination

4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor
5. Stealing, buying, or otherwise obtaining information about an un-administered examination
6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course
10. Plagiarizing, that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgement and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all ABC students to understand the methods of proper attribution and to apply those principles in all materials submitted
11. Sabotaging of another student's work
12. Falsifying or committing forgery on any college form or document
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research
14. Committing any willful act of dishonesty that interferes with the operation of the academic process
15. Facilitating or aiding in any act of academic dishonesty

Sanctions

Sanctions for acts of academic dishonesty may include but are not limited to: receiving a failing grade for the assignment (F), failure of the course, and/or academic probation or suspension.

Student Identity Verification Protocol

Purpose

In accordance with the Higher Education Opportunity Act (HEOA) (Public Law 110-315), Federal Requirement 34 CFR 602.17(g), and HLC Policy Number FDCR.A.10.050, institutions offering distance or correspondence education must have processes to establish that the student that the student who registers in such courses is the same student who participates in and receives academic credit. Arkansas Baptist College offers online courses, which fall under the definition of distance education, and this policy applies to all programs beginning with the application for admission and continuing through the student's final day at the institution.

Practices for Verification of Student Identity

Identity

The following institutional practices are identified by the aforementioned HEOA/HLC guidelines as acceptable practices for verifying student identity:

- A secure login and passcode;
- Proctored examinations; and,
- New or other technologies and practices

Students must be informed at the time of registration and/or enrollment of any projected additional student charges associated with verification of student identity. Methods used also must have reasonable safeguards to protect student privacy.

Fees

There are no student fees relating to verification of student identity.

Network User Account

During the application and admission process, student identity is vetted in accordance with standard practices. Upon matriculation, each student receives a unique and secure Arkansas Baptist College user account. This network user account allows the student to authenticate into nearly all Arkansas Baptist College systems, including the learning management system, email, student portal, grades, etc. All systems are secured in accordance with industry best practices.

A network user account serves as the secure login and passcode for every Arkansas Baptist College student. Before a network user account can be used to access College systems, a student must first activate the account with the designated activation system. Students log into this activation system with unique identifying information. As part of the activation process, each student must read and accept the terms of the Authorized User Agreement, which explains the terms of use of the network user account, including:

- Federal Compliance – Verification of Student Identity in Online Learning
- Network user account credentials may not be shared or given to anyone other than the user to whom they were assigned
- User responsibilities for keeping account credentials secure
- Disciplinary action for violating terms of the agreement

Network user account credentials are managed by IT staff. Security features of network user accounts include locking of the account after multiple unsuccessful login attempts (i.e., incorrect password), security questions setup by the user, and available two-factor authentication.

These policies and features of network user accounts, while not absolute in verification of student identity, offer reasonable assurance that the appropriate user is authenticating to College systems.

Proctored Examinations

Technology for proctoring web-based examinations is available for instructors to use in any course – including all online courses – through Arkansas Baptist College learning management system. Certain programs and/or courses require the use of proctoring for online examinations. Proctoring technology includes:

1. **Browser lockdown.** Exams taken within the learning management system environment can require the use of browser lockdown technology. Such technology ensures the device used for taking an online exam prohibits use of programs and features outside of the testing environment.
2. **Exam monitor.** Exams administered within the learning management system environment can require the use of monitoring technology, which facilitates visual identification of the student, presentation of ID cards, inspection of the local testing environment, video recording of exam session, and automatic ‘flagging’ of suspicious behavior during the exam. Instructors can choose to implement any/all of these features.

Other Technologies or Practices

In addition to the measures stated thus far, other technologies, practices, and policies aid in the verification of student identity.

Population of information from data system

College systems that facilitate user access to course registration, course delivery, internet communication, financial aid, billing, and other services are populated directly and automatically by the data system. Accessing these systems requires a student to authenticate using their network user account.

Learning management system usage policies

Course sections and course rosters are populated automatically based on academic record information in the data system, with the exception of non-credit courses used for information or technology administrative purposes. Users may not create their own courses or accounts, ensuring that only those with valid network user accounts may access the system and that users may only access resources designated to their user accounts.

Other learning management system features

The learning management system environment features further tools that can be used by instructors to help ensure that students are performing their own work. Plagiarism detection tools are available to help determine the identity of those who submit the work. Exams can require a passcode as offered to students by the instructor. Network IP restrictions can also be utilized to restrict access to the system.

Privacy

Arkansas Baptist College is compliant with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, which protects the privacy of student educational records.

Academic Honors

Honors provide lasting evidence of the high standard that students have achieved. Honors are represented by trophies, certificates, written mention in graduation programs, and in ways that give tangible, non-monetary recognition to recipients. The Office of the Registrar publishes an honors list consisting of the President's List, Dean's List, and Honor's List at the end of each semester (excluding summers). Students who meet the requisite grade point average, but earn grades of "D," "F," "W," "WF," "NC," or "I" are not eligible to receive honors. Students whose enrollment status is less than full-time (12 credit hours) are not eligible for recognition.

President's List

Students whose academic performance is superior are recorded on the President's List. The recognition will be granted at the end of the semester in which the students have been enrolled and have met the following qualifications:

1. Students were enrolled in a minimum of 12 credit hours, and shall have earned no grade lower than "C."
2. Students had a semester 4.00 grade point average.

Dean's List

1. Students were enrolled in a minimum of 12 credit hours, and shall have earned no grade lower than "C."
2. Students had a semester grade point average of 3.99 to 3.50.

Honors List

1. Students were enrolled in a minimum of 12 credit hours, and shall have earned no grade lower than "C."
2. Students had a semester grade point average of 3.49 to 3.00.

Academic Program/Department Transfer

This policy applies to the transfer of any academic program/department (within the academic divisions) between departments or divisions. Final determination of any program/department transfer rests with the President of the College. Before final determination of any program/department transfer occurs, the division heads, the department chairs and the affected faculty in the programs/departments (those in the program/department to be transferred and those in the department to which the program/department will be transferred) will be consulted about the program transfer being considered.

The Chief Academic Officer will provide the division heads, department chairs, and the affected faculty with opportunities to discuss the implications of the planned transfer before it occurs. The Chief Academic Officer will solicit suggestions from the division heads, department chairs, and the affected faculty to anticipate and reduce difficulties in the program transfer, and to help ensure a smooth transition. Concerns of both students and faculty should be considered. Before final determination of any program/department transfer occurs, all appropriate academic units will be informed of the planned transfer and the reasons supporting it. These groups will be invited to offer comments or recommendations. These recommendations shall be forwarded to Chief Academic Officer who will then forward the recommendations to the President of the College.

Academic Records

The information contained in student records is generally regarded as private and confidential. Public information may be disclosed (last known address, enrollment status and classification). Policies and procedures regarding student records are in compliance with regulations implementing the Family Educational Rights and Privacy Act of 1974 which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions regarding the Family Educational Rights and Privacy Act should be directed to the Office of the Registrar.

Students who have not been enrolled in three years or more forfeit the right to graduate according to the requirements of the catalog in effect at initial enrollment. When academic regulations are modified, changes are not made retroactive, nor will additional semesters of work be required (except when needed to meet certification requirements).

Academic Suspension from an Institution Other Than Arkansas Baptist College

Students under academic suspension from an accredited college or university cannot enroll in Arkansas Baptist College (ABC). Once the students have served their suspensions, they may enroll at ABC on a probationary basis. They may enroll for no more than 13 credit hours and have a 2.0 GPA. If the students do not meet probation requirements, they will be suspended.

Good Standing, Academic Warning, Academic Probation, and Suspension

Good Standing

In order to remain in good academic standing at Arkansas Baptist College, all students must maintain satisfactory academic progress each semester/term in accordance with the college policy. Students remain in Good Standing at the close of any enrollment period when they meet the minimum cumulative GPA.

Academic Warning

Students will receive an Academic Warning at the close of the first enrollment period when they do not meet the minimum cumulative GPA. The Registrar's Office will send an Academic Warning notification through Jenzabar EX portal and/or US mail.

Academic Probation

Students are placed on Academic Probation at the close of any enrollment period after an academic warning status and they do not meet the minimum cumulative GPA. The Registrar's Office will send an Academic Probation notification through Jenzabar EX portal and/or US mail.

The following process is undertaken for students on academic probation:

- Students are required to meet with an Academic Review Committee member to sign an Academic Agreement/Probation Contract before completing registration to monitor progress and offer academic support.
- Students are assigned an academic advisor on the contract.

- Once the contract is completed, students will receive two copies (one for the advisor and a copy for his/her file). The original contract must be submitted to the Registrar's office.
- Once the original contract is submitted to the Registrar's office, the academic hold will be lifted.
- Students will deliver a copy of the contract to the assigned advisor who will then register the students for semester courses.
- Students pre-registered for courses prior to being placed on academic probation will have their enrollment cancelled and all courses dropped. In order to re-enroll, students are required to meet with an Academic Review Committee member to complete an Academic Probation Contract as previously stated.
- While on Academic Probation, students are restricted to a maximum of 13 credit hours during the Fall/Spring semester and 7 credit hours in the Summer. The Chief Academic Officer must approve exceptions to this policy.
- In order to have probationary status lifted, students must earn a cumulative grade point average equal to 2.0 or above at the close of any enrollment period. If at the end of the probationary period students fail to meet the probationary conditions described for Academic Probation, they will be placed on Continued Academic Probation for a period of one semester.

Continued Academic Probation

Students are placed on Continued Academic Probation at the close of any enrollment period when:

1. Students fail to meet the probationary conditions described for Academic Probation
2. Students semester/term GPA is 2.0 or higher but the cumulative GPA is less than 2.0

The registrar's office will send an Academic Probation notification through Jenzabar EX portal and/or US mail. The following process is undertaken for students on Continued Academic Probation:

- Students are required to meet with an Academic Review Committee member to sign an Academic Agreement/Probation Contract before completing registration to monitor progress and offer academic support.
- Students are assigned an academic advisor on the contract.
- Once the contract is completed, students will receive two copies (one for the advisor and a copy for his/her file). The original contract must be submitted to the Registrar's office.
- Once the original contract is submitted to the Registrar's office, the academic hold will be lifted.

- Students will deliver a copy of the contract to the assigned advisor who will then register the students for semester courses.

Students pre-registered for courses prior to being placed on academic probation will have their enrollment cancelled and all courses dropped. In order to re-enroll, students are required to meet with an Academic Review Committee member to complete an Academic Probation Contract as previously stated.

While on Continued Academic Probation, students are restricted to a maximum of 13 credit hours during the Fall/Spring semester and 7 credit hours in the Summer. The Chief Academic Officer must approve exceptions to this policy.

In order to have continued probationary status lifted, students must earn a 2.0 semester/term GPA with letter grades of “C” or better (no incompletes “I” or withdrawals “W”) during the semester or following term in which continued probation was imposed. Students must also earn a semester/term or cumulative grade point average equal to (2.0 GPA) or above the required minimum for their level of attempted credit hours. If at the end of the continued probationary period, students fail to meet the probationary conditions described for Continued Academic Probation, they will be suspended for a period of one semester.

Academic Suspension

Students will be suspended for poor scholarship when there are two (2) consecutive semesters without marked increase in the student’s overall GPA while on continued academic probation. Students suspended for poor scholarship may re-enter on probation after one (1) Fall/Spring semester, excluding Summer sessions. Students placed on academic suspension more than once during a calendar year, must wait one (1) year before applying for readmission. After students have been suspended one (1) year, they are eligible to be reinstated on Academic Probation. If they do not meet the academic requirements after being reinstated, they may be expelled from the institution.

Note: No transfer credit hours will be accepted while on academic suspension. Financial aid is suspended while students are on academic suspension. If approved for registration by the Academic Review Committee, the students will need to submit a written letter of appeal to the Satisfactory Academic Progress (SAP) Committee to seek reinstatement of financial aid. The SAP committee will notify the students of their financial aid status. **See financial aid for details.**

Academic Appeals for Suspension

Students suspended for failure to meet academic requirements may file a written appeal with the Academic Review Committee. Students must submit a formal letter stating the reason for the appeal and all relevant documents. Academic appeal requests should be submitted within 21 business days at the end of the semester in which the students were declared academically suspended. All appeals must be made before the last day of regular registration. Students are allowed one appeal per academic year.

Extenuating Circumstances

Students must have documented evidence of extenuating circumstances to file for an Academic Suspension Appeal. These extenuating circumstances will be reviewed on a case –by-case basis.

Examples of extenuating circumstances include, but are not limited to:

- Medical issues
- Homelessness
- Court or legal issues
- Family Emergencies
- Accidents

Appeals Decision

Once the Academic Review Committee has received the appeal letter from a student with supporting documentation, the Academic Review Committee will convene. If the Academic Review Committee finds that extenuating circumstances are proven, the student will be reinstated on a probationary status and evaluated at the conclusion of the semester. If extenuating circumstances are not proven, the student will remain on suspension for the following semester. The student will be notified regarding status of the committee's decision.

Appeals Reinstatement

Students who have been reinstated will be restricted to a maximum of 13 credit hours in the Fall/Spring semester and 7 credit hours in the Summer (during the semester immediately following the suspension period). Students will maintain a probationary status during the semester of reinstatement and must earn a 2.0 GPA for the semester. If, at the end of the semester of reinstatement, the students fail to meet probationary conditions described regarding academic appeals, the students will be expelled from the college.

Academic Suspension Waiver

Arkansas Baptist College reserves the right to institute at its own discretion a one-time Academic Suspension Waiver. Under certain conditions, students may be eligible to register once they agree to the conditions of academic suspension approved by the Academic Review Committee. Students who meet eligibility for this waiver will be contacted and given an Academic Suspension Waiver Application to complete. In addition, students are required to write a letter explaining their circumstances and why they should receive this waiver (What will the student do differently to improve academically if reinstated or readmitted to ABC?). Once students complete the application, they will meet with an Academic Review Committee member. The committee member will review and explain the terms of the Academic Suspension Waiver to ensure that the students understand the conditions of the academic suspension waiver terms. Once students state that they understand and agree to the terms, the students will sign the application. If after they sign the waiver and do not adhere to the following conditions during the semester of reinstatement or reenrollment, they will be withdrawn from ABC. Once they are withdrawn, the academic suspension policy will be reinstated.

Academic Suspension Waiver Conditions

Students must:

- Attend all meetings at the beginning, during, and/or end of the semester
- Attend all scheduled courses beginning the first day
- Meet with tutors (see Academic Agreement/Probation Contract)
- Meet with academic advisors weekly to monitor progress

All academic appeals should be mailed to:

Academic Review Committee
Arkansas Baptist College
1600 Dr. Martin Luther King Jr. Drive
Little Rock AR 72202-6068

Alternative Credit/Prior Learning Assessment

In order for students to progress through the curriculum and meet program requirements expeditiously and with the least amount of redundancy, Arkansas Baptist College (ABC) encourages students to demonstrate acquired learning and skills through alternative methods in order to earn academic credit. A student may earn a maximum number of alternative and or transfer credits equivalent to two-thirds of the program credit hour requirement. Credit is only awarded in areas offered within the curriculum of ABC and must be related to the academic program in which the student is enrolled.

Advanced Placement (AP) Examination

- A. Advanced Placement (AP) is a program offering college-level curriculum and examinations to high school students. Students who complete the Advanced Placement Examination with a score of 3 or higher may receive credit for required or elective courses in their programs of study at ABC.
- B. To apply for advanced placement credit, a student should have AP test scores sent to the Office of the Registrar where a list of courses awarded for satisfactory scores on AP examinations is maintained.
- C. Credit earned will be identified by a "P" on the student's transcript and will not be calculated into the student's GPA, but will be included in credits earned.

College Level Examination Program (CLEP)

ABC recognizes the College Level Examination Program (CLEP) of the College Entrance Examination Board as a method of establishing credit by examination. The College does not administer the CLEP examination, but will accept scores which meet general standards for passing the examination.

Letter grades are not given in any course for which credit is granted by examination. Credit by examination does not count as residence work. Credit by CLEP is recorded only for students after they have been enrolled for one (1) academic semester at Arkansas Baptist College. CLEP credit is not awarded for a course in which the student has already completed a more advanced course in the subject area. The Chief Academic Officer will make the decision regarding the application of credit established by CLEP for academic affairs. The acceptance of CLEP credit by the college does not assure the application of this credit to any specific degree program. There are two (2) types of CLEP exams, General and Subject. Arkansas Baptist College awards a maximum of six (6) semester hours of college credit through CLEP.

Credit by Examination

Each academic department will determine which courses, if any, are appropriate for credit by examination. Exams will be given at the discretion of the department and/or instructor.

Departmental Exam

- A. A student who has registered for a course and believes that he/she has appropriate knowledge and/or skill to successfully demonstrate competence may request that the instructor allow the option of testing out of the course.
- B. If the course is appropriate for credit by examination, instructor will provide an examination which is equivalent in scope and content to the final examination for the course. Based on the exam, the student will receive a letter grade.
- C. If the student is not satisfied with the grade or fails the exam, he/she may remain and complete the course.

Experiential Learning

- A. A student may receive credit for college-level learning that has taken place on the job or in other life situations unless a specific program-accrediting agency does not allow portfolio or experiential credit.
- B. A student applying for experiential credit must have completed any required learning support courses and be registered during the semester in which he/she is applying for credit.
- C. In consultation with the appropriate academic department, a portfolio for experiential credit must be submitted at least two semesters prior to graduation and the completed portfolio must be submitted at least one semester prior to applying for graduation.
- D. The student will be required to document the accomplished learning in a portfolio as it relates to the learning outcomes of the college course for which the student is seeking experiential credit.
- E. The student will submit the portfolio to the department chair who will have an appropriate faculty member review the portfolio and make a recommendation to approve/disapprove the portfolio for the requested credit.
- F. If approved, the chair will forward the recommendation to the division head for final approval. If experiential credit is approved, the division head will notify the Office of the Registrar.
- G. Students who have failed courses cannot challenge them by portfolios nor can a course already taken be replaced with experiential credit.

Credit/Advanced Placement for Licensure/Certification

- A. Students who have completed training, passed a national or state registry examination for licensure, certification or equivalent, and hold a current license or certification may be eligible to earn credit or advanced placement by providing a copy of the current/active licensure, certification or its equivalent (licenses or certifications that have expired will not be considered).
- B. The department chair or designee that supervises the program of study will review the student's eligibility and will determine the course credit to be awarded.

Arkansas Baptist College Degrees

All degrees given to students enrolled at Arkansas Baptist College shall be provided by the Office of the Registrar.

Articulation Agreements

Arkansas Baptist College may enter into transfer, articulation, and other cooperative agreements with educational and/or public institutions within and/or outside the State of Arkansas with respect to cooperative enterprises and undertakings related to or associated with institutional purposes and programs in accordance with applicable laws. All agreements must be approved by the Chief Academic Officer and the President.

Assessment and Placement of Students

In order to ensure that students are adequately prepared for college courses and that each has a reasonable opportunity to succeed in their studies, Arkansas Baptist College requires that all students granted degree admission and all others for whom it is specifically required in the General Admission policy are subject to the following applicable assessment requirements:

- A. All applicants for regular admission as first-time freshmen who are **under the age of 21** must submit ACT or SAT scores to the College to determine proficiency and readiness for college-level work. ACT or SAT scores must have been posted within three years prior to the first day of the first term of enrollment.
- B. Applicants who are age 21 or older on the first day of classes of the term of initial enrollment and have no transfer credits from another institution are required to take all areas of the Next Generation Accuplacer® placement test prior to enrollment to determine placement into college level courses. However, applicants who are age 21 or older may submit ACT or SAT scores which were posted within three years prior to the first day of the first term of enrollment to determine proficiency and readiness for college-level work.
- C. Transfer students who have not completed at least one college-level English and one college-level Mathematics course with a "C" or better from a regionally accredited institution will be required to undergo Next Generation Accuplacer assessment in the appropriate areas (i.e. Writing, Reading, and/or Math).

- D. Students who were enrolled in remedial and developmental courses and who are transferring from other accredited Institutions of Higher Learning to Arkansas Baptist College must have their scores on the Next Generation Accuplacer Exam and transcript submitted to the Admissions Office prior to enrollment.
- E. Students whose ACT, SAT, Compass, Classic Accuplacer, or Next Generation Accuplacer test scores do not indicate proficiency and readiness for college-level work must complete the prescribed remedial and developmental courses in reading, writing, and mathematics prior to enrolling in college courses for which such skills are prerequisite.

Attendance Reporting

The attendance of every student is to be reported by faculty as a 'P' or 'NA' during the enrollment reporting period of each semester. Any student reported as an 'NA' during the attendance reporting period will be removed from the respective course.

Auditing Courses

Students who are enrolled in a minimum of twelve (12) semester hours may audit a maximum of three (3) semester hours during that semester without charge. All students auditing a course will pay the regular rate per credit hour. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's transcript. Audited courses will be counted as part of the stated maximum load for a semester or term. Auditors are not required to submit papers, take examinations, or meet other requirements.

Awarding of Degrees Posthumously

Arkansas Baptist College may award associate and bachelor degrees posthumously to the family of students who have completed all graduation requirements with the exception of participation in the graduation ceremony. The Board of Trustees approval must be obtained and all of the following conditions must be met:

1. The student must be registered or enrolled for classes at the time of death.
2. The student must be registered or enrolled in courses that, if completed, would have fulfilled graduation requirements.
3. The student must have a GPA at the time of death which meets ABC graduation requirements.

Changes in Schedule – Dropping/Adding Courses

Students may add, drop, or change sections of a course to arrive at a suitable schedule. All such changes require the approval of the appropriate advisors and must be executed on an add/drop form provided by the Office of the Registrar. Courses dropped by students without following prescribed procedures shall be recorded with a grade of "F."

Changes in class schedules will be made without charge if an advisor error is made or a class is administratively changed. A fee is charged for each student initiated change of schedule made after the student completes registration. Schedule changes are permitted only during the periods stated in the academic calendar.

In rare cases, extenuating circumstances may justify withdrawal from a course after the end of the registration period. If the withdrawal occurs within the designated period for dropping courses after the end of registration, a grade of "W" shall be recorded. If the withdrawal occurs beyond the final drop date, a grade of "W" or "WF" shall be recorded. A grade of "W" indicates the student's status of passing at the time of withdrawal. A grade of "WF" indicates the student's status of failing at the time of withdrawal. A grade of "WF" will be calculated as an equivalent to an "F" in the student's grade point average. A grade of "W" will be disregarded for this purpose.

Students who cease to attend classes without processing an official change in enrollment form automatically receive an "F" in those classes. If students submit verifiable evidence, at a later date, that they left school due to circumstances over which the students exercised no control, a "W" may be recorded on the transcript. Such evidence must be submitted to the Chief Academic Officer.

Class Attendance

Students are expected to attend every lecture, recitation, and laboratory session of every course in which they are enrolled. The College advocates regular class attendance by all students. While attendance and tardiness are primarily a student-teacher relationship, the College has a concern in the proper fulfillment of such obligations by students. Class attendance must be recorded at each class period.

Students may be allowed as many unexcused absences as hours a course meets weekly. For example, a three credit course could allow for three unexcused absences. Students who miss more than the maximum number of classes may be assigned a grade of "F" in a course because of excessive absenteeism or have overall grade averages reduced. When students accumulate as many absences as the number of credit hours represented by the course, the instructor will notify the students and document the notification. Students may receive an excused absence due to participating in programs, activities, or events that are sponsored by the college, or when students are confronted with an extenuating circumstance (death in immediate family, judicial case, or serious illness). Official documentation of the situation must be submitted for absences to be excused. Instructors shall set forth at the beginning of the semester their expectations with regard to make-up policy, class participation, tardiness, absences, and other factors that may influence grades.

Class Load

Students must register for a minimum of twelve (12) credit hours each semester to be enrolled at full-time status. The maximum academic class load for full-time students with less than a 2.00 cumulative GPA shall not exceed twelve (12) hours per semester or six (6) hours for a four week summer term except for a freshman student who will be permitted to carry an overload if the overload will complete freshman requirements. Sophomores, juniors, and senior students who have earned a minimum 3.25 cumulative grade point average or a 3.50 grade point average for the current semester may register for a maximum of 21 credit hours with written approval from the appropriate Chairperson, Division Head, and the Chief Academic Officer.

Classification of Instructional Programs (CIP)

All programs offered by Arkansas Baptist College shall bear a Classification of Instructional Programs (CIP) designation that corresponds to current CIP categories. These CIP designations shall be approved by the Department Chair, Division Head, Chief Academic Officer, Office of Institutional Research, and the President prior to submitting to the Arkansas Department of Higher Education for approval.

Classification of Students and GPA Standards

Students are classified according to the number of semester hours successfully completed.

Freshman (0 to 29 hours earned)

Freshman students whose cumulative grade point average is less than 2.0 on a 4.00 grade point average must be placed on academic probation. Freshman students on probation whose grade point for the probationary semester is 2.00 or higher may continue on probation for another semester if the cumulative grade point is less than 2.00.

Sophomore (30 to 59 hours earned)

Sophomore students whose cumulative grade point average is less than 2.00 on a 4.00 grade point average must be placed on academic probation. Sophomore students on probation whose grade point for the probationary semester is 2.00 or higher may continue on probation for another semester if the cumulative grade point is less than 2.00.

Junior (60 to 89 hours earned)

Junior students whose cumulative grade point average is less than 2.00 on a 4.00 grade point average must be placed on academic probation. Junior students on probation whose grade point for the probationary semester is 2.00 or higher may continue on probation for another semester if the cumulative grade point is less than 2.00.

Senior (90 and above)

Senior students whose cumulative grade point average is less than 2.00 on a 4.00 grade point average must be placed on academic probation. A senior student on probation whose grade point for the probationary semester is 2.00 or higher may continue on probation for another semester if the cumulative grade point is less than 2.00.

Classroom Visitors

Except in emergencies involving the health and safety of those present, faculty will not allow visitors into a classroom, laboratory, or other instructional facility while class is in progress. Only bona fide Arkansas Baptist College students and guests of the instructor who are invited for legitimate purposes of instruction may attend classes. A bona fide student is one who has been admitted to the college and is officially registered for the class.

This policy is intended to exclude children of faculty and enrolled students, salespersons of books and supplies, and any other unauthorized individuals from visiting classes. No faculty member is authorized to make an exception to this policy without prior approval of the respective department chair.

Concurrent Registration

Students who wish to enroll in courses offered by another institution at the same time they are enrolled at Arkansas Baptist College must get written permission to do so from the Department Chair. In no case will the College permit a student to enroll in more than the normal number of credits allowed per term by the College.

Conferring of Degrees

The formal commencement exercises of the College occur at the end of the Spring semester. In order to participate in commencement, a student must have six credit hours or less remaining and meet all other College obligations. Degrees are conferred only during Spring semester and candidates are required to be present for the formal conferring of degrees. All candidates must file a formal application for graduation and pay all financial obligations.

Course Cancellation

Arkansas Baptist College reserves the right to cancel, combine, or discontinue any scheduled class. Cancellation of a class will always occur before the end of the official Drop/Add period, and students will be notified promptly. Students may, in such instances, substitute another class for the one cancelled without penalty of late fees.

Course Enrollment Guidelines

Arkansas Baptist College will establish optimal levels of course enrollments. Optimal enrollments will take into consideration such factors as method of delivery, e.g. lecture, lab, clinical, experimental; accreditation and licensing guidelines; number of work stations; and safety. The institution reserves the right to add or cancel courses.

Course List

The academic Course List is the official record of courses offered for academic credit in a particular term and only courses listed on it may be used to meet course requirements. It becomes fixed as of the last published day for student registration and may not for any reason be altered.

The Course List is maintained by the Office of the Registrar and contains the following information for each course offered during the term.

1. Department Offering Course
2. Course Number
3. Course Type
4. Section Number
5. Course Name
6. Credit Hours Assigned
7. Instructor's Name
8. Day and Time of Class Meetings
9. Location
10. Room Assignment
11. Teaching Load Equivalency
12. Enrollment Limits
13. Year and Term

Course Numbering System

The academic courses offered at Arkansas Baptist College are divided into four groups which correspond generally to the freshman, sophomore, junior, and senior years. Courses in the 100s are for freshmen; 200s are for sophomores; 300s are for juniors; and 400s are for seniors. Sequential courses (131 – 132, 255-256) should be taken in succession as indicated in each departmental course listing. Unless otherwise stated, students of any academic classification who have satisfied the prerequisites for any course are eligible for admission to the courses in any group stated above.

Course Syllabus

The course syllabus is the basic document to which students, faculty, and administration refer for specific information on a course. It constitutes the official record of the content and mode of evaluation in each course or section of a course. To the student, the syllabus communicates what the course is about, what he or she can expect to do and learn, and how his or her learning will be measured and evaluated. Each enrolled student will be given a copy of the instructor's syllabus at the beginning of each term. A copy of each course syllabus is also kept on file in the Department Office, the Office of the appropriate Division Head, and the Office of Academic Affairs. Each syllabus must be patterned after the approved general format.

Delegation of Authority of the President to Sign and Distribute Degrees

The President has been delegated the authority to sign and distribute degrees to qualified students at Arkansas Baptist College. Prior to the graduation each year, the Chief Academic Officer will submit to the President a certified list of students who have met all requirements of graduation, the designation of their earned credentials, and their date of graduation. These actions will be ratified by the Board during April of each year.

Enrollment Verification Notice of Enrollment Verification Request

For current students and students who have left the college within the last 18 months, and parents: Complete a Notice of Enrollment Verification Request for certifications. The form can be obtained from the Office of the Registrar.

For third parties: Attendance can be verified by contacting the National Student Clearinghouse using one of the following methods:

- Visiting their website at studentclearinghouse.org
- Sending an email to service@studentclearinghouse.org
- Calling Student Clearinghouse at (703) 742-4200

External Study Credit and Cross Enrollment

Students who transfer to Arkansas Baptist College (ABC) must fulfill all the requirements for the program of study selected at ABC. Courses completed at other accredited institutions may be substituted for corresponding courses offered at ABC. Regular students at ABC may, with the approval of the Chairperson, Division Head, and Chief Academic Officer, take courses at other accredited institutions to be applied toward degree requirements. In order to receive credit for external study, students must have a minimum 2.00 grade point average and complete all required documentation prior to enrollment in the proposed courses(s).

