



SIMMONS
COLLEGE OF KENTUCKY

ACADEMIC CATALOG

2020-2021

Table of Contents

FROM THE PRESIDENT	5
BOARD OF TRUSTEES	6
SIMMONS STAFF	9
EXECUTIVE LEADERSHIP TEAM.....	9
ADMINISTRATIVE OFFICES.....	9
FACULTY AND ACADEMIC LEADERSHIP.....	10
HISTORY OF SIMMONS	12
WHY SIMMONS IS HERE.....	13
CORE VALUES.....	13
SIMMONS ALMA MATER *.....	14
LICENSES AND INFORMATION	16
GOVERNANCE.....	16
ACCREDITATION.....	16
LICENSE.....	16
COLLEGE AND UNIVERSITY PARTNERSHIPS.....	16
FOREIGN STUDENTS.....	16
STUDENT BODY LEADERSHIP.....	17
CONVOCATION.....	17
TEXTBOOKS.....	17
FINANCIAL INFORMATION	18
SCHEDULE OF CHARGES1.....	18
PAYMENT PLAN.....	18
FINANCIAL PENALTIES.....	19
CANCELLATION REFUND POLICY.....	19
WITHDRAWAL PROCEDURE:.....	19
VETERANS REFUND POLICY.....	20
STUDENTS IN ARREARS.....	20
FINANCIAL AID.....	20
RETURN OF FINANCIAL AID POLICY.....	22
EMERGENCY PROCEDURES	24
EMERGENCY COMMUNICATION.....	24
TEXT MESSAGING SYSTEM.....	24
PHONE INTERCOM – VOICE OVER VIA PHONE INTERCOM SYSTEM.....	24
INCLEMENT WEATHER PROCEDURES.....	25
WEATHER RADIO – NOAA.....	25
BULK E-MAIL.....	25
TRIMARC SIGNS – MESSAGE SIGNS ON INTERSTATE HIGHWAYS.....	25
1610 AM RADIO – LOCAL GOVERNMENT RADIO FOR EMERGENCY ANNOUNCEMENTS.....	26
WEBSITE.....	26
MEDIA – PRESS CONFERENCE.....	26
ADMISSIONS INFORMATION	27
ADMISSIONS POLICY.....	27
GENERAL ADMISSION REQUIREMENTS.....	27

PLAN SPECIFIC ADMISSION REQUIREMENTS.....	28
READMISSION POLICY.....	29
TRANSFER STUDENTS.....	29
TRANSFER CREDIT POLICY FOR COURSEWORK.....	30
CREDIT BY EXAMINATION OR EXPERIENCE.....	30
SECURITY.....	32
CAMPUS SECURITY REPORT SIMMONS COLLEGE OF KENTUCKY.....	32
CAMPUS SAFETY DIRECTOR.....	32
CAMPUS POLICE.....	32
BUILDING SECURITY MEASURES.....	32
STUDENT INITIATED NOTIFICATION.....	33
CONFIDENTIAL REPORTING.....	33
SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS.....	33
ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES.....	33
DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON- FORCIBLE SEX OFFENSES.....	34
PREVENTING AND RESPONDING TO SEX OFFENSES.....	34
SEX/CRIMINAL OFFENDER REGISTRY.....	35
STUDENT HOUSING SAFETY POLICIES.....	35
HATE CRIMES.....	36
STUDENT HOUSING ANNUAL FIRE REPORT:.....	36
OFF CAMPING HOUSING SAFETY TIPS.....	36
ADA EVACUATION POLICY.....	40
BEHAVIORAL POLICIES.....	42
ACTIVITIES.....	42
CODE OF CONDUCT.....	42
DRESS CODE.....	42
WEAPONS POLICY.....	43
POLICIES CONCERNING EQUITY, DIVERSITY, AND HARASSMENT.....	43
SEXUAL HARASSMENT.....	43
SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS.....	44
STUDENT GRIEVANCE POLICY.....	46
STUDENT'S RIGHT TO PRIVACY.....	46
ACCEPTABLE USE OF TECHNOLOGY.....	48
OVERVIEW.....	48
PURPOSE.....	48
SCOPE.....	48
GENERAL USE AND OWNERSHIP.....	49
SECURITY AND PROPRIETARY INFORMATION.....	49
STUDENT EMAILS.....	50
UNACCEPTABLE USE.....	50
PROHIBITED SYSTEM AND NETWORK ACTIVITIES.....	50
EMAIL AND COMMUNICATIONS ACTIVITIES.....	52
BLOGGING.....	52
ENFORCEMENT.....	53
ACADEMIC POLICIES.....	54