General Education

Arkansas Baptist College academic programs seek to develop the whole person. All general education courses are designed to improve student learning by focusing on four common student outcomes (critical thinking, communication, responsibility, and diversity and globalism), developing specific competencies, and improving both instruction and student outcomes performance through continuous assessment. In addition to providing students the opportunity to acquire and use knowledge, general education courses offer an educational experience that enables students to understand and improve their lives. Students learn to communicate and interact effectively with others, think critically and solve problems, develop personal responsibility, and become more globally aware. General Education courses prepare students for working, practicing positive citizenship, as well as respecting, enjoying, and appreciating the values of our culture and those of other cultures. The General Education areas' competencies and outcomes provide a structure for coherence, reinforcement, and integration of what students need to learn, know, experience, and be able to do.

Grade Changes

All grades, once reported, remain a matter of permanent record and cannot be changed, except in cases of instructor or clerical error. Any appeal or question concerning an assigned grade must be made in writing within one semester after the grade was awarded. The instructor and department chairperson must approve grade changes. Faculty may obtain forms from the Office of the Registrar (no forms are given to or returned by students).

Grade Point Averages

Arkansas Baptist College (ABC) uses a grade point system in recording and computing the students' records. ABC is on a four point grading system. The grading system includes permanent letter grades and grade point values. Grade point values are as follows:

A and P (100-90)	4 points per credit hour
B (89-80)	3 points per credit hour
C (79-70)	2 points per credit hour
D (69-60)	1 points per credit hour
F and NC (59-50)	0 points
Au (Audit)	0 points
I (Incomplete)	0 points
XF	0 points
W	0 points
WF	0 points
CR	0 points

Students' GPAs are computed by multiplying the number of credit hours of each grade by the grade points assigned to that grade, and dividing the sum by the total number of hours in which the students were enrolled. A "WF" calculates as an "F" in the grade point average. The GPA system shall be used in determining eligibility for participation in all extra-curricular activities including athletics, honor programs, holding office in Student Government Association and other organizations, and for placement on the Honor Roll, Dean's List, and President's List. For purposes of ranking, and to determine the student's cumulative grade point average, the college computes all transfer credits (pass or fail).

Grade Reports

Instructors are required to submit both midterm and final grades to the Office of the Registrar as indicated on the official academic calendar. Grades must be submitted for all students that appear on course rosters.

Grades and Grading System

Students receive grade reports (upon approval) indicating academic progress at the end of each semester and each summer term. Instructors should assign letter grades using the following guidelines:

A	excellent	for outstanding achievement
B	above average	for less than outstanding but demonstrates performance higher than normal competency
C	average	for performance that demonstrates normal competency
D	below average	for performance that meets minimum course requirements but below standards for satisfactory progress
F	unsatisfactory	for performance that does not meet minimum course requirements and for which no degree credit is justified
		In addition to the letter grades listed, the grading system utilizes the following symbols:
Au	audit	for attending a course but not completing papers or taking examinations
I	incomplete	for not completing all course requirements for reasons beyond student's control
W	withdrawal	for dropping a course or for withdrawal from the college before the expiration of the "change" period
WF	withdrew failing	for withdrawal from a course in which satisfactory progress was not being made
XF		failure/unofficial Withdrawal for failure from a course for non-attendance
CR	credit	credit is given for certain courses where no grade points are Allowed; Veterans receive credit for P. E. Activity.
NC	no credit	no credit received for course
P	passing	successful progress during a course

A grade of "I" is given in exceptional cases where students have attended at least 65% of the course and completed at least 65% of the course requirements and have the ability to earn a satisfactory grade, but completion of the course is beyond the students' control. All grades of "I" must be removed by the end of the next subsequent semester in residence. Grades of "I" that have not been removed by the next subsequent semester are automatically converted to grades of "F." To remove an "I," the faculty member must submit a Change of Grade Form provided by the Office of the Registrar within ten days of the completed assignment.

Developmental courses are graded on a scale of **P=Passing or NC=No Credit**. A grade of Pass or “P” is equivalent to 60-100. A grade of No Credit or “NC” represents academic achievement below 60. Neither grade will affect the student’s grade point average. However, receipt of a “NC” will require a student to repeat the course until a Pass grade is earned.

Educational Testing Service (ETS) Proficiency Profile Exam

Arkansas Baptist College strives to assess the academic competency of all of its graduates. The college will administer an assessment that will measure selected general education competencies. Each student who applies for graduation from an Associate Degree Program will be required to take the graduate assessment test prior to commencement.

Graduating with Honors

The Bachelor’s degree with honors may be conferred upon candidates who at graduation have earned a minimum cumulative grade point on all college work (both transfer and residence credit) as follows:

- a. Summa cum laude - highest ranking graduate with a minimum grade point of 3.75 - 4.00
- b. Magna cum laude - minimum grade point of 3.50 - 3.74
- c. Cum laude - minimum grade point of 3.25 - 3.49
- d. Distinction in Field – minimum grade point average of 3.00-3.24

A minimum of 30 hours in residence at Arkansas Baptist College is required to qualify for these degrees with honors. Students qualify for the honors degree based on:

1. The grade point average on all hours, including transfer hours, whether or not accepted for credit (no grade below “C” will be used in determining graduation with honors)
2. The grade point average on all hours, including repeated courses at Arkansas Baptist College (no grade below “C” will be used in determining graduation with honors)

Honorary Degrees

Subject to the Board of Trustees approval, the President is authorized to grant an Honorary Doctorate of Humane Letters to any individual who has made substantial achievements in their respective field of endeavor. All degrees, whether honorary or earned, shall be conferred by vote of the Board of Trustees upon the recommendation of the President and Chief Academic Officer.

Honorary degrees shall not be granted in a specific discipline and shall not be printed in a manner to be mistaken as an earned degree granted by Arkansas Baptist College (ABC). Two categories of individuals are excluded from receiving honorary degrees: (1) faculty or staff members currently employed at ABC, (2) Arkansas elected and/or appointed officials in office at the time of selection and conferral.

Independent Study, Practica, Cooperative Education, and Internships

Arkansas Baptist College (ABC) provides students with opportunities to gain real-world work experience while pursuing their educational goals. The following options are available:

Independent Study

Individual Study requests must have pre-approval and follow these guidelines:

1. Students must be seniors and be eligible for graduation during the academic year in which the request is made
2. The Individualized Study must count toward graduation requirements in lieu of another required course or as part of a special project
3. The students must have demonstrated academic achievement sufficient to warrant such a study
4. Students must be capable of doing individualized work without constant supervision
5. Individualized studies can only be supervised by qualified instructors within the department of request, and must be approved by the Department Chair, Division Head, and Chief Academic Officer
6. An Individualized Study Request Form must be completed and signed by all parties and processed through the Business Office; Regular registration procedure is followed
7. Instructors receive no additional monetary compensation for an Individualized Study; Agreement to supervise such a study is strictly voluntary; Students are not assessed any additional fees (unless enrollment constitutes an overload)

Practica

Practicum provides the student an opportunity to apply knowledge and skills learned in the classroom to work situations. A student interested in a practicum experience may obtain the requirements from the appropriate Department Chair.

Cooperative Education

Cooperative Education (Co-op) study is a process which integrates the student's classroom study with related work experience in industry, business, or government. The program allows students to gain "real world" work experience with area employers, while earning academic credit at ABC. In order to qualify, students must have a minimum overall GPA of 2.5, have completed 12 college-level credit hours and be employed in a position related to their major prior to enrolling in a Co-op course. Each academic program maintains the guidelines for the co-op experience.

Internships

Some academic programs at ABC require internships. An internship provides a student with an opportunity to gain practical, hands-on, work experience related to their chosen career. Each academic program establishes the criteria for internships.

Learning Outcomes

Academic Affairs monitors the extent to which educational goals and learning outcomes are achieved.

Library Community Usage

In accordance with college policies, individuals not affiliated with the college may use the library and the computers if available. Those persons outside of Arkansas Baptist College are not allowed to borrow or check out materials from the library. Library privileges may be extended to members of the Board of Trustees and staff as well as Friends of the Library at the discretion of library staff.

Master Inventory of Courses

The Master Inventory of Courses is the official record of all approved courses offered for credit by Arkansas Baptist College. The Master Inventory is maintained by the Office of the Registrar and revised periodically to reflect approved curricular changes. All such revisions are subject to the following rules:

1. Courses are placed on the Master Inventory after they have received faculty approval through positive action of the Curriculum Committee and the final approval of the Chief Academic Officer.
2. Only courses that have been officially entered on the Master Inventory may be published in the college catalog.
3. Only courses that have been officially entered on the Master Inventory may be scheduled and published in the schedule of classes except that the Chief Academic Officer authorizes the offering of a course on a pilot basis.
4. The rubric, number, title, and assigned credit hours of a course as recorded in the Master Inventory may not be altered without prior approval by the Chief Academic Officer.
5. The content and any prerequisites of a course listed on the Master Inventory may not be altered without prior approval of the faculty through positive action of the Curriculum Committee.

Military Absence

Arkansas Baptist College (ABC) acknowledges and appreciates the important contributions of our students who have served or are currently serving in our military. Therefore, ABC pledges to make every effort to provide reasonable accommodations for students who must be absent from class due to (1) military obligations or (2) required medical treatment for service-connected conditions. A student who misses class due to either of the above two reasons has the opportunity to develop a plan with his/her instructor for completing assignments missed during the absence. The plan is to be summarized in the Military Absence Agreement. A critical step in the development of the plan by the student and instructor is a discussion of, and agreement on, what constitutes a 'reasonable' length of absence, given the type and structure of the course. The instructor will provide reasonable accommodations to make up missed work, which may include a selection of assessments comparable, but not necessarily identical, to those that the student will miss, as stipulated by the instructor. If the grading policy for a course in which a student is enrolled includes dropping a test/quiz score for the calculation of the final grade, a test or quiz missed due to military-related absences will not automatically constitute the dropped test or quiz unless the

student chooses to use this option.

Student and instructor will sign the plan that details the expectations for successful completion of coursework. If the length of absences challenges the student's ability to successfully complete the agreed-upon plan and remaining current with coursework, it may be within the student's interest to withdraw.

Procedures and Documentation

In the case of military training or drill periods, the student should email his/her instructor(s) upon receipt of verbal notification of activation. The student must provide the military orders and the leave schedule to his/her instructor as soon as possible after they have been issued. ABC understands that training schedules are subject to change; if a change occurs, the student must submit a memorandum from the service member's unit to the instructor. In the case of medical treatment, documentation of a Veteran Affairs (VA) appointment may be requested by the instructor to validate the reason for the absence. The instructor has the option of verifying military orders or medical treatment appointments through ABC's VA representative. If a student must travel to reach his/her training or treatment location, a full eight hours shall be excused before or after the military training or medical treatment to allow for travel time.

Both the student and his/her instructor(s) must sign the Military Absence Agreement, a copy of which will be kept by the student, by his/her instructor(s), and by ABC's Veteran Affairs representative.

If the student chooses to withdraw due to lengthy military training obligations or extended medical treatment during the semester, the student should inform his/her instructor(s) and ABC's Veteran Affairs representative, if he/she is using VA benefits.

Multiple Majors/Concentrations

- A. A student may complete the degree requirements for multiple majors/concentrations (Associate of Arts, Bachelor of Arts, or Bachelor of Business Administration)
- B. Students seeking to earn more than one bachelor degree must complete all of the requirements for the second degree, and earn a minimum of 30 additional credits beyond the requirements of the first degree
- C. Students seeking to earn more than one associate's degree must meet all requirements for each degree, and earn a minimum of 16 additional credits beyond the requirements of the first degree
- D. A student seeking to earn more than one concentration in a major must meet all requirements for the second and each subsequent concentration. A minimum of 12 additional credits beyond the requirements of the first concentration must be completed; Students who receive a second concentration within a single major will not be issued an additional degree; however, the concentration areas will be posted on the transcript; Credit earned earlier than six years before an additional degree, certificate, major, or concentration is completed will be subject to review and evaluation

Requests for exceptions to this policy may be made to the Chief Academic Officer at least one semester prior to the anticipated completion date.

Other Student Grievances

A student may have a grievance against an instructor which goes beyond a dispute over the grades received in a course. Such grievances might include allegations that the instructor is harassing students, practicing extortion, or not meeting his/her classes. For non-grade grievances, the following procedure shall be followed.

Procedure

These steps must be accompanied by appropriate documentation (including notation of the date time, location, length, content and final outcome of any discussions).

1. The student should make the grievance known to his/her instructor.
2. If the grievance is not resolved in step one, the student should request a meeting with the Chair of the Department offering the course. The instructor is not to be present at this meeting, but a follow-up meeting shall be scheduled with the instructor and the Department Chair. If the grievance is with the Department Chair, this meeting shall be held with the Dean of Student Affairs.
3. If the grievance is not resolved in step two, the proceedings will follow the college's regular channels for resolving grievances; check the Student Handbook or with the Dean of Student Affairs.

Proctoring Test and Proctor Training Requirements

Arkansas Baptist College (ABC) proctors tests for students. Academic honesty and integrity are maintained through the use of check-in procedures, including multiple identification checks, verification of student enrollment in the course, password protection of exams, and a physical presence in the testing environment to visually monitor students during the testing process. ABC reserves the right to revoke proctoring privileges of any proctor in the event of testing irregularities.

The Testing Lab also offers proctoring services for non-ABC students. Anyone seeking to utilize these services must complete a Request for Proctoring Services and pay any applicable fees.

Registration

Students wishing to enroll in credit courses must complete the registration process within the official registration period as designated on the academic calendar for each term. The academic calendar is published in the current edition of the college catalog and on the college's website. A student is not officially enrolled until all of the requirements of registration, including payment are completed.

The official registration period is followed by a period of late registration as designated on the academic calendar for each term. Students will be allowed to register during the first week of classes as long as the course is not full and has not met. Students registering after the official registration period will be charged a "late registration fee". No student will be permitted to register for a course after the official eleventh day of a semester or eighth day of a Summer term.

Repeating of Courses

Students may repeat courses in which a grade of “F” was earned and have only the last grade count in computing the grade point average (GPA). Appropriate credit hours and quality points will be awarded for all grades of “D” earned in residence at Arkansas Baptist College; however, courses in which grades of “D” are earned must be repeated if a minimum grade of “C” is required. Courses in which a grade of “C” or better was received may be repeated for credit only in special circumstances and only with the written permission of the Chief Academic Officer.

The Department Chairperson, Division Head, the Registrar, and the Chief Academic Officer will determine the application of a repeat course policy in those instances where course numbers and/or titles have been changed and for courses which were completed at other institutions of higher education.

Requirements for an Associate’s Degree, Baccalaureate Degree, and a Second Baccalaureate Degree

Requirements for Associate’s Degree

Candidates for an Associate Degree must meet the following general requirements:

1. Complete POL 257 U.S. Government and the general education requirements outlined for Associate Degree plans (a minimum of 35 semester hours required).
2. Complete the curriculum as listed under the description of the Associate Degree program of choice, with a minimum of 60 semester hours excluding developmental courses (additional hours may be required by the various departments for particular majors). Complete a minimum of fifteen (15) semester hours in residence at Arkansas Baptist College (ABC) that must include twelve (12) of the last fifteen (15) submitted for the degree.
3. Have an average of “C” or better for each major course, and a minimum cumulative grade point average of 2.00.
4. Complete graduation requirements under the provisions of the current college catalog or the catalog that was current at the time of initial enrollment, provided that enrollment was not interrupted and the catalog is not more than three years old.
5. Initiate an Application for Graduation form and pay the appropriate fees when registering for the enrollment period in which degree requirements are scheduled to be completed.

Requirements for a Baccalaureate Degree

Candidates for a baccalaureate degree must meet the following general requirements:

1. Complete the general education requirements as outlined for baccalaureate degree programs.
2. Complete a minimum of 30 semester hours in residence at ABC that must include 21 of the last 24 hours submitted for a degree.
3. Complete a minimum of 120 semester hours excluding developmental courses (additional hours may be required by the various departments for particular majors), and meet the requirements for a degree as outlined in the respective discipline.
4. Complete a minimum of 45 semester hours of junior-senior level courses.
5. Have an average of "C" for each major course and a minimum cumulative grade point average of 2.00.
6. Complete graduation requirements under the provisions of the Catalog, which was current at the time of initial enrollment, provided that enrollment was not interrupted and the Catalog is not more than three years old.
7. Initiate an Application for Graduation and pay the appropriate fees when registering for the enrollment period in which degree requirements are scheduled to be completed.

Requirements for a Second Baccalaureate Degree

Candidates for a second baccalaureate degree must plan graduation under the provisions of a catalog in effect during the time they are pursuing the second degree. Persons with a bachelor's degree from ABC or another institution must complete a minimum of 30 semester hours of additional courses in residence at ABC (above the 200 level).

The following guidelines shall also be followed in awarding a second degree (bachelors or associate):

1. Only credit earned at Arkansas Baptist College after completion of the first degree will apply toward the second degree.
2. Students must declare a major for the second degree. The College gives credit for general requirements completed for the first degree.
3. Transfer students and students seeking a second degree shall be required to meet all established requirements for graduation.

Residency Requirements

The minimum residency requirement for the granting of an Associate degree is fifteen (15) semester hours, which must include the last twelve (12) submitted for a degree. The minimum residency requirement for the granting of a Bachelor Degree is thirty (30) semester hours, which must include twenty-one (21) of the last twenty-four (24) credit hours submitted for a degree.

Student Academic Grievance Process

Students have grounds to appeal their grades only if one of the following situations has occurred:

1. Grades were assigned on some basis other than the basis of academic performance.
2. The instructor used standards which were inconsistent with those applied to other students in the same class or other classes which the instructor taught.
3. The instructor did not adhere to his/her previously announced grading standards and/or policies.
4. The students believe that the instructor made some error in calculating or recording the student's grade or grades.
5. The students believe that the instructor has made some error regarding academic honesty or integrity.

The Grade Appeal Process is the only way to resolve a dispute about grades unless the grade dispute arises from discrimination on the basis of race, color, disability, religion, national origin, sex, sexual orientation, age, or status. The Grade Appeal Process consists of both an Informal and a Formal Resolution process.

Procedure

Step I: Informal Resolution

- The student should discuss concerns about a final grade with the instructor. Most issues are resolved at this level.
- The instructor is expected to discuss the grade with the student. Only if the instructor is no longer working at the college or is otherwise unavailable may the student proceed to appeal the grade without discussing the matter with the instructor.
- After meeting with the student, the instructor may decide to change the disputed grade by submitting a change of grade form to the Office of the Registrar.

No students may file a formal appeal until every attempt has been made to resolve the grade dispute on an informal basis.

Step II: Formal Grade Appeal Process Written Appeal to the Chairperson/Division Head

- If the matter is not resolved through informal discussions with the instructor, the student may initiate the formal grade appeal process by submitting a written request to the instructor's chairperson or dean.
- A student choosing to initiate the formal grade appeal process must do so within the first month of the semester following the one for which the grade was issued: an appeal for a Spring semester grade must be made within one month after the start of Fall semester.

- The request should contain:
 - a statement of the problem
 - a description of attempts to resolve the matter directly with the instructor
 - relevant information and documentation in support of the appeal
 - the remedy sought
 - The student should retain a copy of all materials for his or her records
 - The chairperson or division head will review the materials, confer with the instructor and student as needed and attempt to resolve the matter
 - The chairperson or division head will respond to the student in writing within ten class days and a copy will be sent to the instructor

The majority of grade disputes should be resolved at this level. If, however, the student is dissatisfied with the Chairperson's or Division Head's decision for any **legitimate** reason, the student may request a review by the Grade Appeal Committee.

Step III: Grade Appeal Committee

The Grade Appeal Committee will be convened under the following circumstances:

- A. The chairperson or division head, after reviewing the materials submitted by the student and the instructor, refers the case to the committee.
- B. The student is dissatisfied with the outcome of the chairperson's or division head's review and requests a review by the committee. The student must request a review within ten class days of receipt of the written response (Step II).

On an annual basis seven faculty members will be designated to comprise the pool of faculty to serve on the Grade Appeal Committee. In the event that the committee is convened, three faculty members will be selected from the pool to review the appeal. The instructor whose grade is being appealed cannot be selected as a member of the committee reviewing the case. The Chief Academic Officer will convene the committee but will not participate in the proceedings.

- A. The Grade Appeal Committee will review the case within ten class days after accepting the chairperson's or dean's referral or the student's written request. The committee will select a chair, follow due process in reviewing the appeal, and reach a decision through majority vote.
- B. The Grade Appeal Committee will reach one of three decisions:
 - a. **Appeal settled by consent.** The committee reaches a resolution that is mutually acceptable to the student and the instructor who issued the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade form to the Office of the Registrar.

- b. **Appeal affirmed.** The committee recommends a change of grade to the Chief Academic Officer, who implements the recommendation and notifies the instructor and student of the decision.
- c. **Appeal denied; original grade stands.** The committee notifies the Chief Academic Officer, who communicates the decision to the instructor and the student in writing.

Decisions reached by the Grade Appeal Committee and implemented by the Chief Academic Officer are final and binding on all parties.

Timelines

Under unusual circumstances, timelines for proceeding with the grade appeal process may be extended. If the college administrator fails to review or respond within the time limits provided, the student may proceed to the next step of the process. If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn. These procedures will be reviewed every two years by the Chief Academic Officer, Division Head, and Academic Council.

Student Athlete Absence

Arkansas Baptist College (ABC) is committed to the success of our student athletes. To support student athletes, ABC pledges to make every effort to provide reasonable accommodations for students on ABC athletic teams who must be absent from class due to a scheduled athletic competition. An ABC student athlete who misses class due to participation in athletic competition has the opportunity to develop a plan with his/her instructor for completing assessments missed while absent. Faculty will provide reasonable accommodations to make up missed work, which may include a selection of assessments comparable, but not necessarily identical, to those that the student will miss, as stipulated by the instructor. If the grading policy for a course in which a student athlete is enrolled includes dropping a test/quiz score for the calculation of the final grade, a test or quiz missed due to competition-related absences will not automatically constitute the dropped test or quiz unless the student chooses to use this option.

Procedures and Documentation

Prior to leaving on a trip, the Coach will provide each student athlete with a letter describing travel details. The student athlete will provide this letter to each instructor; it is the responsibility of the student athlete to follow up with his/her instructor(s) regarding any notes, assignments and/or tests missed due to traveling with the athletic department. If a student-athlete fails to notify his/her instructor(s) prior to leaving, the Student-Athlete Policy is null and void: absences communicated after the fact will not be accepted as excused absences, and the instructor(s) is (are) not obliged to accept make-up work that the student submits. In the event that a weather event (rain-delay) postpones a game and thereby extends the time of the student's absence, it will be the responsibility of the student-athlete to notify each instructor of the delay and the anticipated date of his/her return to campus. Instructors may contact the coach to verify the event and the extended absence.

Students with Disabilities

It is the students' responsibility to request accommodations each term. To request academic accommodations, students are required to complete a series of steps, before or at the beginning of each term. Students registered with the Office of Disability Support Services may request accommodations at any point during the term, but accommodations are only granted from the

date faculty are notified by the student with an official Accommodation Letter from the Office of Disability Support Services. For instance, a student may take the first exam in a particular class without using accommodations for which the student is eligible. The student may decide to activate accommodations for the second exam. Thus, the student would receive accommodations from the second exam forward. Furthermore, students have an obligation to inform the College in a timely manner of an accommodation request. Students who fail to give sufficient notice of accommodation requests may not receive accommodations.

Student obligations with accommodations requests are as follows:

1. Meet with an Office of Disability Support Services staff member to discuss accommodations requests and complete an Accommodation Request Form.
2. Deliver an Accommodation Letter to the instructor of each course for which accommodations are requested.
3. Discuss how accommodations will be implemented with the instructor of the course. The Office of Disability Support Services is available to offer suggestions to the student and faculty member.
4. Remind the instructor of exam accommodations at least one week before scheduled exams.
5. Report any problems with accommodations implementation to the Office of Disability Support Services.

Students are required to deliver and discuss Accommodation Letters with faculty before accommodations will be implemented. Instructors are not obligated to provide accommodations until such time as they are notified by official hand delivered letters to do so. Also, accommodations are not retroactive. In other words, faculty is not obligated to accommodate prior exams, assignments, or any course-related activity before an Accommodation Letter is delivered and discussed.

Students are entitled to appeal accommodation decisions of Office of Disability Support Services, faculty, or other College entities. Please refer to [ABC 504/ADA Grievance Process for Students](#).

Testing and Evaluation

In order to ensure the quality and effectiveness of its academic programs, Arkansas Baptist College requires that all students participate, as a condition of graduation, in College-wide activities to evaluate and assess curriculum and instruction. Participation in such activities may be requested of all students or of a statistically represented group. Students may, therefore, be requested to participate in one or all of the following or other assessment activities.

A. General Education Examination

This examination is designed to measure the effectiveness of the College's general education program. No minimum score is, therefore, required of the individual student.

B. Student Satisfaction Survey

This survey is designed to assess the level of student satisfaction with the College's academic and instructional programs.

Time to Completion of Degree

Students who are or were properly enrolled in a program that has revised the curriculum will have up to five years to complete their program of study. It is each student's responsibility to meet and confer with academic advisors to assure that their plans for program completion are approved and in line with any revisions as described herein.

Transcripts

Transcripts are confidential and will not be released without written approval from the students. The transcript is a statement of the students' academic achievement.

1. No transcript or other evidence of attendance is issued to or for students who are in debt to the college until such indebtedness has been paid in full.
2. A fee of \$5.00 is charged for each transcript requested. The fee must accompany the request.
3. Transcript requests must be made at least five (5) days prior to the date of expected issuance.
4. Transcripts which have been presented for admission or evaluation of credit become a part of the students' permanent records and are not re-issued.
5. Transfer students who fail to submit official transcripts from all institutions previously attended before registration, or who neglect to indicate previous college credits, may not be permitted to submit these credits at a later date when additional credits may be needed to complete graduation requirements or other purposes. Failure to submit transfer transcripts will cause students to be denied full admission.
6. The College conforms to Act 351 for the State of Arkansas (1991), which "prohibits the making, forging, or counterfeiting of a transcript, diploma, or grade report."

Official Transcript

An "official" transcript is a statement of the student academic standing, bears the signature of the "Registrar" or other authorized official, and the legal seal of Arkansas Baptist College. An official transcript is mailed directly from the Office of the Registrar to another institution or agency upon receipt of a written request signed by the student. A \$5.00 fee is charged.

Unofficial Transcript

An "unofficial" transcript is a statement of the student's academic standing. It does not include an authorized signature or the official seal of the college. Students should access the student portal in Jenzabar EX to print an unofficial transcript.

Transfer of Credit

Arkansas Baptist College (ABC) accepts credits from postsecondary institutions that are accredited by a U.S. Department of Education and approved regional accrediting association if the credits apply to the established curricula of ABC and meet the listed requirements. Awarding of transfer credit from proprietary colleges is considered on a case-by-case basis.

Granting Transfer Credit

The student must request their official transcript from the transferring institution be sent to ABC for evaluation.

- A. Credit will be awarded when the following criteria are met*
 - a. A grade of "C" or better has been earned
 - b. The course is applicable to an ABC program
 - c. The course is deemed comparable in content

*Credit courses over five (5) years old may need to be reviewed by the academic department for transferability

- B. Additional supporting material such as the course description from the transferring institution catalog and/or course syllabus may be requested.
- C. Accepted transfer credit hours and grades will be calculated in the student's cumulative grade point average.
- D. Once the credit becomes a part of the student's official record at ABC, it will not be removed.

Appeal Process

To appeal the evaluation or transferability of a course, the student must submit a written request to the appropriate department chair for reevaluation of the transfer credit. The department chair will notify the student of the final credit decision via the ABC email system.

Maximum Transfer of Credit

The maximum number of transfer credits including alternative forms of credit acceptable towards a student's academic program is two-thirds (2/3) of the program's required credits.

Appeal Process for Maximum Transfer of Credit

To appeal the maximum number of transfer credits, the student must submit a written request to the department chair. The department chair will notify the student of the final credit decision via the ABC email system.

Transient Enrollment

Students enrolled and seeking degrees at the Arkansas Baptist College may enroll as “transient students” at another institution and have a record of their credits forwarded to ABC. Students must complete the transient student form and have an official copy of the transcript sent to ABC. Students should meet with their academic advisor for prior approval of courses to be transferred to the institution. Students are responsible for ensuring that the completed form is submitted to the Office of the Registrar.

Voluntary Withdrawal from the Institution by Students

Students withdrawing from the college for any reason at any time must obtain an Official Withdrawal Form from the Office of the Registrar and obtain all the required signatures. No record is made on the transcript for official withdrawal from the college or a course during the official drop period. If students are called to active duty because of war or natural disaster, they may receive an official withdrawal from Arkansas Baptist College. Veterans or eligible persons who withdraw from a class after midterm exams will receive a grade of “W”.

Wording on ABC Degrees

The wording on all degrees shall be “Arkansas Baptist College has conferred upon (Insert name of graduate) the degree of (Insert name of degree) and all the rights and privileges appertaining to that degree. In Witness Whereof, this diploma duly signed has been issued and the seal of the College hereunto affixed. Issued upon recommendation of the faculty at Little Rock, Arkansas this (Insert date of award).”

All degrees shall bear the signature of the President.

Academic Programs

Arkansas Baptist College has three (3) academic divisions, six (6) departments, and ten (10) majors. In total, the college offers eight (8) baccalaureate degrees and six (6) associate degrees:

- The Bachelor of Arts in Urban Community Leadership
- The Bachelor of Arts in Christian Education
- The Bachelor of Arts in Criminal Justice with concentrations in Private Security, Probation and Parole, Police Administration, and Juvenile Justice
- The Bachelor of Arts in Human Services with concentrations in Child Development, Family Counseling, Leadership and Administration, and Addiction Studies
- The Bachelor of Arts in Music
- The Bachelor of Arts in Public Administration
- The Bachelor of Arts in Religious Studies
- The Bachelor of Business Administration with concentrations in Accounting, Business Administration, Entrepreneurship, and Sports Management
- The Associate of Arts in General Studies
- The Associate of Arts in Christian Education
- The Associate of Arts in Music Business
- The Associate of Arts in Public Administration
- The Associate of Arts in Religious Studies
- The Associate of Arts in Business Administration

The length of all curricula leading to a baccalaureate degree is four years. The first two years of study are devoted primarily to liberal arts, with an essential foundation laid for later specialization. This plan has outstanding merit. An understanding of the physical and social environment and of the possibilities for usefulness of it is basic to an understanding of effective professional procedures. The emphasis in the last two years is given to further growth in the field of the student's major interest. Internships and practicum experiences are reserved for time near the completion of the student's course work. The College recently implemented an ABC Works Program required for entering students residing on campus and for some non-residential students.

A student may complete a four-year curriculum within three calendar years provided he/she takes full advantage of Summer sessions. Students initially entering Arkansas Baptist College are required to enroll in the Introduction to the Bible course as part of the general education core curriculum.

The Introduction to the Bible requirement in curricular offerings is designed to fulfill a significant role in meeting the mission of Arkansas Baptist College. This Religious Studies course will provide students with a general orientation to a Christian life, increase the students' knowledge of the Bible, and provide an avenue for the development of maturing Christian faith.

Department of General Studies

Mission Statement. The Mission of the Department of General Studies is to provide an integrated, comprehensive program designed to strengthen students' academic skills, to build self-esteem and citizenship, to move students through the core curriculum to program level courses, and to enhance their ability to complete a degree program.

General Education

Arkansas Baptist College academic programs seek to develop the whole person. All general education courses are designed to improve student learning by focusing on four common student outcomes (critical thinking, communication, responsibility, and diversity and globalism), developing specific competencies, and improving both instruction and student outcomes performance through continuous assessment. In addition to providing students the opportunity to acquire and use knowledge, general education courses offer an educational experience that enables students to understand and improve their lives.

Students learn to communicate and interact effectively with others, to think critically and solve problems, to develop personal responsibility, and to become more globally aware. General Education courses prepare students for working, practicing positive citizenship, as well as respecting, enjoying, and appreciating the values of our culture and those of other cultures. The General Education areas, competencies, and outcomes provide a structure for coherence, reinforcement, and integration of what students need to learn, know, experience, and be able to do so.

General Education Curriculum

General education refers to a core of required courses which will provide common academic experiences for all students enrolled in degree programs at the College. The goal of this program of study is to provide the skill and knowledge base that will enable students to become liberally educated individuals capable of functioning in an ever-changing society.

Associate of Arts Degree in General Studies

An Associate of Arts Degree in General Studies is an option for students who want a broad, classic education. General Studies degrees usually include a balanced curriculum, with coursework in the humanities (such as English and comparative literature), social sciences (such as history, psychology, and sociology), natural sciences (such as biology, chemistry, and physics), and mathematics. The Associate of Arts Degree in General Studies requires 61 credit hours.

**Department of General Studies Model Plan of Study
Associate of Arts/General Studies-61 Credit Hours**

Freshman Year

Fall Semester - 16 hours	Spring Semester – 15 hours
_____ ENG 131 English Composition I 3	_____ ENG 132 English Composition II 3
_____ BIO 144 Principles of Biology/Lab 4	_____ BIO 145 Physical Science/Lab 4
_____ <i>Humanities/ Fine Arts Elective</i> 3	_____ MAT 142 College Algebra 3
_____ FYE 101 Life Skills I** 2	_____ FYE 102 Life Skills II** 2
_____ KIN 130 Health & Safety 3	_____ MIS 110 Intro to Computers <u>3</u>
_____ UCL 111 Financial Literacy** 1	
16	15

Sophomore Year

Fall Semester - 15 hours	Spring Semester - 15 hours
_____ PSY 152 General Psychology 3	_____ ENG 233/234 World Literature I or II 3
_____ <i>Humanities/ Fine Arts Elective</i> 3	_____ <i>Humanities/ Fine Arts Elective</i> 3
_____ HIS 255/256 Western Civilization I or II 3	_____ RE106 Intro. Bible** 3
_____ SPC 239 Oral Communication 3	_____ POL 257 U.S. Government* 3
_____ HIS 357 or 358 US History I or II <u>3</u>	_____ <i>Health/PE elective</i> <u>3</u>
15	15

**State of Arkansas Requirement*

***Institutional Requirement*

Urban Community Leadership UCL 202 African History (3 Credit Hours)

This course examines the history of Africa from its encounter with colonialism to the era of independence and neo-colonialism. Coverage includes colonial systems of governance, African resistance and nationalism, the independence movement, and the struggle for liberation in Southern Africa.

UCL 220 Private Reading (3 Credit Hours)

This course is a self-paced course based on selected reading in books, magazines, and newspapers on Africa-American issues. This course is open to any student who is interested in undertaking a Private Reading course with a member of the department.

UCL 300 African-American Cinema, Film and Hip-Hop (3 Credit Hours)

This course intensively focuses on more recent films with Black subjectivity in both dominant and independent cinema. The course examines the legacy of both “Blaxploitation” and the radical film movement of the early 1970’s on artists of the 1980’s and 90’s. It will also examine the effect of the Hip-Hop culture on Black America. The class correlates the climate and cultural history with various genres of music that led to Hip-Hop music. Individual artists are studied not in isolation but as part of the larger cultural context.

UCL 312 The Sociology of Whiteness (3 Credit Hours)

This course is intended to use the subject matter of Whiteness to enhance literacy, critical thinking, social awareness, and mastery of some of the skills related to general education. It seeks to assist the student in making a better presentation of self in everyday life, as well as enhancing an understanding of other cultures and values.

UCL 400 Urban Community Development (3 Credit Hours)

This course provides an introduction to the need and strategies for building community within an urban setting. Comprehensive analysis of leadership skills and development from an Afro-centric perspective applied historically for social change; it presents how these strategies are enacted for empowerment within contemporary society.

Business Administration (3 Credit Hours)

BAD 113 Introduction to Business

This course is a survey of the various fields of business, basic business problems and procedures, the opportunities open to college graduates in business, and the vocabulary of business.

BAD 213 Principles of Economics I Prerequisite: MAT 239 (3 Credit Hours)

This macroeconomics course studies the overview of the American Market Economy and the various economic units in the society. This course deals with the economic growth, employment and unemployment levels, inflation, market supply and demand, economic efficiency, national income measurements, and monetary/banking system.

BAD 223 Principles of Economics II (3 Credit Hours)

Prerequisite: BAD 213. This course examines macroeconomic principles and analysis of income, employment, price levels, business fluctuations, and the impact of international trade. The course includes a survey of contemporary economic issues includes such subjects as inflation, unemployment, capitalism vs. socialism, and regulation of the economy by the government.

Fine and Performing Arts

MUS 107 Music Appreciation (3 Credit Hours)

This course is an exploration of the relationship music as an art form has with society and culture. Students will become acquainted with the major composers and literature of the common practice period, 20th century, and popular genres through research, discussion, listening, and concert attendance.

Public Administration

PAD 114 Introduction to Public Administration (3 Credit Hours)

This course is an introductory study of the basic structure of American government as it affects the work of public managers in national, state, and local governments. The course will explore the evolution and management issues within the field; topics covered are ethics, social equity, e-government, personnel management and labor relations, organizational behavior, policy making, intergovernmental relations, international affairs, leadership, strategic management, management issues, and the practical application of the public administration field.

Religious Studies

REL 106 Introduction to the Bible (3 Credit Hours)

This is a required course for ALL students completing a degree at Arkansas Baptist College. This course explores the Christian Bible from primarily historical and literary perspectives. The course provides a general overview of the themes, ideas, and structure of the different sections and books of the Bible; understanding as to how the Bible was composed and circulated; and an explanation as to how and why the Bible is considered sacred (or otherwise authoritative) for billions of people.

REL 309 Introduction to Philosophy (3 Credit Hours)

This course aims at being an introduction to philosophical thinking in general rather than to provide a full survey of philosophical disciplines, their methods, doctrines, and leading ideas. Instead of trying to give a comprehensive account of all possible forms philosophy has assumed throughout its long history, the course concentrates on several characteristic examples illustrating how classical and modern thinkers formulate their questions and how they grapple with their issues in contrast to ordinary, religious, and scientific consciousness.

Social and Behavioral Sciences

CRJ 250 Introduction to Criminal Justice (3 Credit Hours)

This course provides an introduction to the legal and ethical foundations of criminal justice, and the major components of the criminal justice system.

SHS 250 Introduction to Sociology (3 Credit Hours)

This course is designed to familiarize students with the nature of human society and its development. Special emphasis is placed on the dynamics of group life, the principle concepts and methods of sociology, group behavior, social institutions, social origins, and interactions.

HSB 252 Introduction to Human Services (3 Credit Hours)

This course is designed to provide students with an overview of the Human Services field with a connection between theory and practice. Focus is placed on “real” life experiences encountered by Human Services professionals and emphasizes the social context for understanding helping behavior in Human Services professions.

General Studies ART 137 Humanities (3 Credit Hours)

This course focuses on the study and appreciation of representative examples of visual and performing arts, literature, music, and religion of various world cultures. The exploration of interrelationships of the arts and their philosophies emphasizes the nature of humankind and the need to create.

FYE 101 Life Skills I (2 Credit Hours)

First-Year Orientation is a two-semester requirement for all incoming first year and transfer students. The purpose of this course is to acclimate students to college life; assist students on discovering who they are, their purpose, and greater role with their historical moment; orientate students on the traditions, legacies, and history of Arkansas Baptist College.

FYE 102 Life Skills II (2 Credit Hours)

This course is a continuation of FYE 101. The purpose of this course is to acclimate students to college life; assist students on discovering who they are, their purpose, and greater role with their historical moment; orientate students on the traditions, legacies, and history of Arkansas Baptist College.

MIS 110 Introduction to Computers (3 Credit Hours)

This course provides an introduction to computers and their components. Students will learn the basics through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends.

KIN 130 Health and Safety (3 Credit Hours)

This course is designed to educate students in the basic knowledge of health. The course will focus on the student engaging in the study of a comprehensive overview of the lifestyles of our present society.

ENG 131 English Composition I (3 Credit Hours)

Prerequisite: DEV 001 with a C or better, or an appropriate placement score. This course explores the principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods and critical thinking.

ENG 132 English Composition II (3 Credit Hours)

Prerequisite: ENG 131 with a grade of C or better. This course covers further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking.

CHM 137 General Chemistry (4 Credit Hours)

Prerequisite: DEV 004 with a grade of C or better or an appropriate placement score. This survey course introduces chemistry as it applies to the real world. The basic topics of scientific method, measurement, states of matter, atomic structure, periodic table, chemical properties, and chemical reactions are explored. This course is appropriate for general education and is not appropriate for science majors. Concurrent registration in the lab is required.

KIN 139 Physical Education (3 Credit Hours)

This course is designed for students who wish to improve their personal fitness through a planned program of diet and exercise. Activities in the course will provide the student with the opportunity for limited participation in aerobics, table tennis, badminton, and bowling. A study of the history and principles of physical education is also included.

MAT 142 College Algebra (3 Credit Hours)

Prerequisite: DEV 004 with a grade of C or better or an appropriate placement score. College Algebra includes fundamental topics covered in Intermediate Algebra with a more careful look at the mathematical details and a greater emphasis on the concept of function. This course covers quadratic, polynomial, rational, exponential and logarithmic functions, equations and inequalities; the use of matrices and determinants in solving linear systems of equations; solving non-linear systems; and sequences and series.

BIO 144 Biology (4 Credit Hours)

This course will consist of a survey of biology to include an introduction to the fundamental principles of living organisms including properties, organization, function, evolutionary adaptation, and classification. Introductory study of concepts of reproduction, genetics, ecology, and the scientific method is included. Not appropriate for biology or health science majors. Concurrent registration in the lab is required.

PHY 145 Physical Science (4 Credit Hours)

Prerequisite: DEV 004 with a grade of C or better or an appropriate placement score. This course is a general survey course of the physical sciences designed for general education. This course includes topics in physics and chemistry, and may also include other physical science topics. Concurrent registration in the lab is required.

PSY 152 General Psychology (3 Credit Hours)

This course gives a broad overview of psychology covering a range of topics including psychological theory, the development of the organism, learning, memory, history of psychology, research methods, social basis of behavior, biological basis of behavior, behavioral disorders, diversity in human intelligence, and individual differences in behavior.

ART 231 Art Appreciation (3 Credit Hours)

This course is to acquaint the student with the visual arts (painting, sculpture, architecture, and crafts) through an exploration of their purposes and processes. This course is for non-majors and art majors or minors who have little or no background in art.

ENG 203 African-American Literature (3 Credit Hours)

This course examines the African-American literary tradition, covering representative works from the African pre-colonial and modern periods, nineteenth century American, the Harlem Renaissance, to the present. Included are works by African and African-American authors from the oral and written traditions of poetry, drama, and prose.

ENG 233 World Literature I (3 Credit Hours)

This course looks at selected significant works of world literature from ancient, medieval, and Renaissance periods. It includes study of movements, schools, and periods.

ENG 234 World Literature II (3 Credit Hours)

This course looks at selected significant works of world literature from the Renaissance to the present. It includes study of movements, schools, and periods.

SPC 239 Oral Communication (3 Credit Hours)

This course is designed to educate the student in the art of communication. The student will be challenged to move beyond merely hearing, which is the biological process that occurs when the brain detects sound waves. Listening, the process of receiving, attending to, constructing meaning from, and responding to spoken or nonverbal messages will become the student's prime focus.

HIS 255 Western Civilization I (3 Credit Hours)

This course introduces students to the major social, political, economic, cultural, and other trends that created, shaped, and influenced Western Civilization from its beginnings through the seventeenth century. Emphasis will be placed on the general interaction of all these factors, the problems they posed for modern Europe and the various responses to those problems, and how these factors and their interactions formed and still influence the region as well as much of the modern world.

HIS 256 Western Civilization II (3 Credit Hours)

This course examines the development of Western Civilization from 1600 to the present.

POL 257 United States Government (3 Credit Hours)

This course examines the core principles of the government of the United States and around the world. Some major areas of study will include: the U.S. Constitution, Federalism, separation of powers, limited government, checks and balances, judicial review, international relations, and local government.

HIS 357 United States History I (3 Credit Hours)

This course is a survey of United States history and significant ideas, historical figures, cultural movement, conflicts, and institutions of United States history to 1877.

HIS 358 United States History II (3 Credit Hours)

This course is to introduce students to the major social, political, economic, cultural, and other factors that created, shaped, and influenced the United States.

Developmental Courses Do Not Count Toward Degree Requirements

Developmental courses are required for those students whose placement test scores indicate a need for additional college-preparatory coursework. Instruction and assessment is designed to ensure that students who successfully complete the developmental courses are better prepared to succeed in both the core curriculum and major of choice. Students enrolled in one or more of these courses are required to attend tutoring, utilize computer-based instruction programs, and meet with their advisor on a regular basis. Students must immediately repeat any developmental course not passed when they register for future ABC courses.

DEV 001 Enrichment English (3 Credit Hours)

A grade of “C” is required for passing this course. This course is designed to provide students with a review of the fundamentals of English grammar, usage, and writing skills. It includes the basic elements of grammar, spelling, reading comprehension, written expression, and a writing lab. Students who do not receive appropriate scores on the Next Generation Accuplacer exam or have an ACT score below 19 are required to take this course.

DEV 002 Enrichment Reading (3 Credit Hours)

A grade of “C” is required for passing this course. This is a laboratory course designed to aid and instruct students on how to understand and interpret the written text. Emphasis is placed on comprehension, critical reading, and speed. Students who do not receive an appropriate score on the Next Generation Accuplacer exam or have an ACT score below 19 are required to take this course.

DEV 003 Enrichment Mathematics (3 Credit Hours)

A grade of “C” is required to pass this course. This course is designed to provide students with knowledge and application of variable expressions, equations and inequalities, graphs and linear equations, polynomials, factoring, algebraic fractions, radical expressions, and quadratic equations. Students who do not receive an appropriate score on the Next Generation exam or have an ACT score below 19 are required to take this course.

DEV 009 Elementary Algebra (3 Credit Hours)

Prerequisite: DEV 003 (with a grade of C or better), appropriate score on the assessment exam or demonstrated competency. A grade of “C” is required to pass this course. This course is intended for students with little or no previous algebra experience. Topics include the real number system, operations with real numbers and algebraic expressions, linear equations and inequalities, polynomials, factoring, and an introduction to quadratic equations.

DEV 004 Intermediate Algebra (3 Credit Hours)

Prerequisite: DEV 009 (with a C or better), appropriate score on the assessment exam or demonstrated competency. A grade of “C” is required to pass this course. This course covers the basic tools and fundamentals of algebra. The topics include rational equations, linear equations, systems of equations, inequalities, absolute value, radical expressions and equations, quadratic equations, and exponential and logarithmic equations.

Department of Fine & Performing Arts

Mission Statement. The mission of the department is to provide students an opportunity to develop their unique, God-given gifts, skills, and abilities in an environment of academic integrity, spiritual nurturing, and professional excellence.

The Associate of Arts in Music Business

The Associate of Arts Degree in Music Business is a course of study for students interested in pursuing a career in music business or the recording arts. This introductory program provides basic skills and training opportunities needed for employment in the music industry and/or for transfer to university-level commercial music programs. Students pursuing this degree must acquire a minimum of 70 credit hours to graduate. The curriculum includes 39 hours of general education courses, 31 hours of Department of Music core curriculum courses. The core curriculum is 27 hours core studies, and 4 hours internship (Capstone Project).

Degree Requirements

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Create a music business and marketing plan
- Organize an artist tour, assemble a promotional packet, create a publicity campaign, and develop media, industry, and fan lists
- evaluate and implement recordkeeping systems for financial, employment, and tax records
- Demonstrate a basic knowledge of music fundamentals, cross-cultural influences from diverse geographical regions, and song composition/arranging techniques
- Analyze case problems and apply legal principles to interpret regulations, laws, and statutes related to the music industry
- Compare the job descriptions and duties of attorneys, publishers, merchandisers, record company personnel, agents, managers, and producers
- Assess record contract points, publisher-writer exclusive agreements, attorney-client contracts, as well as management and touring agreements
- Demonstrate an understanding of current technologies used in creating high-quality musical presentations suitable for public distribution and marketing

Bachelor of Arts in Music (B.A.)

The Bachelor of Arts in Music is designed as a versatile degree that offers maximum flexibility for those students who wish to emphasize specialty areas in music or blend this degree with a minor from other disciplines. This degree is a perfect choice for students wishing to study music at a collegiate level while adding disciplines from another area of study. Emphases are available upon request of the student.

The Bachelor of Arts Degree in Music is a course of study for students interested in pursuing a career in music or graduate studies. The program focuses on a breadth of general studies in the arts, humanities, natural, and physical sciences, and social sciences in combined with in-depth studies in musicianship with a concentration in music. Students pursuing this degree must acquire a minimum of 121 credit hours to graduate. The curriculum includes 42 hours of general education courses, and 79 hours of Department of Music Core Curriculum courses. The Core Curriculum consists of 41 hours Music Core Studies, and 38 hours Core Electives containing 18 hours applied studies (10 hours applied instrumental and 8 hours applied ensemble electives).

Core Requirements

- Three hours of Fundamentals
- Six hours of music theory
- Six hours of music history
- Three hours of capstone seminar (Writing/Speaking about music)
- Two hours of musicianship (Aural Skills)
- Four hours of ensemble performance

Additional Requirements

- One to three hours of global music
- Nine hours of music electives

Hours

Students pursuing the Bachelor of Arts in music must complete at least 33 hours in music, which is combined with an additional 87 hours for a total of **120 hours**. Students may receive no more than 45 credit hours in music and must complete a minimum of 75 hours coursework outside of music which includes all of the General Education requirements.

Degree Requirements

It is the individual responsibility of each student to ensure that he/she meets all of the requirements for graduation:

- A minimum of 121 semester credit hours
- To acquire a Bachelor Degree in Music a student must fulfill the requirement of 121 credit hours. Of the 121 credit hours, 42 hours are general education courses and the remaining are Core Curriculum courses of which 40 hours are above the 200 level.
 - Minimum cumulative GPA
- A 2.50 minimum cumulative GPA in courses taken after a student has accumulated 60 hours of college credit
- A minimum of 40 semester hours in courses numbered 200 level or above

Program Goals and Objectives

1. **All graduates must be musically literate:** Read and notate musical scores, identify and analyze the structural functions of melody, rhythm, harmony and textures, demonstrate keyboard competency and sight singing abilities, write simple to complex compositions.
2. All graduates must have a philosophy of music based on an accurate historical perspective: Understand music as a manifestation of western and non-western civilizations and cultures.
3. **All graduates must be highly competent on their major instrument:** Display advanced proficiency in performing on one or more and an awareness, through performance, of western and non-western composers from all musical periods.

Program Outcomes: Music graduates will be able to demonstrate

1. Performance skills on their primary instrument/voice, as a soloist and/or as part of an ensemble
2. The facility to discriminate aurally and/or visually identify, and evaluate the structures of musical elements and forms
3. Knowledge of the cultural heritage, and historical foundations of music, and analysis from various stylistic periods and cultures
4. Students will be able to articulate through orally, and through written form knowledge and comprehension of the role and value of music in human culture, including the music of diverse cultures.

Graduates from the Bachelor of Music in Performance Major Program will:

1. Apply music theory, aural skills, and other analytic skills necessary for musical analysis and interpretation
2. Demonstrate knowledge of the historical development and evolution of Western European music as it relates to style periods and performance practices, with representative composers, artists, and works, which affected the development of musical forms and genres
3. Demonstrate familiarity with music technology in its various forms for teaching, composition, and scholarly pursuits
4. Demonstrate a practical knowledge of performance practice in their particular ensemble performing area(s)
5. Demonstrate knowledge of repertoire and technical studies in their major area of study

6. Demonstrate the ability to use skills of performance, aural analysis, score analysis, improvisation, and composition to solve musical problems
7. Use knowledge of history, musicology, and ethnomusicology to solve musical problems.

Graduates from the Bachelor of Arts in Music Major Program will:

1. Demonstrate the expertise in the competencies delineated in the Music Major General Outcomes
2. Be able to demonstrate a high quality of performing competence in their major area of study
3. Demonstrate the skills necessary to prepare for performance independent of outside teaching and assistance
4. Be able to articulate a breadth of knowledge of applicable performance and teaching literature
5. Demonstrate a breadth of knowledge in the fundamentals of music pedagogy
6. Vocal majors will be able to sing in foreign languages

Program Assessment Transition Points

Students must demonstrate program mastery of student learning outcomes. The evidence of student achievement is evaluated and reviewed at the transition points below:

Application to the Bachelor of Arts in Music Program

1. Personal Statement
2. Declared Major Form or Change of major Form
3. Minimum grade point average of 2.0

Theory Placement Exams

Entrance Examinations:

1. All music students are required to perform an audition in their performance area before a faculty member or panel of faculty members. The audition is used to determine Musical proficiency, readiness, and service awards. Placement with private instructors and entrance into college music ensembles are highly influenced by the entrance examination.

Performance Evaluation:

1. At the end of each semester all music majors must perform at a jury recital. The jury consists of a panel of instructors who adjudicate the performance, make performance suggestions, and suggest a grade by use of the standard performance rubric for their instrument.
2. In addition, all music majors are required to perform at least once each semester on a general student recital. Written critiques from student and faculty observations will provide a qualitative, formative assessment of the student's progress.
3. Each semester, periodic student performance evaluations in each ensemble insure students are making satisfactory progress on assigned music.

Course examinations:

1. Written tests and examinations, throughout and at the end of each semester, are required in all music courses.
2. Student examinations include assessment of written material, listening skills, and communication skills.
3. A course examination soliciting student feedback is required for all courses.

Piano Proficiency:

1. All music majors are required to attain a minimum specified level of piano skills.
2. The department offers four levels of piano courses to prepare students to meet the department's piano proficiency requirements.

Sophomore Jury:

1. All music majors must perform at a sophomore jury (usually 2nd semester of the sophomore year) before they are fully admitted as a music major, and before approval to register for upper division private lessons.
2. The sophomore jury consists of an interview and performance before the music faculty, and a research paper. The Department of Music Handbook contains the details and guidelines for the interview, jury, and research paper.

Junior Recitals:

1. All junior performance majors must register and perform a half (30-45 minute) recital by the end of the junior year.
2. The private instructor will assess and grade the performance.
3. At least four weeks prior to the scheduled recital, the student must perform a pre-recital hearing for a panel of the private teacher, department chair, and one other music faculty member.

Senior Recitals:

1. All senior performance majors must register for and perform a full (60 minute) recital before graduation.
2. The private applied instructor will assess and grade the senior recitals.

Program Completion:

1. Final exams of course work
2. Student Performance Portfolio
3. Exit Interview with faculty

Arkansas Baptist College
Department of Fine & Performing Arts Model Plan of Study
Associate of Arts in Music Business-70 Hours

Freshman Year

Fall Semester			Spring Semester		
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	MAT 142 College Algebra	3	_____	SPC 239 Oral Communication	3
_____	FYE 101 Life Skills**	1	_____	FYE 102 Life Skills**	2
_____	MUS 101 Fundamentals I	2	_____	BIO 144 General Biology w/lab	4
_____	MIS 110 Intro to Computers	3	_____	MUT 101 Intro Studio Techniques	2
_____	MUS 104 Class Piano I	2	_____	UCL 111 Financial Literacy**	1
_____	MUS 107 Music Appreciation	<u>3</u>	_____	MUT 110 Music Business	<u>3</u>
17			18		

Sophomore Year

Fall Semester			Spring Semester		
_____	REL 106 Intro to the Bible**	3	_____	PHY 145 Physical Science w/lab	4
_____	POL 257 U.S. Government*	3	_____	BAD 215 Principles of Accounting	3
_____	MUT 210 Event Mgmt. & Promotions	3	_____	BAD 214 Principles of Economics II	3
_____	BAD 213 Principles of Econ I	3	_____	MUT 220 Copyright Law & Publishing	3
_____	MUT 200 Artist Management	3	_____	MUT 250 Music Business Internship	<u>4</u>
_____	MUT 230 Marketing & Merchandising	<u>3</u>			
18			17		

**Arkansas Baptist College Departmental of Fine & Performing Arts
Bachelor of Arts in Music Model Plan of Study 121 Credit Hours
Concentration in Instrumental Performance**

Freshman Year

Fall Semester			Spring Semester		
_____	MUS 115 Music Theory I	3	_____	MUS 116 Music Theory II	3
_____	MUS 126 Aural Skills I	1	_____	MUS 127 Aural Skills II	1
_____	MUS 118 Applied Music	1	_____	MUS 119 Applied Music	1
_____	MUS 104 Class Piano	2	_____	MUS 105 Class Piano	2
_____	MIS 110 Intro to Computers	3	_____	MAT 239 College Algebra	3
_____	FYE 101 Life Skills I	1	_____	FYE 102 Life Skills II	2
_____	BUS 111 Financial Literacy	1	_____	ENG 132 English Composition II	3
_____	ENG 131 English Comp. I	3	_____	Music Ensemble	0-1
_____	Music Ensemble				
	0-1				

Sophomore Year

16

Fall Semester			Spring Semester		
_____	MUS 215 Music Theory III/Counterpoint	3	_____	MUS 216 Theory IV/Form & Analysis	3
_____	MUS 225 Aural Skills III	1	_____	MUS 226 Aural Skills IV	1
_____	MUS 218 Applied Music	1	_____	MUS 219 Applied Music	1
_____	MUS 204 Class Piano	2	_____	MUS 205 Class Piano	2
_____	SPC 239 Oral Communication	3	_____	REL 106 Intro to the Bible**	3
_____	BIO 144 Principles of Biology/Lab	4	_____	BIO 145 Physical Science/Lab	4
_____	Music Ensemble	0-1	_____	Music Ensemble	0-1
	1				

Junior Year

Fall Semester			Spring Semester		
_____	MUS 400 Orchestration & Arranging	3	_____	MUS 415 Music History I	3
_____	MUS 318 Applied Music	1	_____	MUS 319 Applied Music/Junior Recital	2
_____	MUS 330 Basic Conducting	2	_____	MUS 137 Brasswind Methods	3
_____	MUS 125 Woodwind Methods	3	_____	<i>Social & Behavioral Science Elective</i>	3
_____	MUS 127 Percussion Methods	3	_____	MUS 300 Band Literature	3
_____	REL 310 Intro to Philosophy	3	_____	Music Ensemble	0-1
_____	Music Ensemble	0-1		1	

Senior Year

15

Fall Semester			Spring Semester		
_____	MUS 426 Music History II	3	_____	MUS 419 Applied Music/Senior recital	2
_____	MUS 350 Instrumental Music Literature	3	_____	MUS 337 Instrumental Music Technique	3
_____	MUS 418 Applied Music	1	_____	MUS 405 Writing/Speaking about Music	3
_____	POL 257 U.S. Government	3	_____	<i>Humanities Elective</i>	3
_____	MUS 420 Instrumental Conducting	2	_____	MUS 430 Computer App. in Music	3
_____	Music Ensemble	0-1	_____	Music Ensemble	0-1

Arkansas Baptist College Departmental of Fine & Performing Arts
Bachelor of Arts in Music with a Concentration in Vocal Performance
Model Plan of Study 121 Credit Hours

Freshman Year

Fall Semester	Spring Semester
_____ MUS 115 Music Theory I 3	_____ MUS 116 Music Theory II 3
_____ MUS 126 Aural Skills I 1	_____ MUS 127 Aural Skills II 1
_____ MUS 118 Applied Music 1	_____ MUS 119 Applied Music 1
_____ MUS 104 Class Piano 2	_____ MUS 105 Class Piano 2
_____ MIS 110 Intro to Computers 3	_____ MAT 239 College Algebra 3
_____ FYE 101 Life Skills I** 1	_____ FYE 102 Life Skills II** 2
_____ AAL 111 Financial Literacy** 1	_____ ENG 132 English Composition II 3
_____ ENG 131 English Composition I 3	_____ Music Ensemble 0-1
_____ Music Ensemble 0-1	

Sophomore Year

16

Fall Semester	Spring Semester
_____ MUS 215 Music Theory III/Counterpoint 3	_____ MUS216 Theory IV/Form & Analysis 3
_____ MUS 225 Aural Skills III 1	_____ MUS 226 Aural Skills IV 1
_____ MUS 218 Applied Music 1	_____ MUS 219 Applied Music 1
_____ MUS 204 Class Piano 2	_____ MUS 205 Class Piano 2
_____ SPC 239 Oral Communication 3	_____ REL 106 Intro to the Bible** 3
_____ BIO 144 Principles of Biology/Lab 4	_____ BIO 145 Physical Science/Lab 4
_____ Music Ensemble 0-1	_____ Music Ensemble 0-1