ACADEMIC CALENDAR.....	54
CLASSIFICATION OF STUDENTS.....	54
CLASSIFICATION ACCORDING TO SEMESTER HOURS EARNED.....	54
CATALOG JURISDICTION.....	54
CONVOCATIONS.....	55
CLASS ATTENDANCE.....	55
COURSE SYLLABI.....	56
CLASSROOM ENVIRONMENT.....	56
GRADING AND EVALUATION.....	56
ACADEMIC HONESTY AND PLAGIARISM.....	60
SUBSEQUENT OFFENSES AFTER RECEIVING CERTIFICATION.....	61
INCOMPLETE COURSEWORK.....	61
CHANGES IN REGISTRATION.....	62
WITHDRAWAL FROM CLASS/COLLEGE.....	62
ACADEMIC STANDING.....	63
REPEAT OPTIONS.....	63
ACADEMIC PROGRESS AND GRADUATION.....	64
LEAVE POLICY.....	64
TERMINATION.....	64
OFFICIAL TRANSCRIPTS.....	65
GRADUATION REQUIREMENTS.....	65
STATEMENT ON ACADEMIC RIGOR.....	66
EDUCATIONAL PROGRAMS.....	68
DEGREE PROGRAMS.....	68
RELIGIOUS STUDIES.....	68
ASSOCIATE OF ARTS IN RELIGIOUS STUDIES.....	69
ASSOCIATE OF ARTS IN GENERAL STUDIES.....	71
BACHELOR OF ARTS IN BUSINESS.....	72
BACHELOR OF ARTS IN SOCIOLOGY.....	74
BACHELOR OF ARTS IN CROSS-CULTURAL COMMUNICATION.....	75
BACHELOR OF ARTS IN MUSIC PERFORMANCE.....	77
BACHELOR OF ARTS IN RELIGIOUS STUDIES.....	79
COURSE DESCRIPTIONS.....	83
FOUNDATIONAL STUDIES.....	83
OLD TESTAMENT STUDIES.....	84
NEW TESTAMENT STUDIES.....	85
THEOLOGICAL STUDIES.....	87
MINISTRY STUDIES.....	88
CHRISTIAN EDUCATION.....	91
DIVISION OF HUMANITIES.....	91
ENGLISH.....	92
HISTORY.....	93
PHILOSOPHY.....	94
MUSIC.....	95
DIVISION OF SOCIAL SCIENCES.....	99
PSYCHOLOGY.....	100

POLITICAL SCIENCE.....	100
NATURAL SCIENCE.....	101
MATHEMATICS.....	101
GENERAL COURSES.....	101
BUSINESS.....	102
COMMUNICATION.....	106
SOCIOLOGY.....	108
CHRISTIAN SERVICE PROGRAM.....	113
FACULTY.....	115
FACULTY PERFORMANCE EVALUATIONS.....	115
END-OF-COURSE SURVEYS.....	115
FACULTY DEVELOPMENT.....	115
ASSESSMENT.....	116

FROM THE PRESIDENT

Thank you for your commitment to our academic programs and services. You have begun to explore the long hidden treasure that is Simmons College of Kentucky, our state's only private historically black college and university. Since its formation in 1879 by the State Convention of Colored Baptist Churches in Kentucky, Simmons has consistently provided her students with the opportunity to obtain a sound Christian-based liberal arts education at a very low price. We are the oldest Black institution of higher learning in the Commonwealth. As an HBCU, we celebrate and affirm Black culture and history and encourage every student to develop self-confidence, an appreciation of his or her unique gifts, and excellence in all areas of life.

Located just west of downtown Louisville, Kentucky, in the heart of the most underserved area of the city, Simmons strives to meet the educational needs of the total community. Our relatively small student body permits a more personal learning environment with close interaction among faculty, students, and academic advisors. With five academic majors, our curriculum is designed to prepare you with the skills, knowledge, and values essential for present day living and Christian service, whatever field of endeavor you choose. Our top-notch faculty makes learning both intellectually stimulating and practical for living, leading, and serving. We offer an array of day and evening courses to meet our students' busy schedules.

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

A handwritten signature in black ink that reads "Kevin". The signature is written in a cursive, flowing style.