Junior Year

15

Fall Semester	Spring Semester
_____ MUS 400 Orchestration & Arranging 3	_____ MUS 415 Music History I 3
_____ MUS 318 Applied Music 1	_____ MUS 319 Applied Music/Junior Recital 2
_____ MUS 330 Basic Conducting 2	MUS 224 Choral Conducting 2
_____ MUS 103 Vocal Techniques 3	<i>Social & Behavioral Science Elective</i> 3
_____ MUS 200 Italian/English Diction 3	MUS 210 German/French Diction 3
_____ REL 310 Intro to Philosophy 3	_____ Music Ensemble 0-1
_____ Music Ensemble 0-1	

Senior Year

14

Fall Semester	Spring Semester
_____ MUS 426 Music History II 3	_____ MUS 419 Applied Music/Senior recital 2
_____ MUS 424 Opera Workshop 3	_____ MUS 405 Writing/Speaking about Music 3
_____ MUS 418 Applied Music 1	MUS 320 Vocal Music Literature 3
_____ POL 257 U.S. Government 3	<i>Humanities Elective</i> 3

_____	MUS 312 Vocal Pedagogy	3	_____	MUS 430 Computer App. in Music	3
_____	Music Ensemble	0-1	_____	Music Ensemble	0-1

Arkansas Baptist College Departmental of Fine & Performing Arts
Bachelor of Arts in Music with a Concentration in Piano Performance
Model Plan of Study 121 Credit Hours

Freshman Year

Fall Semester		Spring Semester			
_____	MUS 115 Music Theory I	3	_____	MUS 116 Music Theory II	3
_____	MUS 126 Aural Skills I	1	_____	MUS 127 Aural Skills II	1
_____	MUS 118 Applied Music	1	_____	MUS 119 Applied Music	1
_____	MUS 104 Class Piano	2	_____	MUS 105 Class Piano	2
_____	MIS 110 Intro to Computers	3	_____	MAT 239 College Algebra	3
_____	FYE 101 Life Skills I**	1	_____	FYE 102 Life Skills II**	2
_____	AAL 111 Financial Literacy**	1	_____	ENG 132 English Composition II	3
_____	ENG 131 English Composition I	3	_____	Music Ensemble	0-1
_____	Music Ensemble	0-1			

Sophomore Year

Fall Semester		Spring Semester			
_____	MUS 215 Music Theory III/Counterpoint	3	_____	MUS216 Theory IV/Form & Analysis	3
_____	MUS 225 Aural Skills III	1	_____	MUS 226 Aural Skills IV	1
_____	MUS 218 Applied Music	1	_____	MUS 219 Applied Music	1
_____	MUS 204 Class Piano	2	_____	MUS 205 Class Piano	2
_____	SPC 239 Oral Communication	3	_____	REL 106 Intro to the Bible**	3
_____	BIO 144 Principles of Biology/Lab	4	_____	BIO 145 Physical Science/Lab	4
_____	Music Ensemble	0-1	_____	Music Ensemble	0-1

Junior Year

Fall Semester		Spring Semester			
_____	MUS 400 Orchestration & Arranging	3	_____	MUS 415 Music History I	3
_____	MUS 318 Applied Music	1	_____	MUS 319 Applied Music/Junior Recital	2
_____	MUS 330 Basic Conducting	2	_____	MUS 256 Piano Accompaniment II	3
_____	MUS 160 Piano Repertoire	2	_____	MUS 260 Chamber Music	3
_____	MUS 255 Piano Accompaniment I	3	_____	<i>Social & Behavioral Science Elective</i>	3
_____	REL 310 Intro to Philosophy	3	_____	Music Ensemble	0-1
_____	Music Ensemble	0-1			

Senior Year

Fall Semester		Spring Semester			
_____	MUS 426 Music History II	3	_____	MUS 419 Applied Music/Senior recital	2
_____	MUS 405 Writing/ Speaking about Music	3	_____	MUS 322 Piano Literature II	3
_____	MUS 418 Applied Music	1	_____	MUS 416 Piano Pedagogy	3
_____	POL 257 U.S. Government	3	_____	<i>Humanities Elective</i>	3
_____	MUS 321 Piano Literature I	3	_____	MUS 430 Computer App. in Music	3
_____	Music Ensemble	0-1	_____	Music Ensemble	0-1

Fine and Performing Arts Course Descriptions

Course No. Title/Description Recital Seminar

Music majors enrolled in private applied music instruction. Students perform or review performance of their peers or colleagues during one recital-seminar each week. Includes attendance at departmental, organizations, faculty, and solo recitals (Required for music majors and may be repeated)

MUS 050 The Community Chorus (0-1Credit)

A non-auditioned mixed chorus consisting of both the greater Little Rock community and students of Arkansas Baptist College specializing in choral music literature of the common practice period and contemporary genres

MUS 101 Fundamentals 1 (2 Credit Hours)

Introduction to the fundamentals of music theory and practice “designed to develop basic music literacy in reading and writing music such as, elements of pitch and rhythmic notation, meter, scales, and key relationships.

MUS 102 Fundamentals 2 (2 Credit Hours)

A continuation of the study of music fundamentals including: intervallic relationships; scales and modes; keys; and an introduction to chord progressions and musical composition.

MUS 103 Vocal Techniques (3 Credit Hours)

Fundamentals of correct voice production for prospective vocal performance majors as well as general student population with an interest in building good singing technique. Pre-requisite: Permission of the instructor.

MUS 104 Class Piano (2 Credit Hours)

Offers beginning piano course for all non-piano music majors. The course is the first of a sequence leading to fulfillment of the piano proficiency requirements. Basic piano skills: playing in five finger patterns, extended hand positions, shifting of hand position, sight-singing, and harmonizing are taught using two hands.

MUS 105 Class Piano (2 Credit Hours)

Prerequisite: MUS104. A continuation of MUS 104. Emphasis is on the skills introduced in MUS 104, but on a more advance level. Further mastery of the keyboard through increased technical abilities.

MUS 107 Music Appreciation (3 Credit Hours)

Exploration of the relationship music as an art form has with society and culture. Students will become acquainted with the major composers and literature of the common practice period, 20th century, and popular genres through research, discussion, listening, and concert attendance.

MUS 110 Mixed Notes (0-1 Credit)

Studies and performs traditional and commercial music. This study includes in-depth analysis and synthesis of pop, rock, jazz and blues styles. Admission is by Audition.

MUS 115 Music Theory I (3 Credit Hours)

Prerequisite: Passing score on Theory Placement Exam or a minimum grade of “C” in MUS 101 and 126. Begins the study of Tonal Harmony in the “Common Practice” period of the eighteenth century. The musical materials involved are keys, intervals, triads, and chords that are fundamental and characteristic of this style period. Rules of harmonic progression are studied thoroughly in preparation for the ensuing course Harmony II. This course is to be taken concurrently with MUS 126.

MUS 116 Music Theory II (3 Credit Hours)

Prerequisite: MUS 115. Offers a continuation of Theory I; this course offers additional training in the harmonic practices of the “Common Practice” period. It includes the study of embellishments, cadence functions, harmonic rhythm, and an introduction to dominant seventh chords. The course should be taken concurrently with MUS 127.

MUS 117 Class Piano in Gospel Music (1 Credit Hour)

For persons who want to develop the ability to play basic, traditional gospel music. (Student’s level will be evaluated by instructor.)

MUS 118/119 Applied Music (Instrumental/Voice/Piano) (2 Credit Hours)

Provides an opportunity for students to select a major of applied music and receives individual instruction of one hour lesson per week. In addition, weekly attendance at Recital Seminar is required.

MUS 120 Arkansas Baptist College Marching Band (0-1Credit)

Emphasizes instrumental ensemble performance and band pageantry. Students who participate will perform at various parades, athletic events, and other performance venues. Admission is by audition or consent of the director of bands.

MUS 121 Arkansas Baptist College Concert Band (0-1 Credit)

Emphasizes instrumental ensemble performance in the concert setting. Literature of a variety of style periods is prepared and performed. Admission is by audition or consent of the director of bands.

MUS 125 Woodwind Methods Class (3 Credit Hours)

Offers a required course for all instrumental music majors. Students receive instruction in accepted methods of tone production and embouchure building. Included is the discussion of common problems encountered by the beginning student. This course is required for all instrumental music majors.

MUS 126 Aural Skills I (1 Credit Hour)

Prerequisite: MUS 102 or passing score on the Theory Placement Test. A practical course for the development of skills in melodic, harmonic, rhythmic reading, sight singing, and dictation drills as well as aural perception. It is to be taken concurrently with MUS 205.

MUS 127 Aural Skills II (1 Credit Hour)

Prerequisite: MUS 126. Offers a continuation of MUS 126. The course expands on the skills developed in MUS 126 and should be taken concurrently with MUS 116.

MUS128 Percussion Methods (3 Credit Hours)

Concentrates on methods and materials of instruction for music majors. Students are taught the rudiments of playing melodic and non-melodic percussion instruments in the process. This course is required for all instrumental music majors.

MUS 130 Arkansas Baptist College Choir (0-1 Credit)

An auditioned mixed chorus specializing in choral music literature of the common practice period and music of the 20th century; Contemporary genres will include spirituals, gospel, folk, and popular music of diverse idioms and cultures.

MUS 135 String Methods Class (3 Credit Hours)

Teaches methods, practices, and materials of upper and lower string pedagogy to the prospective teacher. In addition, the rudiment of playing string instruments is emphasized. This course is for music majors only.

MUS 137 Brasswind Methods Class (3 Credit Hours)

Offers beginning instruction in methods of tone production and embouchure building for brass instruments. Included is the discussion of common mechanical problems that are encountered. There is a brief survey of the histories of the various brass instruments. This course is required for all music majors.

MUS 138 Brass Ensemble (0-1Credit)

Course intended for students with proficiency on brass instrument. Students are exposed to brass literature from all periods and cultures. Provides sight-reading and ensemble performance experience of literature for brass instruments. The development of skills in balance and blend in the small ensemble are also emphasized. Admission is by permission of the instructor.

MUS 140 Men's Chorale (0-1Credit)

An auditioned ensemble for male voices specializing in standard literature for men; including spirituals, gospel and popular music repertoire.

MUS 150 Women's Ensemble (0-1Credit)

An auditioned ensemble for female voices specializing in standard literature for women; including spirituals, gospel and popular music repertoire.

MUS 151 Jazz Band (0-1Credit)

Membership is open to all college students by audition. Ensemble performs traditional and contemporary jazz. Admission is by audition.

MUS 152 Stage Band (0-1 credit)

Performs stage band standards of the Swing and Jazz Eras. Students are also offered the opportunity to perform original, experimental compositions in these styles. Admission is by audition or consent of the instructor.

MUS 160 Piano Repertoire (2 Credit Hours)

This course consists of intermediate to advanced level class piano lessons for students who wish to develop skill at the keyboard. It is required for music majors and recommended for teaching credential applicants. It is also recommended for all students interested in learning the piano for fun.

MUS 200 Italian/English Diction (2 Credit Hours)

Principles of correct pronunciation/articulation of the Italian and English languages using the International Phonetic Alphabet for singing application.

MUS 201 Introduction to Music Ministry (3 Credit Hours)

Introduction to basic aspects of organizing and implementing a comprehensive church music ministry. Students will become acquainted with research methods for students preparing for vocational service in that field.

MUS 202 Ministry of Music in the African American Church (3 Credit Hours)

A survey of the historical, traditional and contemporary music styles used in African American churches, and how to maintain a balance and blended music ministry. Attention is given to developing relationship/partnership between the pastor and minister of music. Advanced research resulting in the writing of a formal literary research paper with annotated bibliography will be required.

MUS 204 Class Piano (2 Credit Hours)

A continuation of piano 105. This Piano class is used to broaden the technical, practical, and musical skills begun in MUS 104 and MUS 105.

MUS 205 Class Piano (2 Credit Hours)

Prerequisite: MUS 105. A continuation of MUS 204; this course emphasizes the development of skills in sight reading, transposition, and harmonization of melodies in the public school music class. The student must pass the piano proficiency exam with a grade "C" or higher to complete the course.

MUS 210 German/French Diction (2 Credit Hours)

Principles of correct pronunciation/articulation of the French and German languages using the International Phonetic Alphabet for singing application. Prerequisite: 200 – Italian/English Diction or Permission of Instructor.

MUS 211 Survey of African American Music (3 Credit Hours)

A historical survey of the development and contributions of African American music from slavery to the 21st Century. Through independent listening, research, and group projects, students will enhance their critical thinking skills and their ability to articulate and various points of view.

MUS 215 Music Theory III/Counterpoint

Prerequisite: MUS 116. Co-requisite: MUS 225. Expands the student's harmonic vocabulary to include dominant 7th chords, figured bass, keyboard harmony, secondary dominants, and irregular resolutions. Problems in harmonic analysis and the topic of musical texture are examined. Studies the theory and compositional technique of 18th century counterpoint. Works of J.S. Bach will be examined and analyzed in detail. Primary focus includes the invention, the canon, fugue, and choral forms.

MUS 216 Music Theory IV/Form & Analysis

Pre-requisite: MUS 215. Co-requisite MUS 226. Studies ninth, eleventh and thirteenth chords, advanced modulations, modal alterations, chromatic alterations and possibilities of the Neapolitan sixth chord, raised supertonic and subdominant seventh chord, secondary seventh chords, augmented fifth and diminished fifth chords, and augmented sixth chords. The course also includes an introduction to some parameters of twentieth century harmony. The course examines various techniques of analyzing form, texture, and style in music given to tonal structure, variation technique, and the process of periods. The study of compositions in the smaller and larger form.

MUS 218/219 Applied Music (Instrumental/Voice/Piano)

Prerequisite: MUS 119. Continues instruction in applied music for the sophomore year. Advance Literature and technique are taught. In addition, weekly attendance at Recital Seminar is required.

MUS 225 Aural Skills III (1 Credit Hour)

Pre- requisite MUS 126. A Continuation of MUS 126 and continues to develop aural and reading skills on an advance level. It should be taken concurrently with MUS 215.

MUS 226 Aural Skills IV (1 Credit Hour)

Pre-requisite: MUS 225. Offers the last course in the series and continues training on the most advanced level. It should be taken concurrently with MUS 216.

MUS 235 Introduction to Afro-American Music (3 Credit Hours)

History of blues, gospel music, jazz, and African American music, with emphasis on black artists and their contributions. Pre-requisite: Permission of the instructor.

MUS 242 Opera Workshop (2 Credit Hours)

Staged, costumed production of scenes from (or the complete) opera, operetta, or musical theatre work as chosen by the director each term. Prerequisite: MUS 118 or consent of director as well as placement/casting through audition by the Opera Workshop Director. Note: Rehearsal time exceeds the 2-credit class time commitment.

MUS 250 Jazz History (3 Credit Hours)

A study of the history and development of jazz music in the United States. This class will help the student develop a greater respect for the diverse styles of jazz and composers who contributed to its development. The class will help the student to begin to think beyond the realm of jazz music and discover social economic perspectives that helped shape the art form.

MUS 255 Piano Accompaniment I (3 Credit Hours)

A course designed to introduce the ABC undergraduate piano performance major to the basics of ensemble with singers. Standard repertoire will be studied.

MUS 256 Piano Accompaniment II (3 Credit Hours)

A course designed to introduce the ABC undergraduate piano performance major to the basics of ensemble with one other instrument. Standard string and wind repertoire will be studied.

MUS 312 Vocal Pedagogy (3 Credit Hours)

Principles, techniques, and materials for teaching singing in the private studio or classroom. Required for Vocal Performance Majors and strongly recommended for Instrumental/Piano Emphasis Majors.

MUS 315 Music in the Elementary School (3 Credit Hours)

Offers a course for music majors. Emphasis is on the development of skills necessary for teaching music. Students are taught fundamentals of music, keyboard skills, appropriate methodology, and the playing of melodic and percussive instruments.

MUS 318/319 Applied Music (Instrument/Voice/Piano) (2 Credit Hours)

Prerequisite: MUS 219. Provides courses that continue instruction in applied music for the junior year. Literature and technique are taught on a more advanced level. In addition, weekly attendance at Recital Seminar is required.

MUS 320 Vocal Music Literature (2 Credit Hours)

Study of the major American, English, French, and German composers of solo vocal literature from the Baroque to the present, their style characteristics, and overall contributions to the body of vocal literature known as art song. Includes listening to recordings and general survey of literature for all voice classifications.

MUS 321 Piano Literature I

A survey of the literature for keyboard instruments from early sources to the present. Didactic works of major and secondary piano composers are studied, analyzed, and categorized as teaching material.

MUS 322 Piano Literature II

Pre-requisite: MUS 321. A continuation of MUS 321.

MUS 330 Basic Conducting (2 Credit Hours)

Basic conducting is an introduction to basic conducting skills with an emphasis on the art and study of conducting, baton technique, left hand technique, non-verbal communication, leadership, conducting terminology, transpositions and score reading.

MUS 337 Instrumental Music Literature (3 Credit Hours)

This course will cover the literature and materials for band, jazz ensemble and orchestra, as well as solos and small ensemble groups. It also will include an investigation of beginning, intermediate and advanced courses of study for band and orchestral instruments

MUS 340 Music Appreciation for Music Majors (3 Credits)

Emphasizes the development of listening skills and the systematic study of masterpieces of music. A logical approach is made through the use of fundamentals of music. The course is required for all music majors.

MUS 350 Instrumental Techniques (2 Credit Hours)

Techniques of developing successful marching and concert bands.

MUS 400 Orchestration and Arranging (3 Credit Hours)

Prerequisites: MUS 205. Teaches the skills of scoring music for small and large ensembles. The student will have experiences arranging for band, orchestra, and chorus. Special attention will be given to problems of transposing instruments and vocal ranges.

MUS 405 Writing and Speaking about Music (3 Credit hours)

Students will develop the skills needed for research in music, choosing an appropriate topic, writing thesis statements and annotated bibliographies. Emphasis will be placed on the formal structure required for music research presentations. Required for all music majors.

MUS 415 Music History I (3 Credit Hours)

Prerequisite: MUS 107. Provides a comprehensive study of the style periods from Antiquity to 1750. Included are visual and aural analyses of representative compositions as well as an examination of their relationships to the social and cultural backgrounds of each people.

MUS 418 Applied Music (Instrument/Voice/Piano) (2 Credit Hours)

Prerequisite: MUS 319. Offers the last course in applied music prior to actual presentation of the Senior Recital. Successful completion of the course is contingent upon passing the MUS 418 Jury with a grade of "C" or higher. The course must be repeated until the student passes the jury. In addition, weekly attendance at Recital Seminar is required.

MUS 419 Applied Music (Instrument/Voice/Piano) (2 Credit Hours)

Prerequisite: MUS 418. Provides a public performance that is thirty to sixty minutes in length, 2) consists of repertoire from four style periods, 3) has been approved by the instructor. At least one month prior to the anticipated performance, the student is required to perform a hearing before the Recital Committee and obtain its approval to proceed with the performance. Successful completion of the Senior Recital is contingent upon the evaluation of the Recital Committee at the time of the actual performance. In addition, weekly attendance at Recital Seminar is required.

MUS 421 Instrumental/Choral Conducting (2 Credit Hours)

Prerequisite: MUS 332. Offers the student theoretical and practical experiences in conducting a variety of instrumental ensembles. Attention is given to conducting techniques, score reading, and interpretation. In addition, rehearsal preparation and techniques will be taught with practical, laboratory experiences conducting instrumental ensemble.

MUS 426 Music History II (3 Credit Hours)

A continuation of MUS 245. A survey of the historical developments and practices in Western European Music from the Classical through the 21st century practice periods.

MUS 430 Computer Applications in Music (3 Credit Hours)

Prerequisite: MUS 241 or consent of the instructor. An introduction to basic computing with emphasis on the practical usage of personal computers and its components; concepts of recorded programs, computer organization, operating systems, mainframes; selected applications of personal computers; word processing, databases, spreadsheets and societal impact of computers. This course will also cover practical experience in MIDI, scoring for the small ensemble, as well as band, orchestral, and choral arrangements via computer notation software.

MUS 450 Special Topics in Music (1-3 Credits)

Offers directed study for junior or senior music majors with the consent of the fine arts chairman. Students pursue special projects in performance, composition, or individual research under the supervision of faculty who are trained in the proposed area. Non-music major may enroll with the consent of the fine arts chair.

MUT 101 Introduction to Studio Techniques (2 Credit Hours)

This course exposes students to the principles and techniques of stereo and multi-track audio recording. Topics of instruction include basic audio terminology and concepts, use of microphones, multi-track recording, signal processing and mix down techniques.

MUT 102 Intermediate Studio Techniques (2 Credit Hours)

Continued study in the theory, techniques, and practices of professional multi-track music recording, via classroom instruction, in-studio demonstration/hands-on experience and labs.

MUT 110 Music Business (3 Credit Hours)

Provides an overview of the music industry, its various prominent commercial and regulatory organizations, and its developmental history and future directions. Specific issues covered include record and music company operations, income generation and distribution models, and publishing technologies and trends.

MUT 200 Artist Management (3 Credit Hours)

This course is an exploration of the basic concepts and responsibilities of a business manager, booking agent, legal representative, and others in planning, developing, and managing an artist's career. Attention will be given to best practices in personnel management and career maintenance.

MUT 210 Event Management and Promotions (3 Credit Hours)

This course is designed to introduce students to the management of all aspects of a planning a major event by applying project management tools, and teambuilding skills. Working in groups, students will conceptualize, plan and managed a major event of the college or community organization.

MUT 220 Contracts, Copyright and Publishing (3 Credit Hours)

This course is a survey of the various contract laws in the industry, citing legal cases and historical examples of important decisions affecting contract law, copyright and publishing practices. Emphasis will be given to publishing rights in sound recording, film, television, and the internet.

MUT 230 Music Marketing & Merchandising (3 Credit Hours)

This course is designed to introduce students to the effective tools used to produce and market products in today's entertainment industry. Revisiting the many employment opportunities introduced in Music Business 101, students will focus on business options, and deal-making principles.

MUT 250 Music Business Internship (4 Credit Hours)

Music Business Internship is the culmination of the student's training and an immersion into the music industry. Students need to get a broad experience into as many aspects of the host company as possible. A brief bi-weekly report is to be sent to the instructor listing work assignments and progress. A final evaluation will be filled out by the on-site supervisor and forwarded to the instructor. The Final report will be a written log of student's daily experiences, and a typed summary of the overall experience.

Department of Public Administration

Mission Statement

The Department of Public Administration builds upon the institutional commitment by “investing in human capital” through developing ethical public administrators capable of leading, making sound decisions, affecting social change, and promoting public good through public service within communities, and on a local, national, and /or global level.

Goals

1. Offering academic programs that are consistent with the current and future needs of the public, government, and non-profit organizations
2. Recruiting experienced and highly qualified faculty who have practical knowledge and expertise in the public administration field
3. Retaining students and assisting them to matriculate through the public administration program to graduation
4. Producing graduates who will be knowledgeable, able to work collaboratively, Communicate effectively, write clearly, and think critically and analytically. Solve public problems, be prepared for a career in public service, and/or graduate school and make valuable contributions to their communities

Vision

The Department of Public Administration's vision is to become a model program and have a reputation for developing and nurturing exceptional public administrators who will be leaders and change agents in the world in public service.

Degree Program

- Bachelors of Arts in Public Administration
- Associate of Arts in Public Administration

Department Graduation Requirements

To earn a BA degree in the Department of Public Administration each student must satisfactorily complete all of the requirements discussed below. Specific requirements for satisfactory completion of each course of study within the Department of Public Administration are as follows:

1. Complete a minimum of 121 semester hours
2. Satisfactorily complete the curriculum requirements on the model plan of study
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College
4. Earn a cumulative average of not less than 2.0 in all courses taken in the Department of Public Administration
5. Earn a cumulative average of not less than 2.0 in all courses taken in the major field
6. Complete in residence not less than ½ of the credit hours which fulfills School core and major requirements
7. Complete in residence, unless permission is granted otherwise, the final semester's course work
8. Take all senior outcomes measurement examinations required by the Department of Public Administration (Case Analysis Senior Paper and Presentation)

9. File an Application for Degree
10. Complete all exit surveys and questionnaires

To earn an AA in Public Administration, a student must complete a minimum of 60 semester hours and the following criteria:

1. Complete a minimum of 61 semester hours
2. Satisfactorily complete the curriculum requirements on the model plan of study
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College
4. Earn a cumulative average of not less than 2.0 in all courses taken in the Department of
5. Public Administration
6. Complete in residence not less than ½ of the credit hours which fulfills core and major requirements
7. Complete in residence, unless permission is granted otherwise, the final semester's course work
8. File an Application for Degree
9. Complete all exit surveys and questionnaires

Transfer Credit Hours

The College transfer policies will be observed within the School of Arts and Sciences for the following (please review the appropriate pages of the catalog).

1. Remedial or developmental courses.
2. Course in which the grades earned are less than "C"(2.0).
3. Courses from community/junior colleges to transfer as junior or senior level courses

Other Departmental Policies

Course Load

In order to ensure that students will have a maximum chance of successfully pursuing their studies, the maximum permissible course load for all majors will depend on current cumulative grade point average. The following course load limitation will apply:

Cumulative GPA	Maximum Hours
Below 2.00	12
2.00 – 2.49	15
2.50 – 2.99	18
3.00 – 4.00	21

Full-time enrollment in the Department of Public Administration is a demanding responsibility. Students who must be employed are advised to adjust the normal course load to ensure that sufficient attention is given to academic requirements. The following schedule is one suggested relationship between employment hours and course load that students can use as a guide to adjusting the course load:

Employment Hours

1 – 10

11 - 15

16 - 20

more than 20 hours

Per week course load

15 – 18 hours

12 – 14 hours

9 – 11 hours

9 hours

ARKANSAS BAPTIST COLLEGE
DEPARTMENT OF PUBLIC ADMINISTRATION MODEL PLAN OF STUDY
BACHELOR OF ARTS IN PUBLIC ADMINISTRATION – 121 CREDIT HOURS

FRESHMAN YEAR

Fall Semester – 15 hours		Spring Semester – 15 hours	
_____	ENG 131 English Composition I 3	_____	ENG 132 English Composition II 3
		-	
_____	BIO 144 Principles of Biology/Lab 4	_____	PHY 145 Physical Science/Lab 4
		-	
_____	FYE 101 Life Skills 2	_____	FYE 102 Life Skills II 3
		-	
_____	MIS 110 Intro to Computers 3	_____	MAT 142 College Algebra 2
		-	
_____	UCL 111 Financial Literacy 1	_____	PAD 114 Intro to Public Admin. <u>3</u>
		-	
_____	REL 106 Intro to the Bible <u>3</u>	_____	

SOPHOMORE YEAR

Fall Semester - 15 hours		Spring Semester - 15 hours	
_____	PAD 154 Foundations Intergov. Relations 3	_____	PAD 223 Technical Writing 3
-		-	
_____	PAD 210 Gov. Mgt. & Dec. Making 3	_____	SPC 239 Oral Communication 3
-		-	
_____	PAD Elective 3	_____	<i>Humanities elective</i> 3
-		-	
_____	<i>Humanities elective</i> 3	_____	POL 257 U.S. Government 3
-		-	
_____	PAD 211/311 Political Science I <u>3</u>	_____	PAD 209 E-Governance <u>3</u>
-		-	

JUNIOR YEAR

Fall Semester – 15 hours		Spring Semester – 15 hours	
_____	PAD 341 Applied Statistics 3	_____	PAD 364 Arkansas Government 3
-		-	
_____	<i>Humanities elective</i> 3	_____	PAD 353 Social Entrepreneurism 3
-		-	
_____	PAD 318 Intro to Public Budgeting 3	_____	PAD 354 Public Policy Process & Administration. 3
-		-	

-	PAD 320 Administrative Law	3	-	PAD/UCL 301 Leadership Theory	3
-			-		
-	PAD 321 Public Personnel Admin.	<u>3</u>	-	PAD 342 Intro to Research Methods	<u>3</u>
-			-		
SENIOR YEAR			Spring Semester - 18 hours		
Fall Semester - 15 hours					
-	PAD Elective	3	-	PAD 428 Grants & Non-Profit Management	3
-			-		
-	PAD/UCL 401 Conflict and Negotiation	3	-	PAD 359 Organization & Behavior	3
-			-		
-	PAD 409 Third World Studies	3	-	PAD Elective	3
-			-		
-	PAD Elective	3	-	PAD 415 Ethics in Public Admin	3
-			-		
-	PAD 416 Senior Seminar I	<u>3</u>	-	PAD 426 Senior Seminar II/Internship	<u>6</u>
-			-		
-			-		

**ARKANSAS BAPTIST COLLEGE DEPARTMENT OF PUBLIC ADMINISTRATION MODEL
PLAN OF STUDY
ASSOCIATE OF ARTS IN PUBLIC ADMINISTRATION – 60 CREDIT HOURS**

FRESHMAN YEAR

Fall Semester – 15 hours

___ ENG 131 English Composition I	3	_____
___ BIO144 General Biology w/lab	4	_____
___ FYE 101 Life Skills**	2	_____
___ REL 106 Intro to the Bible**	3	_____
___ MIS 110 Intro to Computers	3	_____
___ UCL 111 Financial Literacy**	<u>1</u>	
	16	

Spring Semester – 15 hours

ENG 132 English Composition II	3
PHY 145 Physical Science w/lab	4
FYE 102 Life Skills II**	2
PAD 114 Intro to Public Administration	3
MAT 142 College Algebra	<u>3</u>
	15

SOPHOMORE YEAR

Fall Semester - 15 hours

___ PAD154 Foundations Intergov. Relations	3	_____
___ PAD 210 Gov. Mgt. & Dec. Making	3	_____
___ PAD 211/311 Political Science I	3	_____
___ PAD Elective	3	_____
___ <i>Humanities elective</i>	<u>3</u>	_____

Spring Semester - 18 hours

PAD 223 Technical Writing	3
SPC 239 Oral Communication	3
<i>Humanities elective</i>	3
POL 257 US Government*	3
PAD 209 E-Governance	<u>3</u>

Public Administration Course Descriptions

PAD 114 Introduction to Public Administration (3 Credit Hours)

An introductory study of the basic structure of American government as it affects the work of Public managers in national, state, and local governments. The student will explore the evolution and management issues within the field; topics covered are ethics, social equity, e-government, personnel management and labor relations, organizational behavior, policy making, intergovernmental relations, international affairs, leadership, strategic management, management issues and the practical application of the public administration field.

PAD 154 Foundations of Intergovernmental Relations (3 Credit Hours)

This course is a detailed study of the interrelationships of the American system of federalism - a complex and interdependent system of more than 85,000 federal, state, and local governments. Foundations of Intergovernmental Relations provides a broad survey of the system's historical development and its current structure.

PAD 210 Governmental Management & Decision-Making (3 Credit Hours)

Prerequisite: PAD 114. A detailed study of the management and operations of modern Public agencies with emphasis on the organization of service delivery structures, decision- making theory, history, and practice.

PAD 211/311 Political Science I (3 Credit Hours)

The course examines the origins and nature of the tools of political analysis. It is also an introduction to voter behavior, administration, comparative government, international relations, political theory, and the problem of politics.

PAD 209 E-Governance (3 Credit Hours)

This course is an introduction about the evolution of e-government and how it is used in various ways to inform the public and assist public administrators in an ever changing political environment. Emphasis is placed on the changing relationships between the government, organizations, administrators, policies, privacy, security, social media, and accessibility of information, it also addresses the impact of the internet on democratic process, citizen participation, and the improvement of governmental services and processes.

PAD 223 Technical Writing (3 Credit Hours)

Prerequisites: English Composition I and English Composition II. A writing course designed for achievement in expository prose, argumentation and the personal article. Style, content, and critical writing are stressed.

PAD 318 Introduction to Public Sector Budgeting (3 Credit Hours)

Prerequisite: PAD 114/210. Identification, analysis and discussion of the various approaches to Public sector budgeting and budget processes are covered. Emphasis on developing a theoretical and practical knowledge of budgeting techniques applied at the national, state and local levels of government.

PAD 320 Administrative Law (3 Credit Hours)

Prerequisite: PAD 114. Overview of the American public law systems and lawmaking processes at each level of government. Students undertake intensive case study in the areas of due process, administrative, regulatory law, sovereignty and judicial review.

PAD 321 Public Personnel Administration (3 Credit Hours)

Prerequisite: PAD 114/320. Analysis of the policies, practices, and issues of public personnel administration, including recruitment and selection processes, classification and pay plans, training, career management, separation, grievances and appeals, and unionization and collective bargaining.

PAD 341 Applied Statistics (3 Credit Hours)

This course will teach the fundamentals of analyzing numerical data in a social science context. Students will learn effective ways of presenting informational summaries, the use of statistical inference from samples to populations, and the linear model which forms the basis of much social science research. Emphasis will be on an intuitive understanding of statistical formulae and models, and on their practical application. Basic study of mean, mode, median, probability distribution, sampling, hypothesis testing, variance analysis, linear regression and correlation are explained.

PAD 342 Intro to Research Methods (3 Credit Hours)

The course introduces the principles and techniques of research. This course presents a comprehensive overview of the aims, methods and devices used in research. Limited research projects are required using SPSS for data analysis.

PAD 353 Social Entrepreneurism (3 Credit Hours)

An overview of what social entrepreneurship is, and its evolution. This course will focus on non-profits and for-profits desire decrease social problems in society, how they become change agents to affect social change and the government's role and support of these entities with a mission to help those in need. Case studies will be used and practical application of the subject will be employed.

PAD 354 Public Policy Process & Administration (3 Credit Hours)

An overview of the formation and execution of public policy, an examination of the relationship between politics and administration, analysis of the structure and organization of the federal Congress in reference to the influence of legislative bodies, interest groups and other forces on bureaucracy will be reviewed. Also, there will be discussion as to how public issues become legislation, and the interrelationships between, federal, state and local legislative processes.

PAD 359 Organization & Behavior (3 Credit Hours)

This course provides an overview about the theories, concepts, emphasis pertaining to public organizations and the evolution of change with focus upon the application of these principles to practical administrative problems.

PAD 364 Arkansas Government (3 Credit Hours)

The course provides a systematic study of the structure, function and nature of Arkansas government and its relationship to other institutions; particular emphasis is placed on the State Constitution and its relation to the U.S. Constitution.

PAD 401/UCL 401 Conflict & Negotiation (Cross Referenced with Urban Community Leadership) (3 Credit Hours)

This course provides the basic theory for negotiation and how to deal with conflict within an organizational structure. Student examines environmental forces that impact the organization with an emphasis on applicable issues in the work place and community environments.

PAD 409 Third World Studies (3 Credit Hours)

This course is designed to introduce students to the social, economic and Political contexts and consequences of modernization in Africa, Asia and Latin America.

PAD 415 Ethics in Public Administration (3 Credit Hours)

This course introduces the student to the fundamentals of administrative responsibility and ethics, and seeks to explain why ethics are important to administrators in governmental and non-profit organizations, and how these administrators can relate their own personal values to the norms of the public sector. Additionally, the course helps identify ways to link ethics and management in order to strengthen the ethical climate in public organizations.

PAD 416 Senior Seminar (3 Credit Hours)

Prerequisite: Prerequisite: PAD 114 /354 or consent of instructor. Senior students are required to select a current public policy or public administration issue, undertake a detailed and comprehensive analysis and demonstrate a thorough integration of the courses taken and skills learned.

PAD 426 Senior Seminar II/Internship (6 Credit Hours)

Prerequisite: PAD 114/416 or consent of instructor. A continuation of Senior Seminar I with Emphasis on writing, editing, and completing the senior project and an internship.

PAD 428 Grants and Non-Profit Management (3 Credit Hours)

Prerequisite: PAD 114/359. This course takes a step-by-step comprehensive approach to external funding for public and nonprofit agencies. Beginning with the search for funding and developing programs, it guides the student through the technical steps of preparing a grant application, explaining the process used to make decisions, the key aspects of grant management, and illustrates important factors directly pertaining to grant funds.

Department of Social and Behavioral Sciences

Mission Statement

The Mission of the Department of Social and Behavioral Sciences is to provide high quality programs that help students of Arkansas Baptist College develop life-long competencies in critical thinking, oral and written communication, quantitative reasoning, and problem solving that prepare them to enter the work force or to further their education through graduate or professional studies.

Goals

The Department of Social and Behavioral Sciences has the following goals:

1. To teach students concepts, theories, and methods of the social and behavioral sciences
2. To prepare students for advanced graduate and professional study
3. To train students for employment in the service professions and for teaching positions in the Social and Behavioral Sciences fields of study
4. To prepare students to become more complete, flexible human beings who understand the complexity of a changing world and who are prepared to function effectively in the global community

Degree Programs

Bachelor of Arts in Criminal Justice

Concentrations

- Private Security
- Police Administration
- Probation and Parole
- Juvenile Justice

Bachelor of Arts in Human Services

Concentrations

- Child Development
- Family Counseling
- Leadership & Administration
- Addictions Studies

Bachelor of Arts in Urban Community Leadership

Department Graduation Requirements

In order to earn a Bachelor of Arts in Criminal Justice, Human Services, or Urban Community Leadership, students must complete 120 semester credit hours. Coursework for the degree is divided as follows: 45 credit hours of general education courses, 30 credit hours of core requirements, and 45 credit hours of major requirements which includes between 9 and 12 hours of electives depending upon the major. In addition, students must satisfactorily complete departmental requirements which include the following:

1. Satisfactory completion of the curriculum requirements on the model plan of study
2. Completion in residence not less than ½ of the credit hours which fulfills core and major requirements
3. Completion in residence, unless permission is granted otherwise, of the final semester's course work
4. Completion of all examinations required by the department
5. Completion of an Application for Graduation
6. Completion of all exit surveys and questionnaires
7. Earn a cumulative grade point average of not less than 2.0 in all courses taken at the College
8. Earn a cumulative grade point average of not less than 2.0 in all courses taken in the Department of Social and Behavioral Sciences
9. Earn a cumulative grade point average of not less than 2.0 in all courses taken in the major field

Transfer Credit Hours

The College transfer policies will be observed within the Department of Social and Behavioral Sciences (please review the appropriate pages of the catalog.). The Department of Social and Behavioral Sciences does not accept for credit:

1. Remedial or developmental courses
2. Courses in which the grade earned is less than "C" (2.0)
3. Courses from community/junior colleges to transfer as junior or senior level courses
4. Courses taken at institutions not accredited by a nationally recognized, regional accrediting agency such as the Higher Learning Commission - North Central Association for Colleges and Schools (HLC-NCA)

Other Departmental Policies

Course Load

In order to ensure that students will have a maximum chance of successfully pursuing their studies, the maximum permissible course load for all majors will depend on current cumulative grade point average and the discretion of the department chairperson or division director. The following course load limitation will apply.

Cumulative GPA	Maximum Hours
Below 2.00	12
2.00 – 2.49	15
2.50 – 2.99	18
3.00 – 4.00	21

Students desiring to major in the department must have a program evaluation by the department chairperson. Prospective majors must meet minimum departmental admission requirements in order to receive a plan of study. Transfer students interesting in earning degrees in the department must satisfy residency requirements in addition to meeting the requirements specified for both the core and major. The Transfer Student Policy stated in this catalog should be reviewed for additional clarification.

Bachelor of Criminal Justice Model Plan of Study
DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
BACHELOR OF ARTS IN CRIMINAL JUSTICE
CONCENTRATION-PRIVATE SECURITY – 120 CREDIT HOURS

FRESHMAN YEAR

Fall Semester – 15 hours			Spring Semester – 15 hours		
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO 144 Principles of Biology/Lab	4	_____	<i>Natural Sciences elective</i>	4
_____	<i>Health & Safety/First Aid</i>	3	_____	REL 106 Intro to the Bible**	3
_____	FYE 101 or HSH 101 Life Skills I	2	_____	PSY 152 General Psychology	3
_____	MIS 110 Intro to Computers	3	_____	FYE102 Life Skills II	<u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	HSH 255 Writing for the Social Sciences	3	_____	<i>Humanities elective</i>	3
_____	<i>Humanities elective</i>	3	_____	HSH 250 Intro to Sociology	3
_____	SPC 239 Oral Communications	3	_____	CRJ 251 Intro to Private Security	3
_____	MAT 142 College Algebra	3	_____	HSH 253 Human Growth & Develop.	3
_____	CRJ 250 Intro to Criminal Justice	<u>3</u>	_____	POL 257 US Government	<u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours			Spring Semester - 15 hours		
_____	CRJ 252 Criminal Justice Ethics	3	_____	CRJ 350 Research Methods	3
_____	CRJ 255 Criminal Investigations	3	_____	CRJ 357 Organizational Behavior in Criminal Justice	3
_____	CRJ 257 Probation & Parole	3	_____	CRJ 351 Juvenile Delinquency	3
_____	CRJ 258 Loss Prevention	<u>3</u>	_____	CRJ 352 Intro to Corrections	<u>3</u>
_____	CRJ 348 Record Keeping & Report Writing	3	_____	CRJ 353 Police Admin & Mgmt	3

SENIOR YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	CRJ 356 Law and Society	3	_____	CRJ 452 Crime & Delinquency	3
_____	CRJ 369 Police and the Community	3	_____	CRJ 453 Race & Justice	3
_____	CRJ 450 Critical Issues in Criminal Justice	3	_____	CRJ 454 Criminal Procedures	3
_____	CRJ 451 Substance Abuse Treatment	3	_____	CRJ 460 Senior Seminar II	<u>6</u>
_____	CRJ 458 Senior Seminar I	<u>3</u>			

Bachelor of Criminal Justice Model Plan of Study
DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
BACHELOR OF ARTS IN CRIMINAL JUSTICE
CONCENTRATION-PROBATION & PAROLE – 120 CREDIT HOURS

FRESHMAN YEAR

Fall Semester – 15 hours		Spring Semester – 15 hours	
_____	ENG 131 English Composition I 3	_____	ENG 132 English Composition II 3
_____	BIO144 Principles of Biology/Lab 4	_____	<i>Natural Sciences elective</i> 4
_____	<i>Health & Safety/First Aid</i> 3	_____	REL 106 Intro to the Bible 3
_____	FYE 101 or HSH 101 Life Skills I 2	_____	PSY 152 General Psychology 3
_____	MIS 110 Intro to Computers 3	_____	FYE102 Life Skills II <u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours		Spring Semester - 15 hours	
_____	HSH255 Writing for the Social Sciences 3	_____	<i>Humanities elective</i> 3
_____	<i>Humanities elective</i> 3	_____	HSH250 Intro to Sociology 3
_____	SPC239 Oral Communications 3	_____	CRJ 252 Criminal Justice Ethics 3
_____	MAT 142 College Algebra 3	_____	HSH 253 Human Growth & Develop. 3
_____	CRJ250 Intro to Criminal Justice <u>3</u>	_____	POL257 US Government <u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours		Spring Semester - 15 hours	
_____	CRJ 257 Probation & Parole 3	_____	CRJ 353 Police Admin & Mgmt 3
_____	CRJ 348 Record Keeping & Report Writing 3	_____	HSH 360 Organizational Behavior 3
_____	CRJ 350 Research Methods 3	_____	CRJ 356 Law and Society 3
_____	CRJ 351 Juvenile Delinquency <u>3</u>	_____	CRJ 361 Foundations for Re-Entry <u>3</u>
_____	CRJ 352 Intro to Corrections 3	_____	CRJ 366 Case Management in Corrections 3

SENIOR YEAR

Fall Semester - 15 hours		Spring Semester - 15 hours	
_____	CRJ 369 Police and the Community 3	_____	CRJ 452 Crime & Delinquency 3
_____	CRJ 455 Criminal Procedures 3	_____	CRJ 453 Race and Justice 3
_____	CRJ 450 Critical Issues in Criminal Justice 3	_____	CRJ 454 Criminal Law 3
_____	CRJ 451 Substance Abuse Treatment 3	_____	<i>CRJ 460 Senior Seminar II</i> <u>6</u>
_____	CRJ 458 Senior Seminar I <u>3</u>		

Bachelor of Criminal Justice Model Plan of Study
DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
BACHELOR OF ARTS IN CRIMINAL JUSTICE
CONCENTRATION-POLICE ADMINISTRATION – 120 CREDIT HOURS

FRESHMAN YEAR

Fall Semester – 15 hours			Spring Semester – 15 hours		
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO 144 Principles of Biology/Lab <i>Health & Safety/First Aid</i>	4	_____	<i>Natural Sciences elective</i>	4
_____	FYE 101 or HSH 101 Life Skills I	2	_____	REL 106 Intro to the Bible	3
_____	MIS 110 Intro to Computers	3	_____	PSY 152 General Psychology	3
			_____	FYE102 Life Skills II	<u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	HSH 255 Writing for the Social Sciences	3	_____	<i>Humanities elective</i>	3
_____	<i>Humanities elective</i>	3	_____	HSH 250 Intro to Sociology	3
_____	SPC 239 Oral Communications	3	_____	CRJ 252 Criminal Justice Ethics	3
_____	MAT 142 College Algebra	3	_____	HSH 253 Human Growth & Develop.	3
_____	CRJ 250 Intro to Criminal Justice	<u>3</u>	_____	POL 257 US Government	<u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours			Spring Semester - 15 hours		
_____	CRJ 257 Probation & Parole	3	_____	CRJ 353 Police Admin & Mgmt	3
_____	CRJ 348 Record Keeping and Report Writing	3	_____	CRJ 357 Organizational Behavior in Criminal Justice	3
_____	CRJ 350 Research Methods	3	_____	CRJ 356 Law and Society	3
_____	CRJ 351 Juvenile Delinquency	<u>3</u>	_____	CRJ 366 Case Management in Corrections	<u>3</u>
_____	CRJ 352 Intro to Corrections	3	_____	CRJ 367 Personnel Management in Law Enforcement	3

SENIOR YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	CRJ 368 Leadership & Supervision in Law Enforcement	3	_____	CRJ 452 Crime & Delinquency	3
_____	CRJ 369 Police and the Community	3	_____	CRJ 453 Race & Justice	3
_____	CRJ 450 Critical Issues in Criminal Justice	3	_____	CRJ 455 Criminal Procedures	3
_____	CRJ 451 Substance Abuse Treatment	3	_____	CRJ 460 Senior Seminar II	<u>6</u>
_____	CRJ 458 Senior Seminar I	<u>3</u>			

**Department of Social & Behavioral Sciences Model Plan of Study
BACHELOR OF ARTS IN CRIMINAL JUSTICE
CONCENTRATION-JUVENILE JUSTICE – 120 CREDIT HOURS**

FRESHMAN YEAR

Fall Semester – 15 hours		Spring Semester – 15 hours	
_____	ENG 131 English Composition I	3	_____ ENG 132 English Composition II
_____	BIO 144 Principles of Biology/Lab	4	_____ <i>Natural Sciences elective</i>
_____	<i>Health & Safety/First Aid</i>	3	_____ REL 106 Intro to the Bible
_____	FYE 101 or HSH 101 Life Skills I	2	_____ PSY 152 General Psychology
_____	MIS 110 Intro to Computers	3	_____ FYE102 Life Skills II
			<u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours		Spring Semester - 15 hours	
_____	HSH 255 Writing for the Social Sciences	3	_____ <i>Humanities elective</i>
_____	<i>Humanities elective</i>	3	_____ HSH 250 Intro to Sociology
_____	SPC 239 Oral Communications	3	_____ CRJ 252 Criminal Justice Ethics
_____	MAT 142 College Algebra	3	_____ HSH 253 Human Growth & Develop.
_____	CRJ 250 Intro to Criminal Justice	<u>3</u>	_____ POL 257 US Government
			<u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours		Spring Semester - 15 hours	
_____	CRJ 253 Intro to Juvenile Justice	3	_____ CRJ 348 Record Keeping & Report Writing
_____	CRJ 350 Research Methods	3	_____ CRJ 357 Organizational Behavior in Criminal Justice
_____	CRJ 351 Juvenile Delinquency	3	_____ CRJ 353 Police Admin & Mgmt
_____	CRJ 352 Intro to Corrections	<u>3</u>	_____ CRJ 356 Law and Society
_____	CRJ 257 Probation & Parole	3	_____ CRJ 366 Case Management in Corrections
			3

SENIOR YEAR

Fall Semester - 15 hours		Spring Semester - 15 hours	
_____	CRJ 359 Juvenile Interrogations	3	_____ CRJ 451 Substance Abuse Treatment
_____	CRJ 369 Police and the Community	3	_____ CRJ 452 Crime and Delinquency
_____	CRJ 354 Child Welfare	3	_____ CRJ 453 Race and Justice
_____	CRJ 450 Critical Issues in Criminal Justice	3	_____ <i>CRJ 460 Senior Seminar II</i>
_____	CRJ 458 Senior Seminar I	<u>3</u>	<u>6</u>

**Bachelor of Human Services Model Plan of Study
DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
BACHELOR OF ARTS IN HUMAN SERVICES
CONCENTRATION-CHILD DEVELOPMENT – 120 CREDIT HOURS**

FRESHMAN YEAR

Fall Semester – 15 hours			Spring Semester – 15 hours		
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO144 Principles of Biology/Lab	4	_____	<i>Natural Sciences elective</i>	4
_____	<i>Health & Safety/First Aid</i>	3	_____	REL 106 Intro to the Bible	3
_____	HSH or FYE 101 Life Skills I	2	_____	PSY 152 General Psychology	3
_____	MIS 110 Intro to Computers	3	_____	FYE 102 Life Skills II	<u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	<i>Humanities elective</i>	3	_____	HSH 256 Health Care and Aging	3
_____	HSH 255 Writing for the Social Sciences	3	_____	HSH250 Intro to Sociology	3
_____	SPC 239 Oral Communications	3	_____	POL 257 US Government	3
_____	MAT 142 College Algebra	3	_____	HSH 253 Human Growth & Develop.	3
_____	HSH 252 Intro to Human Services	<u>3</u>	_____	<i>Humanities elective</i>	<u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours			Spring Semester - 15 hours		
_____	HSH 254 Introduction to Public Policy	3	_____	HSH 259 Crisis Interventions	3
_____	HSH 351 Research Methods	3	_____	HSH 355 Interviewing & Counseling	3
_____	HSH 352 Social Problems	3	_____	HSH 359 Social Organizations & Disorganization	3
_____	HSH 353 Marriage & the Family	3	_____	HSH 361 Child Development	3
_____	HSH 354 Child Welfare	<u>3</u>	_____	HSH 357 Introduction to Family Violence	<u>3</u>

SENIOR YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	HSH 364 Adolescent Development	3	_____	HSH 455 Case Management	3
_____	HSH 450 Cultural Anthropology	3	_____	HSH 457 Legal Issues & Ethics	3
_____	HSH 451 Substance Abuse Treatment	3	_____	HSH 459 Social Psychology	3
_____	HSH 453 Race & Justice	3	_____	HSH460 Senior Seminar II	6
_____	HSH 458 Senior Seminar I	<u>3</u>			

Bachelor of Human Services Model Plan of Study
DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
BACHELOR OF ARTS IN HUMAN SERVICES
CONCENTRATION-ADDICTIONS STUDIES – 120 CREDIT HOURS

Fall Semester – 15 hours		Spring Semester – 15 hours	
_____	ENG 131 English Composition I	3	_____ ENG 132 English Composition II
_____	BIO144 Principles of Biology/Lab	4	_____ <i>Natural Sciences elective</i>
_____	<i>Health & Safety/First Aid</i>	3	_____ REL 106 Intro to the Bible
_____	HSH or FYE 101 Life Skills I	2	_____ PSY 152 General Psychology
_____	MIS 110 Intro to Computers	3	_____ FYE 102 Life Skills II
			<u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours		Spring Semester - 15 hours	
_____	_____ <i>Humanities elective</i>	3	_____ HSH 256 Health Care and Aging
_____	HSH 255 Writing for the Social Sciences	3	_____ HSH250 Intro to Sociology
_____	SPC 239 Oral Communications	3	_____ POL 257 US Government
_____	MAT 142 College Algebra	3	_____ HSH 253 Human Growth & Develop.
_____	HSH 252 Intro to Human Services	<u>3</u>	_____ <i>Humanities elective</i>
			<u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours		Spring Semester - 15 hours	
_____	HSH 254 Introduction to Public Policy	3	_____ HSH 259 Crisis Interventions
_____	HSH 351 Research Methods	3	_____ HSH 355 Interviewing & Counseling
_____	HSH 352 Social Problems	3	_____ HSH 357 Introduction to Family Violence
_____	HSH 353 Marriage & the Family	3	_____ HSH 359 Social Organizations & Disorganization
_____	HSH 354 Child Welfare	<u>3</u>	_____ HSH 367 Substance Abuse Prevention
			<u>3</u>

SENIOR YEAR

Fall Semester - 15 hours		Spring Semester - 15 hours	
_____	HSH 451 Substance Abuse Treatment	3	_____ HSH 455 Case Management
_____	HSH 369 Recovery and Relapse Prevention	3	_____ HSH 457 Legal Issues & Ethics
_____	HSH 450 Cultural Anthropology	3	_____ HSH 459 Social Psychology
_____	HSH 453 Race & Justice	3	_____ HSH460 Senior Seminar II
_____	HSH 458 Senior Seminar I	<u>3</u>	
			6

Bachelor of Human Services Model Plan of Study
DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
BACHELOR OF ARTS IN HUMAN SERVICES
CONCENTRATION-FAMILY COUNSELING – 120 CREDIT HOURS

FRESHMAN YEAR

Fall Semester – 15 hours			Spring Semester – 15 hours		
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO144 Principles of Biology/Lab	4	_____	<i>Natural Sciences elective</i>	4
_____	<i>Health & Safety/First Aid</i>	3	_____	REL 106 Intro to the Bible	3
_____	HSH or FYE 101 Life Skills I	2	_____	PSY 152 General Psychology	3
_____	MIS 110 Intro to Computers	3	_____	FYE 102 Life Skills II	<u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	<i>Humanities elective</i>	3	_____	HSH 256 Health Care and Aging	3
_____	HSH 255 Writing for the Social Sciences	3	_____	HSH250 Intro to Sociology	3
_____	SPC 239 Oral Communications	3	_____	POL 257 US Government	3
_____	MAT 142 College Algebra	3	_____	HSH 253 Human Growth & Develop.	3
_____	HSH 252 Intro to Human Services	<u>3</u>	_____	<i>Humanities elective</i>	<u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours			Spring Semester - 15 hours		
_____	HSH 254 Introduction to Public Policy	3	_____	HSH 259 Crisis Interventions	3
_____	HSH 351 Research Methods	3	_____	HSH 260 Group Dynamics	3
_____	HSH 352 Social Problems	3	_____	HSH 355 Interviewing & Counseling	3
_____	HSH 353 Marriage & the Family	3	_____	HSH 359 Social Organizations & Disorganization	3
_____	HSH 354 Child Welfare	<u>3</u>	_____	HSH 357 Introduction to Family Violence	<u>3</u>

SENIOR YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	HSH 450 Cultural Anthropology	3	_____	HSH 455 Case Management	3
_____	HSH 449 Family Counseling	3	_____	HSH 457 Legal Issues & Ethics	3
_____	HSH 451 Substance Abuse Treatment	3	_____	HSH 459 Social Psychology	3
_____	HSH 453 Race & Justice	3	_____	HSH460 Senior Seminar II	6
_____	HSH 458 Senior Seminar I	<u>3</u>			

Bachelor of Human Services Model Plan of Study
DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES
BACHELOR OF ARTS IN HUMAN SERVICES
CONCENTRATION-HUMAN SERVICES LEADERSHIP & ADMINISTRATION – 120 HOURS

FRESHMAN YEAR

Fall Semester – 15 hours			Spring Semester – 15 hours		
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO144 Principles of Biology/Lab	4	_____	<i>Natural Sciences elective</i>	4
_____	<i>Health & Safety/First Aid</i>	3	_____	REL 106 Intro to the Bible	3
_____	HSH or FYE 101 Life Skills I	2	_____	PSY 152 General Psychology	3
_____	MIS 110 Intro to Computers	3	_____	FYE 102 Life Skills II	<u>2</u>

SOPHOMORE YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	<i>Humanities elective</i>	3	_____	HSH 256 Health Care and Aging	3
_____	HSH 255 Writing for the Social Sciences	3	_____	HSH250 Intro to Sociology	3
_____	SPC 239 Oral Communications	3	_____	POL 257 US Government	3
_____	MAT 142 College Algebra	3	_____	HSH 253 Human Growth & Develop.	3
_____	HSH 252 Intro to Human Services	<u>3</u>	_____	<i>Humanities elective</i>	<u>3</u>

JUNIOR YEAR

Fall Semester – 15 hours			Spring Semester - 15 hours		
_____	HSH 254 Introduction to Public Policy	3	_____	HSH 353 Marriage and the Family	3
_____	HSH 258 Principles of Leadership	3	_____	HSH 354 Child Welfare	3
_____	HSH 259 Crisis Interventions	3	_____	HSH 356 Intro to Community Development	3
_____	HSH 351 Research Methods	3	_____	HSH 359 Social Organizations & Disorganization	3
_____	HSH 352 Social Problems	<u>3</u>	_____	HSH 363 Intro to Grant Writing	<u>3</u>

SENIOR YEAR

Fall Semester - 15 hours			Spring Semester - 15 hours		
_____	HSH 368 Introduction to Public Personnel Management	3	_____	HSH 450 Cultural Anthropology	3
_____	HSH 451 Substance Abuse Treatment	3	_____	HSH 457 Legal Issues & Ethics	3
_____	HSH 453 Race & Justice	3	_____	HSH 459 Social Psychology	3
_____	HSH 455 Case Management	3	_____	HSH460 Senior Seminar II	6
_____	HSH 458 Senior Seminar I	<u>3</u>			

Arkansas Baptist College
Bachelor of Arts in Urban Community Leadership-120 Credit Hours

Freshman Year

Fall Semester - 16 hours

_____	ENG 131 English Composition I	3
_____	BIO 144 Principles of Biology/Lab	4
_____	FYE 101 Life Skills I or II	2
_____	UCL 111 Financial Literacy	1
_____	UCL 102 African American Experience	3
_____	<i>Humanities elective</i>	3

Spring Semester – 15 hours

_____	ENG 132 English Composition II	3
_____	BIO 145 Physical Science/Lab	4
_____	REL 106 Intro to the Bible	3
_____	ROC 001 Male or Female	1
_____	UCL 120 Black Community Education	3

Sophomore Year

Fall Semester - 15 hours

_____	*UCL 220 Private Reading	3
_____	MIS 110 Intro to Computers	3
_____	KIN 139 or 130 PE or Health and Safety	3
_____	MAT 142 College Algebra	3
_____	SPC 239 Oral Communication	3

Spring Semester - 15 hours

_____	ENG 233/234 World Literature I or II	3
_____	<i>Social Science elective</i>	3
_____	*GEO 258 World Geography	3
_____	*POL 257 U.S. Government	3
_____	<i>Humanities elective</i>	3

Junior Year

Fall Semester - 15 hours

_____	UCL 200 African American Women's History	3
_____	UCL 201 African American Incarceration	3
_____	UCL 202 African History	3
_____	UCL 300 AA, Cinema, Film, & Hip-Hop	3
_____	UCL 303 Leadership Practice	3

Spring Semester - 18 hours

_____	UCL 301 Leadership Theory	3
_____	UCL 309 Values & Leadership	3
_____	<i>UCL elective</i>	3
_____	UCL 311 Women & Leadership	3
_____	UCL 312 Sociology of Whiteness	3

Senior Year

Fall Semester - 15 hours

_____	UCL 400 Urban Community Development	3
_____	UCL 401 Conflict & Negotiation	3
_____	UCL 403 Leadership & Diversity	3
_____	UCL 405 Leadership & Spirituality	3

Spring Semester - 15 hours

_____	UCL 407 Leadership Internship	6
_____	<i>UCL elective</i>	3
_____	<i>UCL elective</i>	3
_____	BAD 411 Organization & Behavior Mgmt. or <i>UCL elective</i>	3

Criminal Justice Course Descriptions

HSH 250 Introduction to Sociology (3 Credit Hours)

This course is designed to familiarize students with the nature of human society and its development. Special emphasis is placed on: the dynamics of group life; the principles and methods of sociology; group behavior; social institutions; and social origins and interactions.