In Christian Service,

Dr. Kevin W. Cosby

BOARD OF TRUSTEES

Bruce Blue

Chairman / CEO, Freedom Metals

Phillip Bond

Vice President / CFO, Metro United Way

Ulysses “Junior” Bridgeman

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

Rev. Delbert Brown

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

Mark Carter

CEO, Passport Health Plan

Susan Collins

Civic Volunteer

Alfonso “Al” Cornish

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

Rev. Bernard Crayton

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

Dr. Brandon Dumas

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

Rev. Dr. Floyd Greene

Senior Pastor, First Baptist Church Versailles

Audwin Helton

Owner & President Spatial Data Integration

Jill Horn

Director of Global Community Relations, Brown-Forman

Alice Houston

CEO, Houston-Johnson, Inc.
Marcia Johnson

President, Baptist Women's Education Convention
Dr. Mark Lynn (Board Chair)

Owner, Visionworks
Dr. Sarah Newby

Past President, Baptist Women's Education Convention of KY, Retired Educator
Dr. Alma J. Pittman

Pittman Foundation
Rev. D. Corrie Shull

Senior Pastor, Burnett Avenue Baptist Church
Councilwoman Barbara Sexton Smith

Councilwoman, Metro Louisville, Chief Liaison, Compassionate Schools Project
Rev. Dr. Gregory Smith

Senior Pastor, Hill Street Baptist Church
Rev. Dr. Joel Taylor

Director of Congress of Christian Education and Discipleship, National Baptist Convention of America Int'l, Inc., Pastor, St. Paul M.B. Church
Rev. Dr. Samuel C. Tolbert, Jr.

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

Pastor, Antioch Baptist Church
Rev. Dr. F. Bruce Williams

Senior Pastor, Bates Memorial Baptist Church
Ex-Officio (Non-Voting Members)

Jocelyn Thomas

President, Simmons Student Government Association
Dr. Kevin W. Cosby

President, Simmons College
Dr. Wayne Meaux

Faculty Senate Representative

SIMMONS STAFF

EXECUTIVE LEADERSHIP TEAM

Kevin W. Cosby, President and Chief Executive Officer

B.A. - Eastern Kentucky University, Richmond, KY

M. Div. - Southern Baptist Theological Seminary

D. Min. - United Theological Seminary, Dayton, OH

Barbara Young, Provost, Director of Title III Program

B.A., M.A., J.D. - University of Louisville

Ed.D. - Indiana University Bloomington

Chris Caldwell, Vice-President for Academic Affairs

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

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

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

Phyllis Clark, Vice-President for Student Affairs

B.A – Music Education, University of Arkansas, Fayetteville, Fayetteville, AR

M. Ed – Educational Counseling & Psychology, College Student Personnel, University of Louisville, Louisville, KY

*Ph. D. – Leadership in Higher Education, Bellarmine University, Louisville, KY
(*A.B.D.)

Glenn Davis, Vice-President for Development

B.A. – University of Kentucky

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

B.A. – Bible and General Communications, Freed-Hardeman University, Henderson, TN

M.S. – Management, Indiana Wesleyan University, Louisville, KY

Kenneth Jobst, Vice-President for Institutional Effectiveness

B.S. - Family Studies, Purdue University, West Lafayette, IN M.Div. - Pastoral Ministry, Asbury Theological Seminary, Wilmore

D.Min - Advanced Practice, Louisville Presbyterian Theological Seminary

ADMINISTRATIVE OFFICES

For a detailed directory of Simmons College staff and offices, go to www.simmonscollegeofky.edu.

FACULTY AND ACADEMIC LEADERSHIP

Abell, Ritta, Chair Cross-Cultural Communications

B.A. - Speech and Theatre, Morehead State University, Morehead, KY

M.A. - Communication, Morehead State University, Morehead, KY

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

Caldwell, Chris, Vice-President for Academic Affairs and Professor of Religious Studies

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

M. Div. – Southern Baptist Theological Seminary, Louisville, KY Ph.D. – Religion, Baylor University, Waco, TX

Cosby-Gaither, Christine, Executive Director, Ida B. Wells Center for Social Justice

B.S. - Psychology - Northern Kentucky University

M.A. - Business Communication - Spalding University, Louisville Ed.D. - Leadership Education - Spalding University, Louisville

Davenport, Kevin, Chair Music

B.S. – Music Education, Tennessee State University

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

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

Hayes, Charles, Resident Instructor in Music

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

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

Meaux, Wayne, Chair Business Entrepreneurship

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

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

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

Nelson-Yarbrough, Edith, General Studies Instructor and Student Persistence Coach