CRJ 250 Introduction to Criminal Justice (3 Credit Hours)

This course provides an introduction to the legal and ethical foundations of criminal justice and the major components of the criminal justice system.

HSH 253 Human Growth & Development (3 Credit Hours)

This course focuses on how to deal successfully with life changes/transitions as well as the associated stress and anxiety by understanding the stages of human development and their implications; analyzing established patterns of coping with change; and developing personal strategies for dealing with future transitions. The course is an in-depth look at ways of describing, predicting, explaining and modifying a person's behavior in the eight stages of growth from conception to death. Students will be provided with a learning experience that enables them to enhance their personal growth and development as well learning to assist others to begin the process of making positive life changes.

CRJ 252 Criminal Justice Ethics (3 Credit Hours)

This course is an examination of the ethical considerations facing the criminal justice practitioner. Corruption, perjury, false reports, wrongful actions and the code of silence will be discussed. Ethical behavior and the challenge of honesty and integrity will be examined within the content of its philosophical origins.

HSH 255 Writing for the Social Sciences

This course emphasizes translating social sciences jargon and research findings into clear and appropriate language for a variety of common consumers of social sciences results including professional, practitioner, and lay audiences. Topics also include APA style, conducting literature reviews, evaluating sources, and professional authorial voice. Common forms of social science writing such as research proposals, data summaries, and research reports are introduced.

CRJ 257 Probation and Parole (3 Credit Hours)

In this course, students are taught the history and development of probation and parole and will examine issues in rehabilitation, legal aspects of probation and parole, supervision theory and techniques, and the relationship of probation and parole to other parts of the criminal justice system.

CRJ 348 Record Keeping & Report Writing (3 Credit Hours)

This course is an examination of the appropriateness of different police writing styles in different contexts, the conceptualizations of the material, and the use of these reports by analytical officers in police agencies. Such concerns as the development of skills for note-taking and report writing in the criminal justice context and the use of criminal justice terminology in reporting evidence are also discussed.

CRJ 350 Research Methods (3 Credit Hours)

This course introduces the theories and methodology of action research, descriptive statistics, and the use of primary and secondary resource materials. Students will learn to utilize the various research methods and complete a research proposal.

CRJ 351 Juvenile Delinquency (3 Credit Hours)

This course provides a foundation for understanding the historical development of the juvenile justice system. The components focused upon are: the concept of delinquency, theories of delinquency, environmental influences on delinquency, juvenile justice advocacy, controlling juvenile offenders, and juvenile corrections.

CRJ 352 Introduction to Corrections (3 Credit Hours)

This course examines the history of corrections and the exciting changes that have occurred to make the field what it is today. This course also looks to the future of corrections by evaluating research based solutions to current issues.

CRJ 353 Police Administration & Management (3 Credit Hours)

This course provides a basic understanding of the role police play in society. This course analyzes the relationship police have to society, their interaction with other components within the criminal justice system and their historical foundations.

CRJ 357 Organizational Behavior in Criminal Justice (3 Credit Hours)

This course is designed to provide the foundation for understanding theories of organizational behavior and to link those theories to management within the American law enforcement system by introducing the critical skills and behaviors of successful organization leaders. Students will also gain an understanding of what attributes makes criminal justice organizations unique as compared to private and other public organizations.

CRJ 450 Critical Issues in Criminal Justice (3 Credit Hours)

This course examines numerous contemporary issues and challenges in the Criminal Justice System. Students will gain a comprehensive understanding of policing, courts, corrections and Juveniles Justice and to see how current critical issues play out in the real world.

CRJ 451 Substance Abuse Treatment (3 Credit Hours)

This course examines substance use and abuse. Its goals are to build a pharmacological knowledge of substances; to explore how society causes an increased use of substances; and to analyze systems designed to offer treatment. Special emphasis is placed on various theoretical models and concepts of addictions and counseling techniques currently used in substance abuse/addictions treatment.

CRJ 453 Race & Justice (3 Credit Hours)

This course examines how race, ethnicity, gender and class play a role in the treatment an individual receives while "participating" in the U.S. society and the justice system.

CRJ 452 Crime & Delinquency (3 Credit Hours)

Crime and Delinquency is a course that will address material on specific crimes in addition to providing information that address issues such as learning to commit crime and the organization of criminal behavior. It uses a conceptual approach to introduce the ideas and tools used by criminologists.

CRJ 356 Law and Society (3 Credit Hours)

This course is designed to provide the foundation for understanding how social theorists conceptualize and explain law and its role in society. The ways in which law is shaped by race, ethnicity, gender, and economic forces will also be discussed.

CRJ 458 Senior Seminar I (3 Credit Hours)

This course prepares students for the internship experience through specialized, practical learning experiences and the exploration of contemporary sociological and criminological concepts. Student will prepare a written proposal and will be responsible for securing their internship placement according to Arkansas Baptist College Department of Social & Behavioral Sciences internship guidelines.

CRJ 369 Police and the Community (3 Credit Hours)

This course examines the history of community policing focusing on the importance of, and strategies for, positive police community interaction. Environmental factors, centralized authority, media relations, and evolving strategies will be discussed.

CRJ 460 Senior Seminar II (6 Credit Hours)

This six-credit hour internship is the culminating exit course for students in a Social and Behavioral Sciences major. Utilizing all key theories, concepts, and methods acquired throughout the program, the course is designed to help students integrate their classroom and field experiences. Acceptable internship settings provide the student with an opportunity to develop new skills or work with a new problem or population. Under close supervision, students acquire experience in providing direct service to consumers and learn how agencies function. Students will participate in bi-weekly reviews and evaluations of their activities and experiences in the internship setting.

[Restricted Electives - Private Security Concentration Course Descriptions](#)

CRJ 251 Introduction to Private Security (3 Credit Hours)

This course is an examination of the historical, philosophical, and legal bases of security. The course analyzes the role of security in today's society, the concept of professionalism, and the relationship between security and law enforcement functions. Such security concerns as unlawful intrusion, retail theft, internal theft, and other crimes which seriously threaten the business community are also discussed. The scope and nature of fire prevention and safety are reviewed in a nontechnical manner.

CRJ 255 Criminal Investigations (3 Credit Hours)

This course will explore various techniques, principles, theories and problems of investigation, both at the crime scene and elsewhere. Topics include crime scene search procedures, handling physical evidence, interviewing and interrogation, and rules of evidence.

CRJ 258 Loss Prevention (3 Credit Hours)

This course will cover the development, role, responsibility, limitations and liabilities of the private security industry within society from its beginnings to its current state. Specific attention will be spent on describing the relationship between private security professionals, law enforcement and representatives of the legal system. Additional topics such as work place violence, organized retail theft, the conduct of internal and external investigations, and interviewing techniques will also be discussed.

CRJ 455 Criminal Procedures (3 Credit Hours)

This course is designed to explore the procedural component of the criminal law. Improper actions of criminal justice officials during the investigation of a violation of the substantive law may result in the case being lost due to procedural errors.

Restricted Electives – Police Administration Concentration Course Descriptions

CRJ 368 Leadership & Supervision in Law Enforcement (3 Credit Hours)

This course examines the theories of leadership and supervision in the police context. Police leadership and supervisory functions are studied, emphasizing problems germane to police administration.

CRJ 366 Case Management in Corrections (3 Credit Hours)

This course is designed to analyze the function of those persons conducting supervision of criminally convicted adults and juveniles. Ethical issues and current trends in treatment and intervention practices will be discussed from an intuitional and non-intuitional perspective.

CRJ 367 Personnel Management in Law Enforcement (3 Credit Hours)

This course examines the theories of personnel management and organizational change in the police context. Police administrative and management functions are studied, emphasizing problems peculiar to police administration.

CRJ 455 Criminal Procedures (3 Credit Hours)

This course is designed to explore the procedural component of the criminal law. Improper actions of criminal justice officials during the investigation of a violation of the substantive law may result in the case being lost due to procedural errors.

Restricted Electives – Juvenile Justice Concentration Course Descriptions

CRJ 253 Introduction to Juvenile Justice (3 Credit Hours)

This course is designed to give students a comprehensive overview of juvenile offending and delinquency theories. The course will examine the history of the juvenile justice system, and evaluate the latest available statistics on juvenile crime and victimization, drug use, court processing, corrections, and how juvenile delinquency has been constructed as a social problem. The course will also examine case studies of juvenile court processes and the juvenile prison system to analyze the possible influence of biosocial factors on delinquency such as social media, cyber bullying, status offenses, drug legalization; police shootings, and specialty courts for teens with mental illness.

CRJ 366 Case Management in Corrections (3 Credit Hours)

This course is designed to analyze the function of those persons conducting supervision of criminally convicted adults and juveniles. Ethical issues and current trends in treatment and intervention practices will be discussed from an intuitional and non-intuitional perspective.

CRJ 359 Juvenile Interrogations (3 Credit Hours)

This course introduces students to the fundamentals of interviewing and counseling through a combination of reading, experiential exercises, presentations, and lecture. Students will learn basic counseling skills with an emphasis on the use of appropriate techniques and theories in communication and relationship building, while exploring helping theory and its application to special populations which may be used by students planning to enter, or already employed within the Juvenile Correctional field.

HSH 354 Child Welfare

This course is an examination of child welfare as a specific component of social welfare services and a comprehensive overview of the legislative provisions, programs, and services, which comprise the child welfare system in the United States. Focusing on case work practice, the course provides skills to prepare students for various helping professions which serve children including ministry, social work, teaching and child psychology.

[Restricted Electives – Probation and Parole Concentration Course Descriptions](#)

CRJ 361 Foundations for Re-Entry (3 Credit Hours)

In this course, students are taught the history and development of probation and parole and will examine issues in rehabilitation, legal aspects of probation and parole, supervision theory and techniques, and the relationship of probation and parole to recidivism and re-entry.

CRJ 366 Case Management in Corrections (3 Credit Hours)

This course is designed to analyze the function of those persons conducting supervision of criminally convicted adults and juveniles. Ethical issues and current trends in treatment and intervention practices will be discussed from an intuitional and non-intuitional perspective.

CRJ 455 Criminal Procedures (3 Credit Hours)

This course is designed to explore the procedural component of the criminal law. Improper actions of criminal justice officials during the investigation of a violation of the substantive law may result in the case being lost due to procedural errors.

CRJ 454 Criminal Law (3 Credit Hours)

This Course provides an introduction to the study of criminal law and the tools and ideas with which to analyze and understand criminal behavior. Topics include reasons for punishing convicted criminals, as well as the elements of crimes and the defenses that the accused might raise. Tensions between various state statutes, the common law, and the Model Penal Code will also be examined.

[Human Services Course Descriptions](#)

HSH 250 Introduction to Sociology (3 Credit Hours)

This course is designed to familiarize students with the nature of human society and its development. Special emphasis is placed on: the dynamics of group life; the principles and methods of sociology; group behavior; social institutions; and social origins and interactions.

HSH 252 Intro to Human Services (3 Credit Hours)

This course explores the ways in which care is provided for the whole person, surveying community resources and developing an understanding of the ways in which human services are carried out in various settings. The role of the human services professional, important helping skills, common clinical issues, intervention strategies and common ethical dilemmas are also explored.

HSH 253 Human Growth & Development (3 Credit Hours)

This course focuses on how to deal successfully with life changes/transitions as well as the associated stress and anxiety by understanding the stages of human development and their implications; analyzing established patterns of coping with change; and developing personal strategies for dealing with future transitions. The course is an in-depth look at ways of describing, predicting, explaining and modifying a person's behavior in the eight stages of growth from conception to death. Students will be provided with a learning experience that enables them to enhance their personal growth and development as well learning to assist others to begin the process of making positive life changes.

HSH 254 Introduction to Public Policy (3 Credit Hours)

This course is designed to introduce students to American policy decision-making and management in the public sector. Students will learn the basics of decision-making in the policy process, discover many of the institutional and values-based constraints that affect policy outcomes, and become more familiar with the strategies, tools, and knowledge necessary to critically evaluate public policy issues.

HSH 255 Writing for the Social Sciences (3 Credit Hours)

This course emphasizes translating social sciences jargon and research findings into clear and appropriate language for a variety of common consumers of social sciences results including professional, practitioner, and lay audiences. Topics also include APA style, conducting literature reviews, evaluating sources, and professional authorial voice. Common forms of social science writing such as research proposals, data summaries, and research reports are introduced.

HSH 256 Health Care and Aging (3 Credit Hours)

This course reviews the physiological etiology of aging, the interrelationship between physiological change and mental health, and status issues at work and in family or institutional settings. This course also focuses on aging in an industrial society as it relates to the class, racial, and cultural differences of growing old. Also covered are the right to work, social security, housing, and health care.

HSH 259 Crisis Interventions (3 Credit Hours)

This course introduces students to the fundamentals of crisis intervention through a combination of reading, experiential exercises, presentations, and lecture. Students will learn basic counseling skills, while obtaining a conceptual framework for understanding the process of counseling those who are experiencing crisis and exploring helping theory and its application to special populations.

HSH 351 Research Methods (3 Credit Hours)

This course introduces the theories and methodology of action research, descriptive statistics, and the use of primary and secondary resource materials. Students will learn to utilize the various research methods and complete a research proposal.

HSH 352 Social Problems (3 Credit Hours)

This course investigates the mental processes, situational factors, individual differences and group phenomena that influence the way people interact with other people.

HSH 353 Marriage & the Family (3 Credit Hours)

This course examines the significance of relationships, marriage, and family and the role of these relationships across the adult life span. This course seeks to help the student understand the ways that relationships, marriage, and family may differ based on culture, finances, and other factors.

HSH 354 Child Welfare (3 Credit Hours)

This course is an examination of child welfare as a specific component of social welfare services and a comprehensive overview of the legislative provisions, programs, and services, which comprise the child welfare system in the United States. Focusing on case work practice, the course provides skills to prepare students for various helping professions which serve children including ministry, social work, teaching and child psychology.

HSH 359 Social Organizations and Disorganization (3 Credit Hours)

This course investigates the role that power plays in the development of social organizations. Students will gain an understanding of the various agents of social control and the methods used to direct the behavior of others. Focus is placed on the reality of conflict within organizations (disorganization).

HSH 450 Cultural Anthropology (3 Credit Hours)

Cultural Anthropology is the study of the origin and development of human culture. It introduces the concept of culture and its role in human behavior. Students will gain awareness of anthropology through identification of anthropological concepts including social relations, language, government, and religion.

HSH 451 Substance Abuse Treatment (3 Credit Hours)

This course examines substance use and abuse. Its goals are to build a pharmacological knowledge of substances; to explore how society causes an increased use of substances; and to analyze systems designed to offer treatment. Special emphasis is placed on various theoretical models and concepts of addictions and counseling techniques currently used in substance abuse/addictions treatment.

HSH 453 Race & Justice (3 Credit Hours)

This course examines how race, ethnicity, gender and class play a role in the treatment an individual receives while "participating" in the U.S. society and the justice system. Students are introduced to Critical Race Theory (CRT), a theory which challenges the ways in which race and racial power are constructed in U.S. society. Issues including affirmative action, property rights, and the social construction of race are discussed.

HSH 455 Case Management (3 Credit Hours)

This course introduces students to the fundamentals of case management through a combination of reading, experiential exercises, presentations, and lecture. The focus of this course is the process and associated practical skills of case management. Students develop a basic understanding of the chief concepts of case management and professional skills related to documentation, the interview, assessment, developing a service plan, managing information, networking, monitoring services, referral and successful termination of the client relationship.

HSH 457 Legal Issues & Ethics (3 Credit Hours)

This course focuses on decision-making theory, options and implications as it relates to the work of human service professionals. Particular emphasis is placed on the influence and role of critical reflection and values in the context of the National Organization of Human Service ethical standards, guidelines and professional/legal responsibilities. Case study methodology will be used.

HSH 458 Senior Seminar I (3 Credit Hours)

This course prepares students for the internship experience through specialized, practical learning experiences and the exploration of contemporary sociological and criminological concepts. Student will prepare a written proposal and will be responsible for securing their internship placement according to Arkansas Baptist College Department of Social & Behavioral Sciences internship guidelines.

HSH 459 Social Psychology (3 Credit Hours)

This course investigates the mental processes, situational factors, individual differences and group phenomena that influence the way people interact with other people.

HSH 460 Senior Seminar II (6 Credit Hours)

This six credit hour internship is the culminating exit course for students majoring in Human Services or Criminal Justice. Utilizing all key theories, concepts, and methods acquired throughout the program, the course is designed to help students integrate their classroom and field experiences. Acceptable internship settings provide the student with an opportunity to develop new skills or work with a new problem or population. Under close supervision, students acquire experience in providing direct service to consumers and learn how agencies function. Students will participate in bi-weekly reviews and evaluations of their activities and experiences in the internship setting.

Restricted Electives – Child Development Concentration Course Descriptions**HSH 355 Interviewing & Counseling (3 Credit Hours)**

This course introduces students to the fundamentals of interviewing and counseling through a combination of reading, experiential exercises, presentations, and lecture. Students will learn basic counseling skills, while obtaining a conceptual framework for understanding the process of counseling. The emphasis is on building basic Motivational Interviewing skills while exploring helping theory and its application to special populations.

HSH 361 Child Development (3 Credit Hours)

This course provides a broad overview of physical, cognitive, emotional, social, moral, and identity changes that occur during child development. In addition, the course explores the environmental contexts of child development and their effects. The course focuses primarily on what is considered normal development while also giving attention to common abnormalities of child development.

HSH 357 Introduction to Family Violence (3 Credit Hours)

This course is designed to introduce students to current research and theories associated with the study of family violence. Students acquire knowledge about the meaning, nature, and types of family violence, along with theories of how and why hostility, aggression and violence occur among intimate people groups. Although the course focuses on the American family, illustrations from other cultures are provided.

HSH 364 Adolescent Development (3 Credit Hours)

This course provides a broad overview of physical, cognitive, emotional, social, moral, and identity development during adolescence. In addition, the course explores the environmental contexts of adolescent development and their effects. The course focuses primarily on what is considered normal development while also giving attention to common abnormalities of adolescent development.

[Restricted Electives – Family Counseling Concentration Course Descriptions](#)

HSH 260 Group Dynamics (3 Credit Hours)

This course is an introduction to the stages of group development along with the decision-making techniques and the intra-and inter-personal dynamics within small groups. Students will study experiential theories and techniques in relation to group guidance and group counseling. Emphasis will be placed on group problems and problem solving, resolution skills, leadership styles, cultural sensitivity, and ethical and legal issues related to group interventions.

HSH 355 Interviewing & Counseling (3 Credit Hours)

This course introduces students to the fundamentals of interviewing and counseling through a combination of reading, experiential exercises, presentations, and lecture. Students will learn basic counseling skills, while obtaining a conceptual framework for understanding the process of counseling. The emphasis is on building basic Motivational Interviewing skills while exploring helping theory and its application to special populations.

HSH 357 Introduction to Family Violence (3 Credit Hours)

This course is designed to introduce students to current research and theories associated with the study of family violence. Students acquire knowledge about the meaning, nature, and types of family violence, along with theories of how and why hostility, aggression and violence occur among intimate people groups. Although the course focuses on the American family, illustrations from other cultures are provided.

HSH 449 Family Counseling (3 Credit Hours)

This course provides an introduction to the theoretical approaches and interventions in family counseling, grounded in human systems theory. Students will examine the factors that influence family life such as work, stress, divorce, and remarriage. Emphasis will be placed on both healthy and dysfunctional family processes (including abuse, neglect, and family violence) while exploring evidence-based practices and interventions that promote family health, resilience, and wellbeing.

[Restricted Electives – Addictions Studies Concentration Course Descriptions](#)

HSH 355 Interviewing & Counseling (3 Credit Hours)

This course introduces students to the fundamentals of interviewing and counseling through a combination of reading, experiential exercises, presentations, and lecture. Students will learn basic counseling skills, while obtaining a conceptual framework for understanding the process of counseling. The emphasis is on building basic Motivational Interviewing skills while exploring helping theory and its application to special populations.

HSH 367 Substance Abuse Prevention (3 Credit Hours)

This course introduces students to the fundamentals of interviewing and counseling through a combination of reading, experiential exercises, presentations, and lecture. Students will learn basic counseling skills, while obtaining a conceptual framework for understanding the process of counseling. The emphasis is on building basic Motivational Interviewing skills while exploring helping theory and its application to special populations.

HSH 369 Recovery and Relapse Prevention (3 Credit Hours)

This course introduces students to the fundamentals of evidence-based practices associated with treatment planning and recovery strategies through a combination of reading, experiential exercises, presentations, and lecture. Students will explore helping theory and its application to special populations while examining ethical issues related to the counselors' role in treatment planning and recovery.

HSH 451 Substance Abuse Treatment (3 Credit Hours)

This course examines substance use and abuse. Its goals are to build a pharmacological knowledge of substances; to explore how society causes an increased use of substances; and to analyze systems designed to offer treatment. Special emphasis is placed on various theoretical models and concepts of addictions and counseling techniques currently used in substance abuse/addictions treatment.

Restricted Electives – Human Services Leadership & Administration Concentration Course Descriptions

HSH 258 Principles of Leadership (3 Credit Hours)

This course introduces students to emerging and existing leadership theories and practices. The course explores the concept of leadership and helps students to develop and improve their leadership skills through relevant readings, lectures, class discussions, and personal experiences for self-reflection.

HSH 356 Introduction to Community Development (3 Credit Hours)

This course will examine the concepts and theories of community process and methods for community development. Emphasis will be placed on exploring the historical concept of public participation associated with community development, needs assessment and analysis, and the practice skills needed to facilitate change within a community.

HSH 363 Introduction to Grant Writing (3 Credit Hours)

The purpose of the course is to introduce students to grants and their place in the development of community and nonprofit organizations. Emphasis will be placed on the tools and techniques necessary for successful grant writing and the understanding of the grant process paradigm. Students will be introduced to a wide range of grant writing terminology, techniques and resources while exploring the impact of organizational mission, vision and values; organizational budget, structure and function; public relations and marketing; and grant review panels and upon the creation of successful grant proposals.

HSH 368 Introduction to Public Personnel Management (3 Credit Hours)

This course explores the development of public personnel management in federal, state, and local governments. Specific topics include but are not limited to: the functions of public personnel management, collective bargaining processes, compensation, position management, staffing, performance management, motivation, employee discipline, and workplace relations.

Urban Community Leadership Course Descriptions

UCL 102 African-American Experience (3 Credit Hours)

This course is an interdisciplinary exploration of key aspects of Black history, culture, and life in Africa and the Americas. The course attempts to provide students with a fundamental intellectual understanding of the universal Black experience as it has been described and interpreted by humanists and social scientists. It will also examine racism, sexism, the African American family, and religion in the African-American culture.

UCL 111 Financial Literacy (1 Credit Hour)

The course is designed to address the fact that a growing number of people lack knowledge of the basic personal economics they need to make informed financial judgments and manage their money effectively. Topics include budget management and investing.

UCL 120 Black Community Education (3 Credit Hours)

In this course, students are required to think imaginatively, analytically, and independently as they examine critical issues facing Black people. Education is essential to the attainment of a world that is liberated, peaceful, and humane. The ways in which the Black community has sought to educate itself and the ways in which White Americans have sought to educate Black people are examined.

UCL 200 African-American Women's History (3 Credit Hours)

This course is a general survey of the history of Black women from colonial times to the present. It examines the uniqueness of the Black female experience through the lens of the intersection of race, class and sex in American society. The similarities among diverse groups of women will be examined in order to better understand the complexity of women's lives.

UCL 201 In the Joint: African American Incarceration (3 Credit Hours)

This course considers how a system of imprisoning Black men and women in the U. S. has been sustained from colonial times to the present. The course establishes a theoretical grounding upon which to understand early systems of surveillance and confinement including such issues as civil rights and equal opportunity legislation.

UCL 202 African History (3 Credit Hours)

This course surveys the history of Africa from its encounter with colonialism to the era of independence and neo-colonialism; coverage includes colonial systems of governance, African resistance and nationalism, the independence movement, and the struggle for liberation in Southern Africa.

UCL 220 Private Reading (3 Credit Hours)

This course is open to any student who is interested in undertaking a private reading course with a member of the department. A self-paced course based on selected reading in books, magazines, and newspapers on Africa-American issues.

UCL 300 African-American Cinema, Film and Hip-Hop (3 Credit Hours)

This course will intensively focus on more recent films with Black subjectivity in both dominant and independent cinema. We will consider the legacy of both "Blaxploitation" and the radical film movement of the early 1970's on artists of the 1980's and 90's. It will also examine the effect of the Hip-Hop culture on Black America. The class correlates the climate and cultural history with various genres of music that led to Hip-Hop music. Individual artists are studied not in isolation, but as part of the larger cultural context.

UCL 301 Leadership Theory (3 Credit Hours)

This course provides an overview of basic leadership theory, problem solving techniques and servant leadership. Student will examine principal underpinnings of leadership, such as one's values, philosophy of life, and beliefs about the nature of humankind.

UCL 303 Leadership Practice (3 Credit Hours)

This course provides an examination of basic leadership skills, organizational structure, and use of power within an organization structure. Topics include time management, personal vision, establishing a proactive stance, managing conversations, creating a context for innovation, and maintaining personal wellbeing.

UCL 309 Values and Leadership (3 Credit Hours)

This course is a philosophic foundation of interpersonal relations and values in organizational contexts with emphasis on application of ethical systems within organizations and individuals. Students will have an opportunity to understand and practice policy development at local and national levels.

UCL 311 Women and Leadership (3 Credit Hours)

This course is designed to facilitate a discussion around the dynamics of women in leadership roles in variety of settings, but primarily in the for-profit business sector. Students will develop an integrated approach of leading and viewing non-profit program development and evaluation at the management level. Staff development and promotion will be covered.

UCL 312 The Sociology of Whiteness (3 Credit Hours)

This course is intended to use the subject matter of Whiteness to enhance literacy, critical thinking, social awareness, and mastery of some of the skills related to general education. It seeks to assist the student in making a better presentation of self in everyday life, as well as enhancing an understanding of other cultures and values.

UCL 400 Urban Community Building (3 Credit Hours)

This course provides an introduction to the need and strategies for building community within an urban setting. Comprehensive analysis of leadership skills and development from Afro-centric perspective applied historically for social change; how these strategies are enacted for empowerment within contemporary society.

UCL 401 Conflict and Negotiation (3 Credit Hours)

This course provides the basic theory for negotiation and how to deal with conflict within an organizational structure. Student examines environmental forces that impact the organization with an emphasis on applicable issues in the work place.

UCL 403 Leadership and Diversity (3 Credit Hours)

This course provides an examination of diversity from the perspective of race, gender orientation, and culture and disability awareness, with a focus on the promotion of diversity for an organization. Students will learn the skills and strategies of personal/professional transformation that are the foundation of leading organizations in diverse communities.

UCL 405 Leadership and Spirituality (3 Credit Hours)

This course provides an examination of the relationship between the individual and communal search for truth and the vocation of the organization leader. Current change theory, futurist literature, and major world trends in spirituality and related leadership theories will be viewed.

UCL 407 Leadership Internship (6 Credit Hours)

This course provides a practical experience in a leadership position, managing and day-to-day operations of community projects. Senior standing and approved internship application. Students will experience policy development at the state level, and will meet with policy makers, lobbyists, and leaders in government and national associations. Students are required to participate in a trip to the State Capital in Little, Rock, Arkansas, or a similar location.

Department of Business, Entrepreneurship, and Technology

Mission Statement

The School of Business, Entrepreneurship, and Technology builds on the institutional mission by:

1. Offering academic programs that are consistent with the current and future needs of the local and global business world
2. Recruiting expert faculty with competent research and technological skills
3. Producing graduates with high moral standards who possess effective leadership, technological, analytical, comprehension, written, and communication skills to be competitive in an ever changing local and global society

Degree Requirements

In order to earn a BBA degree, students must complete three requirements: (1) the College's general education requirements; (2) the Division of Business core requirements; and (3) the major requirements.

In order to earn an AA degree, students must complete two requirements: (1) the College's general education requirements and (2) the major requirements.

Division of Business Requirements

Minimum requirements for all bachelor degrees offered by the department are listed below. A minimum of 121 semester hours is required for all baccalaureate degrees. To complete degree requirements an undergraduate student must:

1. Complete a minimum of 121 semester hours
2. Satisfactorily complete the curriculum requirements on the model plan of study
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College
4. Earn a cumulative average of not less than 2.0 in all courses taken in the Division of Business
5. Earn a cumulative average of not less than 2.0 in all courses taken in the major field
6. Complete in residence not less than $\frac{1}{2}$ of the credit hours which fulfills core and major requirements
7. Complete in residence, unless permission is granted otherwise, the final semester's course work
8. Take all senior outcomes measurement examinations required by the School (such as the Major Field Test in Business.)
9. File an Application for Graduation
10. Complete all exit surveys and questionnaires

Minimum requirements for all associate degrees offered by the department are listed below. A minimum of 64 semester hours is required for all associates degrees. To complete degree requirements an undergraduate student must:

1. Complete a minimum of 64 semester hours
2. Satisfactorily complete the curriculum requirements on the model plan of study
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College
4. Earn a cumulative average of not less than 2.0 in all courses taken in the Division of Business
5. Earn a cumulative average of not less than 2.0 in all courses taken in the major field
6. Complete in residence not less than ½ of the credit hours which fulfills core and major requirements
7. Complete in residence, unless permission is granted otherwise, the final semester's course work
8. File an Application for Graduation
9. Complete all exit surveys and questionnaires

Department of Business Administration Goals

The Department of Business Administration has the following goals:

1. Offer scholarly and practical academic programs that prepare students for the rigors of the accounting and business sector
2. Encourage and support faculty in pursuing professional development that will enhance the delivery of accounting and business administration instructions
3. Provide the necessary technology for faculty to perform scholarly research and to prepare students for a successful career in accounting or business administration

Degree Programs

- Bachelor of Business Administration
- Associate of Arts in Business Administration

Concentrations

- Business Administration
- Accounting
- Entrepreneurship
- Sports Management

Department Graduation Requirements

To earn a BBA degree in the Department of Business Administration each student must satisfactorily complete all of the requirements discussed below. Specific requirements for satisfactory completion of each course of study within the Department of Business Administration are as follows:

1. Complete a minimum of 121 semester hours
2. Satisfactorily complete the curriculum requirements on the model plan of study
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College

4. Earn a cumulative average of not less than 2.0 in all courses taken in the Division of Business
5. Earn a cumulative average of not less than 2.0 in all courses taken in the major field
6. Complete in residence not less than ½ of the credit hours which fulfills core and major requirements
7. Complete in residence, unless permission is granted otherwise, the final semester's course work
8. Take all senior outcomes measurement examinations required by the School (such as the Major Field Test in Business.)
9. File an Application for Graduation
10. Complete all exit surveys and questionnaires

To earn an AA degree in the Department of Business Administration each student must satisfactorily complete all of the requirements discussed below. Specific requirements for satisfactory completion of each course of study within the Department of Business Administration are as follows:

1. Complete a minimum of 64 semester hours
2. Satisfactorily complete the curriculum requirements on the model plan of study
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College
4. Earn a cumulative average of not less than 2.0 in all courses taken in the Division of Business
5. Earn a cumulative average of not less than 2.0 in all courses taken in the major field
6. Complete in residence not less than ½ of the credit hours which fulfills core and major requirements
7. Complete in residence, unless permission is granted otherwise, the final semester's course work
8. File an Application for Graduation
9. Complete all exit surveys and questionnaires

Transfer Credit Hours

The College transfer policies will be observed within the Division of Business (please review the appropriate pages of the catalog.). The Department of Business Administration does not accept for credit:

1. Remedial or developmental courses
2. Course in which the grades earned are less than "C" (2.0)
3. Courses from community/junior colleges to transfer as junior or senior level courses
4. Courses taken at institutions not accredited by a nationally recognized, regional accrediting agency such as the Higher Learning Commission - North Central Association for Colleges and Schools (HLC-NCA)

Other Departmental Policies

Course Load - In order to ensure that students will have a maximum chance of successfully pursuing their studies, the maximum permissible course load for all majors will depend on current CUMULATIVE GRADE POINT AVERAGE. The following course load limitation will apply.

Cumulative GPA	Maximum Hours
Below 2.00	12
2.00 – 2.49	15
2.50 – 2.99	18
3.00 – 4.00	21

Full-time enrollment in the Division of Business is a demanding responsibility. Students who must be employed are advised to adjust their normal course load to ensure that they give sufficient attention to academic requirements. The following schedule is one suggested relationship between employment hours and course load that students can use as a guide to adjusting their course load.

Employment Hours	Per Week Course Load
1 - 10	15-18 hours
11 - 15	12-14 hours
16 - 20	9 - 11 hours
more than 20	9 hours

Arkansas Baptist College
Department of Business Administration Model Plan of Study Bachelor of Business
Administration-Business Administration 121 Credit Hours

Freshman Year

Fall Semester - 16 hours

_____	ENG 131 English Composition I	3
_____	BIO 144 Principles of Biology/Lab	4
_____	MIS 110 Intro to Computers	3
_____	FYE 101 Life Skills**	2
_____	REL 106 Intro to the Bible**	3
_____	UCL 111 Financial Literacy**	<u>1</u>

Spring Semester – 15 hours

___	ENG 132 English Composition II	3
___	PHY 145 Physical Science/Lab	4
___	MAT 142 College Algebra	3
___	<i>Physical Education Elective</i>	3
___	FYE 102 Life Skills**	<u>2</u>

Sophomore Year

Fall Semester - 15 hours

_____	PSY 152 General Psychology	3
_____	<i>Humanities/ Fine Arts Elective</i>	3
_____	BAD 113 Intro to Business	3
_____	SPC 239 Oral Communication	3
_____	ACC 215 Principles of Accounting I	<u>3</u>

Spring Semester - 15 hours

___	BAD 211 Business Math	3
___	<i>Humanities/ Fine Arts Elective</i>	3
___	BAD 217 Principles of Marketing	3
___	POL 257 U.S. Government*	3
___	ACC 225 Principles of Accounting II	<u>3</u>

Junior Year

Fall Semester - 15 hours

_____	BAD 321 Business Statistics	3
_____	BAD 302 Managerial Finance	3
_____	BAD 216 Business Communication	3
_____	BAD 213 Principles of Economics I	3
_____	BAD 303 Business Law	<u>3</u>

Spring Semester - 15 hours

___	BAD 311 Management to Organizations	3
___	BAD 322 Corporate Culture	3
___	BAD 320 Business Ethics	3
___	BAD 223 Principles of Economics II	3
___	BAD 412 Business Policy and Strategy	<u>3</u>

Senior Year

Fall Semester - 15 hours

BAD 314	Management Information Systems	3
_____	BAD 418 Internship Seminar I	3
BAD 411	Organizational and Behavior Management	3
_____	BAD 417 Research Methods	3
_____	BAD 317 Human Resource Management	<u>3</u>

Spring Semester - 15 hours

___	BAD 422 Employee and Labor Relations	3
___	BAD 414 Production and Operations Management	3
___	BAD 423 Managerial Leadership	3
___	BAD 428 Senior Seminar II/ Internship	<u>6</u>

Arkansas Baptist College
Department of Business Administration Model Plan of Study Bachelor of Business
Administration-Accounting-124 Credit Hours

Freshman Year

Fall Semester – 16 hours

_____	ENG 131 English Composition I	3	_____
_____	BIO 144 Principles of Biology/Lab	4	_____
_____	REL 106 Intro to the Bible	3	_____
_____	FYE 101 Life Skills	2	_____
_____	UCL 111 Financial Literacy	1	_____
_____	MIS 110 Intro to Computers	<u>3</u>	_____

Spring Semester - 15 hours

_____	ENG 132 English Composition II	3	_____
_____	PHY 145 Physical Science/Lab	4	_____
_____	<i>Physical Education Elective</i>	3	_____
_____	MAT 142 College Algebra	3	_____
_____	FYE 102 Life Skills	<u>2</u>	_____
_____		15	_____

Sophomore Year

Fall Semester - 15 hours

_____	<i>Humanities/Fine Arts Elective</i>	3	_____
_____	SPC 239 Oral Communications	3	_____
_____	BAD 213 Principles of Economics I	3	_____
_____	PSY 152 General Psychology	3	_____
_____	ACC 215 Principles of Accounting I	<u>3</u>	_____

Spring Semester - 15 hours

_____	POL 257 U.S. Government*	3	_____
_____	BAD 113 Intro to Business	3	_____
_____	BAD 223 Principles of Economics II	3	_____
_____	<i>Humanities Elective/Fine Arts Elective</i>	3	_____
_____	ACC 225 Principles of Accounting II	<u>3</u>	_____

Junior Year

Fall Semester - 15 hours

_____	BAD 216 Business Communication	3	_____
_____	BAD 303 Business Law	3	_____
_____	BAD 321 Business Statistics	3	_____
_____	BAD 302 Managerial Finance	3	_____
_____	ACC 243 Intermediate Accounting I	<u>3</u>	_____

Spring Semester - 15 hours

_____	BAD 320 Business Ethics	3	_____
_____	BAD 217 Principles of Marketing	3	_____
_____	BAD 211 Business Math	3	_____
_____	BAD 311 Management Organizations	3	_____
_____	ACC 253 Intermediate Accounting II	<u>3</u>	_____

Senior Year

Fall Semester - 15 hours

_____	ACC 312 Managerial Cost Accounting	3	_____
_____	ACC 314 Accounting Info Systems	3	_____
_____	BAD 417 Research Methods	3	_____
_____	BAD 418 Senior Seminar I	3	_____
_____	ACC 310 Federal Taxation	<u>3</u>	_____

Spring Semester - 18 hours

_____	ACC 419 Advanced Financial Acct.	3	_____
_____	BAD 412 Business Policy and Strategy	3	_____
_____	ACC 413 Auditing Theory & Practice	3	_____
_____	ACC 315 Accounting Gov./Non-Profits	3	_____
_____	BAD 428 Senior Seminar II/ Internship	<u>6</u>	_____

Arkansas Baptist College
Department of Business Administration Model Plan of Study Bachelor of Business
Administration-Entrepreneurship-121 Credit Hours

Freshman Year

Fall Semester – 16 hours

_____	ENG 131 English Composition I	3	_____
_____	BIO 144 Principles of Biology/Lab	4	_____
_____	REL 106 Intro to the Bible**	3	_____
_____	FYE 101 Life Skills**	2	_____
_____	UCL 111 Financial Literacy**	1	_____
_____	MIS 110 Intro to Computers	<u>3</u>	

Spring Semester - 15 hours

_____	ENG 132 English Composition II	3
_____	PHY 145 Physical Science/Lab	4
_____	<i>Physical Education Elective</i>	3
_____	MAT 142 College Algebra	3
_____	FYE 102 Life Skills**	<u>2</u>

Sophomore Year

Fall Semester - 15 hours

_____	<i>Humanities/Fine Arts Elective</i>	3	_____
_____	SPC 239 Oral Communications	3	_____
_____	BAD 113 Intro to Business	3	_____
_____	PSY 152 General Psychology	3	_____
_____	ACC 215 Principles of Accounting I	<u>3</u>	_____

Spring Semester - 15 hours

_____	BAD 211 Business Math	3
_____	<i>Humanities/Fine Arts Elective</i>	3
_____	POL 257 U.S. Government	3
_____	BAD 217 Principles of Marketing	3
_____	ACC 225 Principles of Accounting II	<u>3</u>

Junior Year

Fall Semester - 15 hours

_____	BAD 303 Business Law	3	_____
_____	BAD 213 Principles of Economics I	3	_____
_____	BAD 302 Managerial Finance	3	_____
_____	BAD 216 Business Communication	3	_____
_____	BAD 321 Business Statistics	<u>3</u>	_____

Spring Semester - 15 hours

_____	ENT 353 Entrepreneurship	3
_____	BAD 223 Principles of Economics II	3
_____	BAD 412 Business Policy and Strategy	3
_____	BAD 311 Management to Organizations	3
_____	BAD 320 Business Ethics	<u>3</u>

Senior Year

Fall Semester - 15 hours

_____	ENT 427 Entrepreneurship Senior Project	3	_____
_____	ENT 415 Family Business Management	3	_____
_____	ENT 416 Marketing for Entrepreneurs	3	_____
_____	BAD 417 Research Methods	3	_____
_____	ENT 424 Financing Entrepreneurship Ventures	<u>3</u>	_____

Spring Semester - 15 hours

_____	ENT 425 Entrepreneurship and Small Business Management	3
_____	ENT 426 Entrepreneurial Finance, Accounting & Control	3
_____	ENT 421 Strategies in Entrepreneurship	3
_____	BAD 428 Senior Seminar II/Internship	<u>6</u>

Arkansas Baptist College
Department of Business Administration Model Plan of Study
Bachelor of Business Administration-Sports Management-120 Credit Hours

Freshman Year

Fall Semester - 16 hours		Spring Semester – 15 hours			
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO 144 Principles of Biology/Lab	4	_____	PHY 145 Physical Science/Lab	4
_____	REL 106 Intro to the Bible	3	_____	<i>Physical Education Elective</i>	3
_____	FYE 101 or 102 Life Skills**	2	_____	MAT 142 College Algebra	3
_____	MIS 110 Intro to Computers	<u>3</u>	_____	UCL 100 Male Seminar or UCL 101 Female Seminar	1
			_____	UCL 111 Financial Literacy**	<u>1</u>

Sophomore Year

Fall Semester - 15 hours		Spring Semester - 15 hours			
_____	<i>Humanities/Fine Arts Elective</i>	3	_____	SPC 239 Oral Communication	3
_____	BAD 213 Principles of Economics I	3	_____	<i>Humanities/Fine Arts Elective</i>	3
_____	BAD 113 Intro to Business	3	_____	POL 257 U.S. Government	3
_____	PSY 152 General Psychology	3	_____	BAD 223 Principles of Economics II	3
_____	ACC 215 Principles of Accounting I	<u>3</u>	_____	BAD 217 Principles of Marketing	<u>3</u>

Junior Year

Fall Semester - 15 hours		Spring Semester - 15 hours			
_____	PAD 320 Administrative Law	3	_____	SPO 306 Introduction to Sports Mgmt.	3
_____	BAD 216 Business Communications	3	_____	ENT 353 Entrepreneurship	3
_____	BAD 317 Human Resource Management	3	_____	BAD 412 Business Policy and Strategy	3
_____	SPO 314 Sports Tourism	3	_____	BAD 311 Management to Organizations	3
_____	BAD 321 Business Statistics or PAD 341 Applied Statistics	<u>3</u>	_____	BAD 320 Business Ethics or PAD 415 Ethics in Public Administration	<u>3</u>

Senior Year

Fall Semester - 15 hours		Spring Semester - 15 hours			
_____	SPO 415 Applied Sports Science	3	_____	SPO 416 Sports Financial Management	3
_____	SPO 425 Sports Mrktg. and Promotions	3	_____	SPO 426 Principles of Leisure Services Mgmt.	3
_____	SPO 421 Facilities and Event Mgmt.	3	_____	PAD 428 Grants and Non-profit Management	3
_____	SPO 424 Sports Psychology	3			
_____	BAD 418 Internship Seminar I	<u>3</u>	_____	BAD 428 Internship Senior Seminar II	<u>6</u>

Arkansas Baptist College
Department of Business Administration Model Plan of Study Associate of Arts in
Business Administration-64 Credit Hours

Freshman Year

Fall Semester – 16 Hours	Spring Semester – 15 Hours
____ ENG 131 English Composition I 3	ENG132 English Composition II 3
____ BIO 144 Principles of Biology/Lab 4	BIO 145 Physical Science/Lab 4
____ MAT 142 College Algebra 3	MIS 110 Intro. to Computers 3
____ REL 106 Intro to the Bible** 3	<i>Physical education elective</i> 3
____ UCL 111 Financial Literacy** 1	FYE 102 Life Skills II** <u>2</u>
____ FYE 101 Life Skills I** <u>2</u>	

Sophomore Year

Fall Semester – 18 Hours	Spring Semester – 15 Hours
____ <i>Humanities elective</i> 3	<i>Humanities elective</i> 3
____ BAD 113 Intro to Business 3	ACC 225 Principles of Accounting II 3
____ BAD 213 Principles of Economics I 3	GEO 258 World Geography 3
____ ACC 215 Principles of Accounting I 3	BAD 223 Principles of Economics II 3
____ SPC 239 Oral Communication 3	POL 257 US Government* <u>3</u>
____ HIS 255 W. Civil I or HIS 256 W. Civil II <u>3</u>	

Business Administration Course Descriptions

ACC 215 Principles of Accounting I (3 Credit Hours)

An introduction to the field of accounting; fundamentals of financial accounting. Recording, summarizing and reporting cycle; principles of income measurement and asset valuation; accounting systems and controls; communication of financial information.

ACC 225 Principles of Accounting II (3 Credit Hours)

Prerequisite: ACC 215. A continuation of Accounting I with emphasis on partnerships, stockholders, liabilities, investments, reports, statements, and cost systems.

ACC 243 Intermediate Accounting I (3 Credit Hours)

Prerequisite: ACC 225. Analytical and interim accounting for inventories, receivables, fixed assets, current and long-term liabilities, capital stock, bonds, leases, and net profit variations.

ACC 253 Intermediate Accounting II (3 Credit Hours)

Prerequisite: Accounting ACC 243. A continuation of Intermediate I concentrating on the concepts and principles underlying preparation of financial statements.

ACC 310 Federal Taxation (3 Credit Hours)

Prerequisite: ACC 243 Intermediate Accounting I and 253 Intermediate Accounting II.

This course provides comprehensive coverage of the U.S. federal income taxation of corporations and their shareholders. Emphasis is placed on understanding the tax laws and applying these tax laws to completed transactions and tax planning scenarios.

ACC 312 Managerial Cost Accounting (3 Credit Hours)

Prerequisite: ACC 253. Managerial functions of budgeting, financial forecasting, credit administration, risk and return. Major topics include cost behavior, cost analysis, profit planning and control measures, and manufacturing entities. Accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting are also covered.

ACC 314: Accounting Information Systems. (3 Credit Hours)

This course focuses on two major components of accounting information systems: conceptual models and physical implementation. Accounting systems are studied from an accounting cycles perspective, emphasizing the nature and relevance of accounting internal controls and the relationship of accounting systems to the functional areas of accounting. Using contemporary information technology, students analyze, design, and implement accounting systems along with relevant internal control structures.

ACC 315 Accounting for Governments, Non Profits (3 Credit Hours)

Prerequisite: ACC 253. An introduction to Accounting for Financial Reporting for Governmental and Not-for-Profit Organizations, including an overview of Financial Reporting for State and Local Governments, Hospitals, Colleges and Universities.

ACC 413 Auditing Theory and Practice I (3 Credit Hours)

Prerequisite: Senior level. The study of the objectives of audits, duties and obligations of the auditor, and the principles and procedures utilized in conducting an audit.

ACC 419 Advanced Financial Accounting (3 Credit Hours)

Prerequisite: Senior level. The study of financial accounting principles as applied to consolidation, partnerships, governmental accounting and other specialized areas of accounting practice.

BAD 113 Introduction to Business (3 Credit Hours)

Survey of the various fields of business, basic business problems and procedures, the opportunities open to college graduates in business and the vocabulary of business.

BAD 211 Business Mathematics (3 Credit Hours)

Prerequisite: MAT 142. Finite Mathematics with Linear equations and functions, Special functions with business applications, Matrices and introduction to mathematical application for problem solving in business. Also, covers business calculus with application of derivative, sum rule, difference rule, product rule, quotient rule, chain rule, total derivatives, partial derivatives, and integral calculus.

BAD 213 Principles of Economics I (3 Credit Hours)

This course is a branch of economics that studies the behavior of how the individual modern household and firms make decisions to allocate limited resources. Typically, it applies to markets where goods or services are being bought and sold. Microeconomics examines how these decisions and behaviors affect the supply and demand for goods and services, which determines prices, and how prices, in turn, determine the quantity supplied and quantity demanded of goods and services.

BAD 216 Business Communication (3 Credit Hours)

Application of business communication principles through creation of effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process.

BAD 217 Principles of Marketing (3 Credit Hours)

Lecture, discussion, case analysis and study of the system associated with delivering services and goods to prospective consumers. Psychological study of retail advertising, distribution, and marketing.

BAD 223 Principles of Economics II (3 Credit Hours)

Prerequisite: BAD 213. Macroeconomic principles and analysis of income, employment, price levels, business fluctuations, and the impact of international trade, It included a survey of contemporary economic issues includes such subjects as inflation, unemployment, capitalism vs. socialism, regulation of the economy by the government.

BAD 302 Managerial Finance (3 Credit Hours)

Prerequisite: ACC 215. The course provides a framework of financial management at the introductory level. It is taught from the viewpoint of a corporate financial manager trying to maximize stockholder wealth. Topics include financial statement analysis, markets and institutions, risk and rates of return, time value of money, bond and stock valuation, cost of capital, capital budgeting, capital structure and leverage, dividend policy, and international finance. Upon successful completion of this course, you should understand: the structure of financial markets; how financial statements are used to analyze a company's financial strength; the relationship of risk and return; how financial risk is measured; how to calculate and interpret present and future values; basic bond and stock valuation; how to calculate a firm's cost of capital; how corporations select projects; the determinants of capital structure choice; and, factors that affect dividend policy.

BAD 303 Business Law (3 Credit Hours)

A systematic study of the American law system, including the court systems, contracts and the characteristics of contracts, nature of agency relations, private and personal property and the law of sales. Cases are provided to illustrate how the legal mind works in applying rules to specific situations.

BAD 311 Management to Organizations (3 Credit Hours)

The concepts, principles, functions, and practices of management. A foundation for other courses in management or business. Introduction to the theories associated with management, upon which higher level courses will build. Classical principles and functions of management in organizations. The terminology associated with management as it is described by both academics and practicing managers.

BAD 314 Management Information Systems (3 Credit Hours)

Prerequisite: BAD 311. An introduction to the impact of computer-based automatic system of the management of organizations. Emphasis on information processing systems as a tool for management of organizations. Use of hardware and software to facilitate management decision making, planning, and control.

BAD 317 Human Resource Management (3 Credit Hours)

This course is designed to provide students with an understanding of human resource management (HRM) functions within organizations, including an appreciation of the roles of both HRM specialists and line managers in designing and implementing effective HRM policies and practices.

BAD 320 Business Ethics (3 Credit Hours)

The primary issues associated with accounting and business ethics. An in-depth examination of how ethics impacts organizational decision making. Improvement of oral and written business communication. Techniques of class discussion, case analyses, and individual and group presentations.

BAD 321 Business Statistics (3 Credit Hours)

Prerequisites: BAD 223, 225, 302. A study of statistical techniques as applied to economics, finance, and accounting, including measurement of central tendency, dispersion, probability, distribution functions, hypotheses testing, and simple linear regression and sampling. Application of SPSS software.

BAD 322 Corporate Culture (3 Credit Hours)

Introduction to the issues associated with ethics and corporate culture and how those issues manifest themselves in careers and personal lives. This course defines the roles that culture and ethics play in the development of managers and the on-going operations of organizations.

BAD 411 Organizational and Behavior Management (3 Credit Hours)

Prerequisite: Senior level. This course in organizational behavior encompasses the study of individual and group behavior in organizational settings. Managing organizational behavior challenges individuals to understand and embrace workforce diversity, elements of change, effective communication, and performance systems. A comprehensive review of these processes, as well as others, will allow students to examine their role in organizations in the new millennium. Topics and Objectives include: Organizational Behavior and Environment, Group Behavior and Processes, Individual Behavior and Processes, Organizational Communication, and Organizational Trends.

BAD 412 Business Policy and Strategy (3 Credit Hours)

Prerequisite: Senior level. Study of administrative processes under various conditions that range from prosperity to near failure. Includes an analytical perspective applied to all fields of business. Emphasis on policy determination at the management level.

BAD 414 Business Production and Operations Management (3 Credit Hours)

Prerequisite: Senior level. Study of the planning analysis and control of production operation. Includes analytical study of basic area. The service function in a business enterprise is also reviewed. An analysis of systems of manufacturing and other business situations will be explored.

BAD 417 Research Methods (3 Credit Hours)

Prerequisite: Senior level. This course will provide an introduction to research methods. The course will address the importance of research in the business community. Both qualitative and quantitative research methods will be addressed in this course. Emphasis will be placed on current business literature and problems.

BAD 418 Senior Seminar I (3 Credit Hours)

Prerequisites: BAD 322 or senior level. Advanced management topics offered in a modular format and usually team-taught. Topics will come from various areas of management and may vary according to need.

BAD 422 Employee and Labor Relations (3 Credit Hours)

Prerequisites: BAD 417 or senior level. Through participation and involvement in case studies and exercises, the student will: gain an understanding of how employee and labor relations function in the workplace; demonstrate problem solving skills, practical perspectives, and critical thinking on how to resolve employee and labor relations issues before they occur; prepare appropriate materials before class and bring those materials to class for discussion.

BAD 423 Managerial Leadership (3 Credit Hours)

Prerequisites: BAD 411 or senior level. Study of the nature of leadership in organizations. Introduction to a number of theoretical perspectives which examine the adequacy of all of these theories and how these can be applied in organizational settings. Study of a number of people who are considered leaders and examination of their personality traits, behaviors, actions, attitudes, etc. Examination of real life examples of inspirational leaders to enhance knowledge of leaders and leadership.

BAD 428 Senior Seminar II/Internship (6 Credit Hours)

Prerequisite: Senior level. An internship program designed for students seeking a bachelor of business administration degree to provide practical supervised field experiences in a workplace setting.

[Entrepreneurship Course Descriptions](#)

ENT 353 Entrepreneurship (3 Credit Hours)

The role of the entrepreneur in new venture development. Identifying, assessing, and developing entrepreneurial opportunities.

ENT 415 Family Business Management (3 Credit Hours)

Prerequisite: Senior level. Designed to explore the unique challenges and opportunities present in managing a family business. Topics will include: the decision to join the family firm, establishing credibility as a son or daughter, the stages of family business growth, strategic planning in the family firm, dealing with non- family managers and succession.

ENT 416 Marketing for Entrepreneurs (3 Credit Hours)

Prerequisite: Senior level. Designed to prepare the student for the marketing management role of the entrepreneur. Critical issues affecting entrepreneurship and small business marketing management will be examined. Primary focus on marketing strategy, role of marketing in financing the venture, branding, viral marketing, customer relationship management, distribution tactics, new product marketing and public relations. A comparative view of entrepreneurship and case analyses will be used.

ENT 421 Strategies in Entrepreneurship (3 Credit Hours)

Prerequisite: Senior level. Focus on the opportunity to study and conduct research on special topics in entrepreneurship intensely and/or independently with the supervision of the instructor.

ENT 424 Financing Entrepreneurial Ventures (3 Credit Hours)

Prerequisite: Senior level. Designed to introduce the student to financial thinking, tools, and techniques that have been adapted to the realm of entrepreneurship. Offers the theories, knowledge, and financial tools an entrepreneur needs to start, build, and harvest a successful venture.

ENT 425 Entrepreneurship and Small Business Management (3 Credit Hours)

Prerequisite: Senior level. Designed to prepare the student for the general management role of the entrepreneur. Critical issues affecting entrepreneurship and small business management will be examined. Primary focus on small business planning, locating and using information, and the fundamentals of business planning. A comparative view of entrepreneurship and case analyses will be used.

ENT 426 Entrepreneurial Finance, Accounting & Control (3 Credit Hours)

Prerequisite: Senior level. Designed to prepare the student for the general management role of the entrepreneur from a financial perspective. Focus on understanding and exploring the costs and benefits of various forms of financing options available to the entrepreneur. Special emphasis on issues relevant to entrepreneurs who want to grow a business from embryonic stage into a larger firm. Some topics include how to attain funding for capital and operating needs, profit planning, cash flow management, and budgeting. The course will also enhance skills in small business financial statement analysis and business financial planning.

ENT 427 Entrepreneurship Senior Project (3 Credit Hours)

Prerequisite: Senior level. Prepares the student for the role of practicing entrepreneurship. Critical issues affecting entrepreneurship and small business management will be examined. The primary focus will include marketing strategy, role of marketing in financing the venture, branding, viral marketing and customer relationship management; distribution tactics, new product marketing and public relations, essential concepts of venture financing; human resource management, strategic planning and analytical reasoning as applied to business management. A comparative view of entrepreneurship and case analyses will be used.

Sports Management Course Descriptions

SPO 306 Introduction to Sports Management (3 Credit Hours)

This course is designed to introduce students to the field of sport management and provide them with the necessary skills and knowledge that will translate into sport management professionals. Additionally, this course will allow the students to observe, interact, and research sport management career positions.

SPO 314 Sports Tourism (3 Credit Hours)

Students will be introduced to theory of Sport and Tourism and gain an understanding of the concepts. Using the practical application of the concepts, students will be able to plan an event for tourists, market events for tourists, and identify the elements that are an integral component of sport and tourism at the collegiate, professional, and community levels.

SPO 415 Applied Sports Science (3 Credit Hours)

Prerequisite: Senior level. Provides a sound basic knowledge of the human body and its functions, the care and prevention of injuries, and the responsibilities and relationships of those who administer sports programs. Practical experience is provided in injury management, athletic equipment, and the safety evaluation of facilities. There also will be discussions on pertinent issues such as drugs, liability, and record keeping.

SPO 416 Sports Financial Management (3 Credit Hours)

Prerequisite: Senior level and ACC 215. Provides students with the facts, knowledge and opportunity to better understand the true nature of financially operating a sports program/organization. The student develops additional knowledge and insight by exposure to actual situations. Prepares future administrators to become more effective financial managers when they plan and execute budgeting and accounting systems.

SPO 421 Facility and Event Management (3 Credit Hours)

Prerequisite: Senior level. Included within this course are the elements which shape the planning and construction of sports facilities and the issues and problems involved in facility and event management including marketing, production, personnel and budget. Students may participate in the management of events. Also includes visits to local facilities.

SPO 424 Sports Psychology (3 Credit Hours)

Prerequisite: Senior level. Designed to provide students with a basic understanding of the factors influencing sport socialization and psychology. Through the study of special topics and field experiences, students will gain insight as to how psychological factors such as anxiety and motivation affect athletes' peak performance.

SPO 425 Sports Marketing and Promotions (3 Credit Hours)

Prerequisite: Senior level. Introduces students to the principles of sports marketing and the application of these principles to sports and sports-related organizations. Primary focus is on planning, with additional emphasis on promotions management.

SPO 426 Principles of Leisure Sports Management (3 Credit Hours)

Prerequisite: Senior level. Examines all areas of the leisure services field, ranging from not-for-profit entities such as parks and libraries to businesses such as hotels, restaurants, amusement parks and country clubs. Students analyze operating problems and participate in case studies to enhance their knowledge and outlook on leisure facilities and operational management.

Department of Religious Studies

Mission Statement

The Division of Religious Studies builds on the institutional mission by:

1. The religion requirement in curricular offerings is designed to fulfill a significant role in meeting the mission of Arkansas Baptist College.
2. The religious studies program will provide students with a general orientation to Christian life, increase the student's knowledge of the Bible, and provide an avenue for the development of maturing Christian faith.

Goals

The Division of Religious Studies has the following goals:

1. To provide necessary skills and expertise to serve the church and community in Arkansas and the nation.
2. To provide a foundation for students to further their education in a seminary or university and prepare students for Christian service.
3. To provide internships for students to gain practical experience(s) in their selected area of concentration.
4. To teach leadership skills that will impact the church and community.

Degree Programs

- Bachelor of Arts in Religious Studies
- Bachelor of Arts in Christian Education
- Associate of Arts in Religious Studies
- Associate of Arts in Christian Education

Department Graduation Requirements

In order to earn a BA or AA degree, students must complete the following requirements: (1) the college general education requirements, (2) the Division of Religious Studies core requirements, and (3) the major requirements.