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

Seay, Nancy, Chair Sociology and General Studies

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

M. A. – Educational Theory and Social Foundations, University of Toledo, Toledo OH
Ph. D. – Educational Psychology, University of Toledo, Toledo OH
**Wilson, Brendan, Math instructor, Computer Lab Coordinator, and Associate
Chair of General Studies**

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

HISTORY OF SIMMONS

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

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

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

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

During his ten-year tenure from 1880 to 1890, the school became a full university and expanded its offerings to include liberal arts, college preparatory courses and medical, law, business, music, and theological departments. Additionally, the school was the home to competitive football, basketball, and baseball teams. Simmons University continued to grow and prosper until the Great Depression destroyed the economic underpinnings of the school. In 1930, unable to sustain its mortgage, the school had to sell its campus. As a result, the school significantly reduced its offerings.

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

In 2007, after 77 years of exile, Simmons College of Kentucky returned to its original 8th and Kentucky campus. Today, under the leadership of its 13th president, Dr. Kevin W. Cosby, Simmons College of Kentucky continues in its mission to prepare people for Christian ministry, while reinstating its initial mission of general liberal arts education. With a curriculum designed to promote healthy ministries and community service, the

school is poised to become the nation's leading authority on matters regarding church growth in the urban community.

WHY SIMMONS IS HERE

MISSION STATEMENT

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

VISION STATEMENT

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

CORE VALUES

ACCESS AND QUALITY

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

LEADERSHIP

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

RELEVANCE

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

DIVERSITY

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

SOCIAL RESPONSIBILITY

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

HERITAGE

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

SIMMONS ALMA MATER *

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

Our lives thou hast in-fluenced
Our char-acter thou doth Mold;
We'll fling' a-loft our banner, high,
The Crimson and the Gold.

Long' may thou lie and pros-per
In the work thou has be-gun,
Thy Sons and Daug-h-ters wish thee well,

May low descending sun.

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

*Words by George A. Hampton, Simmons music professor and graduate 1905.

*Sung to the tune of I Love Thy Kingdom Lord, Traditional

LICENSES AND INFORMATION

GOVERNANCE

Simmons College of Kentucky is independently owned and operated and is under the control of a board of trustees in accordance with the college's Articles of Incorporation.

ACCREDITATION

Simmons College of Kentucky holds member status with the Commission on Accreditation of the Association of Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd, Ste. 130, Orlando, Florida, 32822, (407) 207-0808.

LICENSE

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

COLLEGE AND UNIVERSITY PARTNERSHIPS

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

FOREIGN STUDENTS

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

students.

STUDENT BODY LEADERSHIP

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

CONVOCATION

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

TEXTBOOKS

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

FINANCIAL INFORMATION

SCHEDULE OF CHARGES¹

\$25.00	Application Fee (one-time, non-refundable)
\$250.00	Tuition Per Credit Hour
\$175.00	Matriculation Fee (non-refundable)
\$20.00	Student Activity Fee (non-refundable)
\$75.00	Late Registration Fee (non-refundable)
\$175.00	Emergency Late Fee (non-refundable)
\$180.00	Auditing Fee
\$15.00	Transcript Fee
\$125.00	Graduation Fee
\$50.00	Promissory Note

NOTE: Registration fee, tuition and any additional fees and/or charges are due and payable at the time of registration. Individual payment plans are available for students.

¹ All charges are subject to change.

PAYMENT PLAN

For students who are unable to pay the total cost of registration and tuition at the time of registration, the following payment plan is available. A student may pay one-third of the total fees and divide the remaining charges in three equal payments with installments

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

FINANCIAL PENALTIES

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

CANCELLATION REFUND POLICY

Rejection: An applicant rejected by the college is entitled to a refund of all monies paid, excluding the initial application fee.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three

(3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding non-refundable fees.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$75, whichever is less. Admission application fees are non-refundable, however.

WITHDRAWAL PROCEDURE:

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

VETERANS REFUND POLICY

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

STUDENTS IN ARREARS

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

FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) can be completed on or after October 1st each year. The school code to use when applying for federal aid to attend Simmons College of Kentucky is 041780. The FAFSA must be completed EVERY YEAR for which a student wants to be considered for aid.

NOTE: Currently, Simmons College of Kentucky is NOT participating in the Federal Direct Loan programs (Subsidized, Unsubsidized, nor PLUS).