To earn a Bachelor of Arts degree in the Division of Religious Studies each student must satisfactorily complete all of the requirements discussed below. Specific requirements for satisfactory completion of each course of study within the Department of Religious Studies are as follows:

1. Complete a minimum of 124 semester hours
2. Satisfactorily complete the curriculum requirements on the model plan of study
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College

4. Earn a cumulative average of not less than 2.0 in all courses taken in the Division of Religious Studies
5. Earn a cumulative average of not less than 2.0 in all courses taken in the major field
6. Complete in residence not less than ½ of the credit hours which fulfills core and major requirements
7. Complete in residence, unless permission is granted otherwise, the final semester's course work
8. Take all senior outcomes measurement examinations required by the Division of Religious Studies
9. File an Application for Graduation
10. Complete all exit surveys and questionnaires

To earn an AA degree in the Division of Religious Studies each student must satisfactorily complete all of the requirements discussed below. Specific requirements for satisfactory completion of each course of study within the Division of Religious Studies are as follows:

1. Complete a minimum of 64 semester hours.
2. Satisfactorily complete the curriculum requirements on the model plan of study.
3. Earn a cumulative academic average of not less than 2.0 in all courses taken at the College.
4. Earn a cumulative average of not less than 2.0 in all courses taken in the Division of Religious Studies.
5. Earn a cumulative average of not less than 2.0 in all courses taken in the major field.
6. Complete in residence not less than ½ of the credit hours which fulfills core and major requirements.
7. Complete in residence, unless permission is granted otherwise, the final semester's course work.
8. File an Application for Graduation.
9. Complete all exit surveys and questionnaires.

Transfer Credit Hours

The College transfer policies will be observed within the Division of Religious Studies (please review the appropriate pages of the catalog.). The Division of Religious Studies does not accept credit for the following:

1. Remedial or developmental courses.
2. Courses in which the grades earned are less than "C" (2.0).
3. Courses from community/junior colleges to transfer as junior or senior level courses.
4. Courses taken at institutions not accredited by a nationally recognized, regional accrediting agency such as the Higher Learning Commission - North Central Association for Colleges and Schools (HLC-NCA).

Other Division Policies

Course Load - In order to ensure that students will have a maximum chance of successfully pursuing their studies, the maximum permissible course load for all majors will depend on current cumulative grade point average and the discretion of the division director or department chair. The following course load limitation will apply:

Cumulative GPA	Maximum Hours
Below 2.00	12
2.00 – 2.49	15
2.50 – 2.99	18
3.00 – 4.00	21

Students desiring to major or minor in the department must have a program evaluation by the department chairperson. Prospective majors must meet minimum school admission requirements in order to receive a plan of study. Transfer students interesting in earning a degree in the department must satisfy residency requirements in addition to meeting the requirements specified for core and major areas. The Transfer Student Policy stated in this catalog should be reviewed for additional clarification.

Arkansas Baptist College
Division of Religious Studies Model Plan of Study Bachelor of Arts in Religious
Studies-121 Credit Hours

Freshman Year

Fall Semester – 16 hours		Spring Semester – 15 hours		
_____	ENG 131 English Composition I	3	_____ENG 132 English Composition II	3
_____	BIO 144 Principles of Biology/Lab	4	_____ <i>Natural Sciences elective</i>	4
_____	FYE 101 Life Skills I**	2	_____FYE 102 Life Skills II**	2
_____	<i>Physical Education elective</i>	3	_____PSY 152 General Psychology	3
_____	REL 106 Intro to the Bible**	3	_____MIS 110 Intro to Computers	<u>3</u>
_____	UCL 111 Financial Literacy**	<u>1</u>		
Sophomore Year		16		15

Fall Semester - 15 hours		Spring Semester - 15 hours		
_____	REL 204 Intro to Christian Education	3	__MUS 107 Music Appreciation	3
_____	<i>Humanities Elective</i>	3	__SPC 239 Oral Communication	3
_____	MAT 142 College Algebra	3	__POL 257 US Government*	3
_____	REL 200 Old Testament History	3	__REL 201 New Testament History	3
_____	REL 202 Bible Doctrine	<u>3</u>	__ <i>Social Science elective</i>	<u>3</u>
Junior Year		15		15

Fall Semester – 15 hours		Spring Semester - 15 hours		
_____	REL 300 Introduction to Homiletics	3	__CED 303 Christian Writing & Research	3
_____	REL 302 Christian Ethics	3	__REL 301 Expository Preaching	3
_____	REL 304 Old Testament Theology	3	__REL 303 New Testament Theology	3
_____	REL 306 Lexical Hebrew	3	__REL 305 Lexical Greek	3
_____	REL 308 Church Worship	<u>3</u>	__REL 307 Church History	<u>3</u>
Senior Year		15		15

Fall Semester - 18 hours		Spring Semester – 15 hours		
_____	REL 402 Church Admin & Mgmt.	3	__REL 309 Introduction to Philosophy	3
_____	REL 404 Hermeneutics	3	__REL 403 Systematic Theology	3
_____	CED 406 Introduction to Youth Ministry	3	__REL 405 Pauline Epistles	3
_____	REL 407A Senior Internship	3	__REL 407B Senior Internship	3
_____	REL 408 Evangelism/Mission	3		
_____	REL 410 Contemporary World Religion	3		
		18		12

Arkansas Baptist College
Division of Religious Studies Model Plan of Study
Associate of Arts in Religious Studies-64 Credit Hours

Freshman Year

Fall Semester – 16 Hours		Spring Semester – 18 Hours			
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO 144 Principles of Biology/Lab	4	_____	<i>Natural Science elective</i>	4
_____	UCL 111 Financial Literacy**	1	_____	MUS 107 Music Appreciation	3
_____	REL 106 Intro to the Bible**	3	_____	PSY 152 General Psychology	3
_____	FYE 101 Life Skills I**	2	_____	<i>Humanities elective</i>	3
_____	MIS 110 Intro to Computers	<u>3</u>	_____	FYE 102 Life Skills II**	<u>2</u>
Sophomore Year		16			18

Fall Semester – 15 Hours		Spring Semester – 15 Hours			
_____	MAT 142 College Algebra	3	_____	SPC 239 Oral Communications	3
_____	REL 200 Old Testament History	3	_____	REL 201 New Testament History	3
_____	<i>Social Science elective</i>	3	_____	POL 257 US Government*	3
_____	REL 202 Bible Doctrine	3	_____	REL 300 Introduction to Homiletics	3
_____	REL 204 Intro to Christian Education	<u>3</u>	_____	REL 302 Intro to Christian Ethics	<u>3</u>
		15			15

Arkansas Baptist College
Division of Religious Studies Model Plan of Study Bachelor
of Arts in Christian Education-121 Credit Hours

Freshman Year

Fall Semester – 16 hours		Spring Semester – 18 hours			
_____	ENG 131 English Composition I	3	_____	ENG 132 English Composition II	3
_____	BIO 144 Principles of Biology/Lab	4	_____	<i>Natural Sciences elective</i>	4
_____	FYE 101 Life Skills I**	2	_____	FYE 102 Life Skills II**	2
_____	UCL 111 Financial Literacy**	1	_____	PSY 152 General Psychology	3
_____	REL 106 Intro to the Bible**	3	_____	<i>Physical Education elective</i>	3
_____	MIS 110 Intro to Computers	<u>3</u>	_____	<i>Humanities elective</i>	<u>3</u>

Sophomore Year

Fall Semester - 15 hours		Spring Semester - 15 hours			
_____	<i>Social Science elective</i>	3	_____	MUS 107 Music Appreciation	3
_____	MAT 142 College Algebra	3	_____	SPC 239 Oral Communication	3
_____	REL 200 Old Testament History	3	_____	POL 257 US Government*	3
_____	REL 202 Bible Doctrine	3	_____	REL 201 New Testament History	3
_____	REL 204 Intro to Christian Education	<u>3</u>	_____	CED 303 Christian Writing & Research	<u>3</u>

Junior Year

Fall Semester – 15 hours		Spring Semester - 15 hours			
_____	REL 300 Introduction to Homiletics	3	_____	CED 305 Doctrine of the Holy Spirit	3
_____	REL 302 Christian Ethics	3	_____	CED 309 Spiritual Gifts	3
_____	CED 306 History & Philosophy CED	3	_____	CED 311 Teaching Methods	3
_____	CED 310 Bible Study Methods	3	_____	REL 307 Church History	3
_____	REL 308 Church Worship	<u>3</u>	_____	REL 309 Introduction to Philosophy	<u>3</u>

Senior Year

Fall Semester - 15 hours		Spring Semester – 15 hours			
_____	CED 404Biblical Theology for CED	3	_____	CED 401 Recreation Ministry	3
_____	CED 406 Introduction to Youth Ministry	3	_____	CED 407B Senior Internship	3
_____	CED 407A Senior Internship	3	_____	CED 409 Biblical Customs	3
_____	REL 402 Church Admin & Mgmt.	3	_____	REL 405 Pauline Epistles	3
_____	REL 408 Evangelism/Mission	<u>3</u>			
		15			12

Arkansas Baptist College
Division of Religious Studies Model Plan of Study
Associate of Arts in Christian Education-67 Credit Hours

Freshman Year

Fall Semester – 16 Hours			Spring Semester – 18 Hours		
_____	ENG 131 English Composition I	3	___	ENG 131 English Composition II	3
_____	BIO 144 Principles of Biology/Lab	4	___	<i>Natural Science elective</i>	4
_____	UCL 111 Financial Literacy	1	___	MUS 107 Music Appreciation	3
_____	REL 106 Intro to the Bible	3	___	PSY 152 General Psychology	3
_____	FYE 101 Life Skills I	2	___	<i>Humanities elective</i>	3
_____	MIS 110 Intro to Computers	<u>3</u>	___	FYE 102 Life Skills II	<u>2</u>

Sophomore Year

Fall Semester – 18 Hours			Spring Semester – 15 Hours		
_____	MAT 142 College Algebra	3	___	REL 201 Intro to N.T. History	3
_____	<i>Social Science elective</i>	3	___	CED 312 Teaching Methods	3
_____	REL 200 O.T. History	3	___	CED 311 Bible Study Methods	3
_____	CED 204 Intro to Christian Ed	3	___	CED 406 Intro to Youth Ministry	3
_____	POL 257 US Government	3	___	REL 408 Evangelism/Mission	<u>3</u>
_____	SPC 239 Oral Communication	<u>3</u>	___		
		18			15

Religious Studies Course Descriptions

REL 200 Old Testament History (3 Credit Hours)

This course will cover the period between Genesis and Malachi introducing elements of ancient Near Eastern history that bear directly on the Bible. Special attention will be spent upon the religions of the ancient Near East and the development of an Israelite theology while interfacing the disciplines of archaeology and social anthropology. The principles of research and Christian writing will be utilized in this course.

REL 201 New Testament History (3 Credit Hours)

This course will cover the period from Alexander the Great through the first Century AD. Special emphasis will be placed on the world before the advent of Christ and of the world of Christ utilizing the principles borrowed from social science. The student will learn to apply these principles in standard Biblical interpretation. The principles of research and Christian writing will be utilizing in this course.

REL 202 Bible Doctrine (3 Credit Hours)

This course is a study and introduction to the basic teachings on the nature and source of Biblical Doctrine and their origins. This study is designed to help the student to be able to both defend and articulate the biblical teachings.

REL 300 Introduction to Homiletics (3 Credit Hours)

A study of the fundamentals of sermon preparation, with emphasis given to content and structure, the selection and interpretation of the text, the formulation of the sermon idea, the development of the sermon and the systematic criticism of the student's work.

REL 301 Expository Preaching (3 Credit Hours)

The focus of this course is given to the preparation and delivery of various types of expository sermons. It includes steps in building expository sermons, the use of context for proper exposition and the help of a preaching plan in expository preaching.

REL 302 Introduction to Christian Ethics (3 Credit Hours)

This course is an exploration of the theological foundation of ethics and how the understandings of God influence the formation and development of criteria for ethical reflection.

REL 303 New Testament Theology (3 Credit Hours)

This course introduces students to different examples of philosophical classes by reading such philosophers as Plato, Aristotle, Augustine, Kant, etc. The topics will include morality, knowledge, the self, power, liberation and insight.

REL 304 Old Testament Theology (3 Credit Hours)

This course evaluates the teaching of God in the Old Testament and how it was not only understood, but also applied by its audience. Special attention will be given to three periods of theology, the development of monotheism, from monotheism to the exile, and the development of postexilic theology after the Babylonian captivity.

REL 305 Lexical Greek (3 Credit Hours)

This course is designed to teach the student the basics of the New Testament Greek. Special attention will be paid to word usage, vocabulary, and word studies. The student will be taught how to utilize Greek word-study tools as adjuncts to Bible hermeneutics and homiletics.

REL 306 Lexical Hebrew (3 Credit Hours)

This course is designed to teach the student the basics of Biblical Hebrew. Special attention will be paid to word usage, vocabulary, and word studies. The student will be taught how to utilize Hebrew word-study tools as adjunct to Biblical hermeneutics and homiletics.

REL 307 Church History (3 Credit Hours)

This course looks at the movements that shaped the world and Christianity. A comparison will be made between different trends that formed the progression of the organism of God.

REL 308 Church Worship (3 Credit Hours)

This course will provide an overview of Christian worship from historical, cultural, and pastoral perspectives based on the premise that leading worship is the minister's primary responsibility.

REL 309 Introduction to Philosophy (3 Credit Hours)

This course is designed to investigate the major philosophical questions relating to such matters as the existence of God, the foundations of knowledge, the nature of reality, and the nature of morality.

REL 311 Introduction to Homiletics II (3 Credit Hours)

This course is a study of the fundamentals of sermon preparation, with emphasis given to content, structure, the selection and interpretation of the text, the formulation of the sermon idea, and the development of the sermon and the systematic criticism of the student's work. **ELECTIVE**

REL 312 A View of Ethics through the Contemporary Church (3 Credit Hours)

This course introduces students to different examples of philosophical classes by reading such philosophers as Plato, Aristotle, Augustine, Kant, etc. The topics will include morality, knowledge, the self, power, liberation and insight. **ELECTIVE**

REL 313 The Life and Teachings of Christ (3 Credit Hours)

This course is an exegetical study of the person of Christ as depicted in the gospels, making use of the methods of interpretation. The exploration of His teaching and His acts will be highlighted. **ELECTIVE**

REL 402 Intro to Church Administration and Management (3 Credit Hours)

This course seeks to introduce the student to the theory and practice of managing and leading the church. The focus is on leadership as a necessary correlation to management and administration. Topics range from strategic planning and budgeting to the spiritual life of the church leader.

REL 403 Systematic Theology (3 Credit Hours)

This course will focus upon the theological doctrines of the Bible. During this course each student will write and present a constructive statement of his or her theological position.

REL 404 Hermeneutics (3 Credit Hours)

This course seeks to assist the student in understanding and applying basic principles involved in a sound exegetical interpretation of scripture. This course therefore will serve as a meaningful opportunity to sharpen and expand the student's homiletical skills.

REL 405 Pauline Epistles (3 Credit Hours)

This course focuses on Paul's life theology within the early Christian experience and each book's contribution to the Christian community and Paul's relevance for today.

REL 407A Senior Internship (3 Credit Hours)

This provides an opportunity for the student to gain practical experience through supervised field placement in areas of interest majors.

REL 407B Senior Internship (3 Credit Hours)

Prerequisite: REL 407A. This course is a continuation of REL 407A and provides students with an opportunity for the student to gain practical experience through supervised field placement in areas of interest majors.

REL 408 Evangelism/Mission (3 Credit Hours)

This course explores the Biblical themes, mandate, and major scriptures that complete the overall church's balance for ministry with major emphasis given to certain outreach ministries.

REL 409 Psalms/Wisdom (3 Credit Hours)

This course will examine the thrust of these books with emphasis given to literary, historical, devotional and theological concerns. ELECTIVE

REL 410 Liberation Theology (3 Credit Hours)

This course will evaluate the Biblical approach to liberation and discuss how contemporary scholars have advanced the theme in ethnocentric and gender specific studies. Special attention will be paid to an in-depth study of the thoughts of African-American theologians. ELECTIVE

REL 411 Women in the Ministry (3 Credit Hours)

This course is designed to explore the biblical, theological and practical issues related to women in ministry and their effect upon the African-American church. ELECTIVE

REL 412 Major/Minor Prophets (3 Credit Hours)

This course is a comprehensive study of the contributions of the prophets from Israel's history. Special attention will be given to their unique message to the people of God. ELECTIVE

[Christian Education Course Descriptions](#)

CED 204 Introduction to Christian Education in the Local Church (3 Credit Hours)

This course is an introductory orientation to the history, theory and practice of Christian Education. It includes a generalized survey of contemporary terminology used in the discipline and introduction to research methods.

CED 303 Introduction to Christian Writing/Research Methods (3 Credit Hours)

This course introduces, explores, and teaches literary research methods and information gathering; in addition, the course teaches the student to interpret and effectively write factual information. The differences between qualitative and quantitative research and their writing styles will be emphasized.

CED 305 Doctrine of the Holy Spirit (3 Credit Hours)

This course is a study of the Holy Spirit and His role in the contemporary church. It is designed to better understand His activities and His purpose as related to mankind and the world.

CED 306 History and Philosophy of Christian Education (3 Credit Hours)

This course integrates various academic disciplines into a logical philosophy of ministry by studying major foundational concepts and issues of Christian Education.

CED 309 Spiritual Gifts (3 Credit Hours)

This course is designed to help the students understand the function and purpose of each spiritual gift and the operation of the spiritual gifts in their life.

CED 310 Bible Study Methods (3 Credit Hours)

This course will teach principles of biblical interpretation as well as novel approaches to studying the Bible. Particular emphasis will be made on the utilization of these methods for personal study and personal study notes.

CED 311 Teaching Methods (3 Credit Hours)

This course is a study of the basics of Christian teaching: the Biblical foundations, the relationships of teaching to the Christian ministry, and the fundamental principles of the teaching learning process, such as lesson planning, teaching by objectives, and methodology. Skills will be developed through practice teaching in class.

CED 400 Family Life Ministry (3 Credit Hours)

This course is designed to equip the student to be able to design, implement and evaluate family-based Christian education in a variety of family settings. Special emphasis will be placed on family research, developing an educational model for implementation and how to deal with special or unique family educational settings.

CED 401 Recreation Ministry (3 Credit Hours)

This study will explore the use of recreation to enhance and accomplish ministry in the local church. The utilization of sports and other activities will be explored. Upon completion of this course the student will be able to plan and initiate church based or community recreation programs and use recreation and sports as a tool for outreach in the community.

CED 404 Biblical Theology for Christian Education (3 Credit Hours)

This course teaches systematic theology with a particular emphasis on how those theological concepts are woven in Christian Education for the local church. The student will learn how to develop thematic workbooks for use at a variety of ages utilizing the principles of systematic theology.

CED 406 Introduction to Youth Ministry (3 Credit Hours)

This course evaluates youth ministry cross culturally in light of the contemporary church. Special attention will be given to those techniques utilized to establish and maintain this ministry as a vital part of the church. The student will learn to utilize research principles and techniques in the development and evaluation of a project for youth ministry in his or her local church or community.

CED 407A/B Christian Education Internship (6 Credit Hour)

Students must have senior level standing and the Instructor's permission. This provides an opportunity for the student to gain practical experience through supervised field placement in areas of interest majors.

CED 409 Biblical Customs (3 Credit Hours)

This course is devoted to introducing the student into the customs of the cultures in the Old and New Testaments. Particular attention will be spent on how knowledge of Biblical Customs inter- plays with the Scripture.

Academic Credentials

Officers of the College

President

Mrs. Regina H. Favors
M.B.A. - Ouachita Baptist University
B.A. - Arkansas Baptist College

Provost/Executive Vice President for Academic and Student Affairs

Carlos R. Clark, Ph.D.
Ph.D., Higher Education Administration, The University of Mississippi
M.A., Higher Education Administration, The University of Mississippi
B.B.A., Business Administration, The University of Mississippi
B.A., English, The University of Mississippi

Vice President for Business and Finance/CFO

Mr. Arthur J. Henderson
M.B.A., Accounting and Finance, The University of Miami
B.S., Management and Accounting, Southern University and A&M University

Vice President for Academic Affairs

Tracey Moore, PhD

Vice President for Enrollment Management

Vacant

Director of Institutional Research/HLC Liaison

Jerelyn L. Duncan, DM

Director of Title III and Sponsored Programs

Beverly McDonald-Robinson, EdS

Chief Information Officer

Trey White

Director of Institutional Advancement

Vacant

Academic and Administrative Leadership

Registrar

Delores Voliber

Director of Financial Aid

Lloyd E. Dixon
BBA, Finance, The University of Mississippi
MEd, Higher Education Administration, The University of Mississippi

Athletics Director

Charles Ripley

Admissions Manager

Vacant

Library Director

Jacqueline McGehee

Upward Bound Director

Michael Isaac

Dean of Students

Marlow Rockwell

Adult Education Director

Lloyd Huskey

Chair, General Studies

Phillis Taylor

M.A. Technical & Expository Writing, University of Arkansas at Little Rock

B.A. English, University of Arkansas at Little Rock

Interim Chief of Campus Safety

Shae Smith

Director of Human Resources

Pamela Brimley

Dean of Students

Marlow Rockwell

Dean, New Life Church Campus

Tyler Tarver

Chair, Social and Behavioral Sciences

Shaye Bearden

M.S. Human Services, Liberty University, Lynchburg, VA

B.A. English, Philander Smith College, Little Rock, AR

Chair, Business, Entrepreneurship, and Technology

Roberta Clark

M.B.A. Business Administration, University of Arkansas at Little Rock

B.S. Management/ Human Resources, Park University

Chair, Public Administration

Leonard Williams, PhD

Ph.D. Educational Leadership, Jackson State University

M.A. Urban Planning, Jackson State University, Jackson State University

Chair, Religious Studies

Reverend Dr. Clifton Conley

D. Min. Ecumenical Theological Seminary, Detroit, MI

M.Div. School of Theology, Virginia Union University, Richmond, VA

B.A. Social Science, Arkansas Baptist College, Little Rock, AR

Chair, Fine Arts

Reverend Henry Parker, Jr.

B.A. Music Theory, Eastern Kentucky University

Interim, Director of Facilities

Denise Alford

Ombudsman

Vicki Williams, PhD

Ph.D. Higher Education Administration, Bowling Green State University

M.A. Student Personnel Services, Northwestern State University

B.A. English and Spanish, Northwestern State University

Faculty**Anokye, Janet – Division of Arts & Sciences/Department of General Studies, Instructor, 2008**

M.A. Higher Ed/Writing, University of Arkansas at Little Rock

M.S.E. English, Harding University

B.A. Political Sciences and Linguistics, University of Ghana

Banks, James – Division of Arts & Sciences/Department of General Studies, Professor, 1989

M.S. Operations Management, Grambling State University

B.S. Resource Management, Troy State University

Bearden, Shaye – Division of Arts & Sciences/Department of Social & Behavioral Sciences, Department Chair & Instructor, 2012

M.S. Human Services, Liberty University

B.A. English, Philander Smith College

Clark, Roberta – Division of Business/Department of Business Administration, Instructor, 2006

M.B.A. Business Administration, University of Arkansas at Little Rock

B.S. Management/ Human Resources, Park University

Conley, Clifton - Division of Religious Studies/Department of Religious Studies, Interim Department Chair & Associate Professor, 1984

D. Min. Ecumenical Theological Seminary

M.Div. School of Theology, Virginia Union University

B.A. Social Science, Arkansas Baptist College

Hill, O. Fitzgerald (Executive Director, Arkansas Baptist College Foundation & Scott Ford Center for Entrepreneurship) – Division of Arts and Sciences/Department of General Studies, Professor 2006

Ed.D. Higher Education, University of Arkansas at Fayetteville
M.A. Student Personnel Services, Northwestern State University
B.A. Communications, Ouachita Baptist University
B.A. Physical Education, Ouachita Baptist University

Johnson, Gordon – Division of Arts & Sciences/Department Social and Behavioral Sciences, Instructor, 2008

Ph.D. Sociology, University of Texas
M.A. Sociology, University of Texas
B.A. Sociology, Trinity University

Kamgue, Merlin – Division of Arts & Sciences/Department of General Studies, Instructor, 2011

M.S. Mathematics, University of Arkansas at Little Rock
B.S. Mathematics, Henderson State University

McAfee, Deborah - Division of Arts & Sciences/Department of General Studies, Instructor, 2012

Ed.D. Educational Leadership, University of Arkansas at Little Rock
M.S. Education Administration, University of Arkansas at Little Rock
B.A. Elementary Education, William Carey College

Palmer, Nathaniel - Division of Arts & Sciences/Department of General Studies, 2012

B.A. Christian Education, Arkansas Baptist College
M.Div., Memphis Theological Seminary

Parker, Diann - Division of Arts & Sciences/Department of Fine and Performing Arts, Instructor, 2008

Ph.D. Music Education, North Central University
M.E.D. Higher Education Leadership, University of Central Arkansas
B.A. Music, University of Central Arkansas

Parker, Henry – Division of Arts & Sciences/Department Fine and Performing Arts, Chair & Instructor, 2007

B.A. Music Theory, Eastern Kentucky University

Scott, Tabatha – Division of Arts & Sciences/Department of General Studies, Instructor, 2010

M.S. Human Resources Development, Webster University
B.S. Social Work, Philander Smith College

Taylor, Philis – Division of Arts & Sciences/Department of General Studies, Instructor, 2011

M.A. Technical & Expository Writing, University of Arkansas at Little Rock
B.A. English, University of Arkansas at Little Rock

Williams, Leonard - Division of Arts & Sciences/Department of Public Administration, Interim Department Chair Instructor, 2014

Ph.D. Educational Leadership, Jackson State University

M.A. Urban Planning, Jackson State University, Jackson State University

Williams, Vicki (Ombudsman) - Division of Business/Department of Business Administration, Associate Professor, 2012

Ph.D. Higher Education Administration, Bowling Green State University

M.A. Student Personnel Services, Northwestern State University

B.A. English and Spanish, Northwestern State University

Adjunct Faculty

Banks, Major, Jr., - Division of Arts & Sciences/Department of General Studies, 2008

M.A. Media Communications, Webster University

B.A. Organizational Management, Philander Smith College

Betton, Harold - Division of Religious Studies/Department of Religious Studies, 2006

Ph.D. Biblical Studies, Trinity Theological Seminary

M.D. Medical University of Washington

M.S. Biblical Studies, Trinity Theological Seminary

M.S. Natural Science, University of Arkansas at Fayetteville

B.S. Agriculture, University of Arkansas at Fayetteville

Bledsoe, Deborah - Division of Arts & Sciences/Department of General Studies, 2011-2013/2015

M.A. Psychology, University of Central Arkansas

B.A. Psychology, University of Central Arkansas

B.A. Sociology and Anthropology, University of Central Arkansas

Cox, Stephanie R. – Division of Business, Department of Business Administration, 2010

Ph.D. Management specialization in Accounting

M.B.A. Business Administration

B.S. Accounting, University of Arkansas at Pine Bluff

Certified Fraud Examiner

Davis, Edmond – Division of Arts & Sciences/Department of General Studies, Instructor, 2008

M.A. History, Louisiana Technical University

B.S. History and Geography, Grambling State University

Gibson, Howard O. – Division of Business/Department of Business Administration, 2009-2012/2015

Ph.D. Urban Higher Education, Jackson State University

M.B.A., Business Administration, Jackson State University

B.B.A., Accounting, Jackson State University

Hall, Dwight W. – Urban Community Leadership

MA Management & Leadership, Webster University

MA Journalism / Digital Media, Full Sail University

BA Urban Community Leadership, Arkansas Baptist College

Hatchett, Minnie, Division of Arts & Sciences/ Department of General Studies, 2008

Ed.D. Higher Education Administration, University of Arkansas at Little Rock

M.A. Counseling, Texas Southern University

B.A. Business Administration, Philander Smith College

Honorable, Lee Division of Business/Department of Business Administration, Instructor, 2000

Juris Doctorate, University of Arkansas at Little Rock

Johnson, Marcus – Division of Arts & Sciences/Department of General Studies, Instructor, 2013

M.S. Adult Education, University of Arkansas at Little Rock

B.S. Biology, University of Arkansas at Little Rock

Karanja, Miriam - Division of Business/Department of Business Administration, 2007

M.A. Business Administration, Eastern University

PA Bachelor of Commerce, University of Nairobi

Love, Berna – Division of Arts & Sciences/Department of General Studies, Instructor, 2012

M.A. Public History, University of Arkansas at Little Rock

B.A. Sociology/Anthropology, University of Arkansas at Little Rock

Lunon, Darryl W. - Division of Business/Department of Business Administration, 2010

M.B.A. Webster University

M.A. Human Resources, Webster University,

B.S.B.A. Personnel Management/Marketing, University of Arkansas at Fayetteville

Milton, Kenneth - Division of Arts & Sciences/ Department of General Studies, 2007

M.S. Higher Education, University of Arkansas at Pine Bluff

B.S. Higher Education, University of Arkansas at Little Rock

Simmons, Malcolm - Division of Arts & Sciences/Department of Social & Behavioral Sciences, 2008

JD, Liberty University

B.S. Political Science, University of Arkansas at Pine Bluff

Torrence, William - Division of Arts & Sciences/Department of Public Administration, 2015

Ph.D. Health Education, Texas A&M University

M.S. Health Science, University of Arkansas at Fayetteville

B.S. Regulatory Science, University of Arkansas at Pine Bluff

Wallace, Edward - Division of Arts & Sciences/Department of Social & Behavioral Sciences, 2009

M.A. Public Administration, University of Arkansas at Little Rock

B.A. Sociology/Social Work, MS Health Science, University of Arkansas at Fayetteville

Walker, Randall – Division of Arts & Sciences/Department of General Studies, 2017

Doctorate of Medicine, University of Arkansas for Medical Sciences at Little Rock
Masters of Public Health, University of Arkansas for Medical Sciences at Little Rock
B.S Biology, University of Arkansas at Pine Bluff

West, Shamonica - Division of Arts & Sciences/Department of General Studies, 2010-12/2015

M.S.E Reading, University of Arkansas at Little Rock
B.A. Elementary Education, Philander Smith College

Wilson, Richard - Division of Arts & Sciences/Department of General Studies, 2007

M.Ed. Health and Physical Education, University of Missouri
B.S.E. Physical Health in Education, University of Arkansas at Fayetteville

Myra Summers-Woolfolk Division of Arts & Sciences/Department of Social & Behavioral Studies, 2015

MA Mental Health Counseling, Capella University
MS Addictions Studies, University of Arkansas at Pine Bluff
MA Criminal Justice, University of Arkansas at Little Rock
BA Criminal Justice, University of Arkansas at Pine Bluff