Federal Pell Grant

This grant is awarded to eligible students who are working on their associate's or first bachelor's degree. The amount of this grant is determined by the payment chart published by the U. S. Department of Education according to your official expected family contribution (EFC) calculated from your FAFSA information. The EFC must be between 0 and 5576. The maximum Federal Pell Grant for the 2019-2020 year is \$6,195. We award this grant assuming full-time (12 credit hours or more) attendance. If not enrolled as a full-time student, the grant will be adjusted according to the payment chart.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients, early FAFSA submission, grade point average, gap funding and degree-completion are given priority. Summer SEOG is determined by availability of funds.

Kentucky College Access Program (CAP) Grant

- CAP Grants help Kentucky's financially needy undergraduate students attend eligible public and private colleges and universities, proprietary schools, and technical colleges.
- Student must: Be a Kentucky resident, have financial need, attend an eligible college, have no past due financial obligations to KHEAA or to any Title IV program, be enrolled at least half-time in a program at least two years in length. (Religious Studies programs are not eligible)
- Award: Up to \$2,000.
- Application: FAFSA, which should be completed as soon as possible after October 1st. Funds are awarded on a first-come, first-served basis.

Kentucky Educational Excellence Scholarship (KEES)

The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. To find out if you have any KEES please visit www.kheaa.com (You will have to create an account). (Religious Studies programs are not eligible).

Students must continually meet all eligibility requirements in accordance to federal and state regulations. Students are strongly encouraged to review the Student Financial Aid Consumer Information Guide and Student Handbook for detailed information regarding policies, rights and responsibilities.

- Most awards listed on the award notification letter are based upon full-time enrollment (12 credit hours or more) eligibility. Awards may be adjusted to match eligibility based on enrollment level after the Pell Recalculation date of each semester if not attending full-time.
- If a student drops a class before that session begins, the financial aid will be adjusted accordingly. Dropping below half-time (6 credit hours) may result in cancellation of some aid awards. It is strongly recommended that if dropping classes with the intention to add others, that the student drops and adds classes on the same day. If awarded the Pell Grant, it cannot be increased for class(es) added after the Pell Recalculation date. The student will be responsible for repaying any funds if determined not eligible to receive as a result of a change with enrolled hours or in financial aid data.
- If a student is receiving educational assistance from another source, this information must be reported to our Financial Aid office. A student may report the source(s) and amounts by contacting the Financial Aid office to directly report other educational assistance as soon as possible.
- If the Financial Aid office makes any changes to financial aid eligibility, a revised aid notice will be sent via U.S. Postal mail.
- Applying for Financial Aid is an annual process. Please re-apply by completing the new-year FAFSA on or after October 1st of each year.

RETURN OF FINANCIAL AID POLICY

If a student withdraws from Simmons College of Kentucky, the school, the student, or both, may be required to return some or all of the federal funds awarded to the student for that semester. A student who withdraws from all classes prior to completing 60% of the enrollment term is subject to having his/her eligibility adjusted based on the percentage of the term completed. (For example, a student withdraws from all classes after

completing only 20% of the term. Therefore, the student only earned 20% of aid disbursed or received on his/her account. This results in the school or student having to return 80% of the disbursed/received aid that was not earned.)

The Financial Aid office encourages all students to read the full Return to Title IV policy as published in the Student Financial Aid Consumer Information Guide and Student Handbook. This policy applies to all Title IV federal aid recipients with disbursable aid from any of the following Federal programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and other Title IV Grants. Currently, Simmons College of Kentucky is not participating in the Direct Loan programs.

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

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

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

The Financial Aid office is required by federal regulation to evaluate students receiving all Failing grades for the semester. It is always in the student’s best interest to talk with the Financial Aid office regarding their options to see if it is best for them to go ahead and withdraw from classes early in the semester and to know the implications regarding failing grades. At the end of each semester, the Financial Aid office reviews all students who received an “F” grade in all retained classes. If it is determined that the student did not earn all failing grades, the student will be considered an “Unofficial Withdrawal”. Unofficial Withdrawals are subject to the R2T4 calculation and return policy. Please refer to the Financial Aid Consumer Information Guide and Student Handbook to learn what effect earning all “F” grades or unofficial withdrawal has on a student’s financial aid account and future eligibility.

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

EMERGENCY PROCEDURES

EMERGENCY COMMUNICATION

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

TEXT MESSAGING SYSTEM

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

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

PHONE INTERCOM – VOICE OVER VIA PHONE INTERCOM SYSTEM

Phone Intercom is a system that allows alert administrators to simultaneously send an audio stream to all Simmons' phones. Activation of the system for emergencies will pass an audible message through campus phones. Simmons has a campus-wide phone system that can be activated in seconds during an emergency, provided that internet connections are working.

INCLEMENT WEATHER PROCEDURES

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

WEATHER RADIO – NOAA

NOAA Weather Radio is an “All Hazards” radio network making it a single source for comprehensive weather and emergency information. In conjunction with Local Emergency Management and the Louisville Office of the National Weather Service, NWR broadcast warnings and post-event information for all types of emergencies – including natural disasters, environmental emergencies and public safety situations.

BULK E-MAIL

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

TRIMARC SIGNS – MESSAGE SIGNS ON INTERSTATE HIGHWAYS

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

arrangement to access these signs during an emergency to stop drivers from coming to campus.

1610 AM RADIO – LOCAL GOVERNMENT RADIO FOR EMERGENCY ANNOUNCEMENTS

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

WEBSITE

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

MEDIA – PRESS CONFERENCE

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

ADMISSIONS INFORMATION

ADMISSIONS POLICY

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

GENERAL ADMISSION REQUIREMENTS

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

- A completed application for admission. This can be completed online or by paper application.
- Payment of the \$25 application fee.
- An official high school or GED transcript.
- Official prior college transcripts, if you previously attended other schools—even if you withdrew.
- An autobiographical essay explaining how your unique qualities and faith journey will contribute to a Christian HBCU.
- At least one letter of recommendation from someone who is able to attest to your character, academic maturity, and preparation for the Simmons College of Kentucky. The person cannot be a family member or friend.
- Your official ACT or SAT test score results. (If you have not taken the ACT before you apply, you must register to do so and scores must be sent to Simmons

College of Kentucky).

Note: All students who are admitted without an official ACT score of 18 or higher will automatically be placed in ENG 099 and MAT 099 (Developmental English and Developmental Math) and be required to complete additional academic requirements aimed at assisting them with academic success.

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

PLAN SPECIFIC ADMISSION REQUIREMENTS

CERTIFICATE PROGRAMS:

From time to time, the college may develop and offer certificate programs where a specialized course of study is desired. Requirements for these programs will be established at the time of their offering, and admissions packets made available. Certificate coursework not required in a program's plan of study does not count toward that program's degree

ASSOCIATE OF ARTS DEGREE AND BACHELOR OF ARTS DEGREE:

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

- All General admission requirements as listed above.
- A signed verification and agreement to abide by the policies and codes of conduct of Simmons College of Kentucky.

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

READMISSION POLICY

Up to 24 months after withdrawing from school, a person may return to classes without applying for readmission through the Admissions Office. After 24 months of not being enrolled at Simmons College of Kentucky, a person must apply for readmission through the Admissions Office. An exception may be made through the Vice President for Student Affairs only in case of a documented medical leave of absence. Application forms may be obtained from the Admissions Office or online. If an individual has attended another college or university, since leaving Simmons College of Kentucky, they must provide an official transcript from that college or university and are required to complete the application process again.

TRANSFER STUDENTS

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

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

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

specific degree requirements.

TRANSFER CREDIT POLICY FOR COURSEWORK

1. All college level coursework completed with a “C-“ grade or better at an accredited institution of higher education and oriented toward a baccalaureate degree will be accepted for credit at Simmons College provided that Simmons offers a comparable course in our catalog. However, not all courses transferred will fulfill specific requirements for a particular degree. Courses accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Simmons College grade point average. When a transfer student has earned credit at a non-regionally accredited institution, the credit will be transferred only if approved by the Vice-President for Academic Affairs in consultation with appropriate instructors and other officers.
2. The Vice President for Academic Affairs will evaluate credit that may apply toward general degree requirements. When appropriate, Liberal Arts codes will be assigned to transfer credit.
3. Credit from a foreign institution of higher education will be evaluated on a case by case basis. It may be in the best interest of the student to have the transcript evaluated by an agency that specializes in foreign academic credentials. In some cases, it will be appropriate to transfer up to 30 semester hours of unspecified credit, without grade points. When Liberal Arts courses can be identified, they will be transferred as such.
4. Credit earned through military or non-traditional programs, that have been evaluated by the American Council on Education and declared to be the equivalent of lower or upper division credit, will be transferred according to the A.C.E. recommendations.

CREDIT BY EXAMINATION OR EXPERIENCE

1. Advanced Placement Program – College Board (APP). Students who participate in high school in the Advanced Placement Program (APP) may have score reports sent to the registrar for evaluation. Credit will be awarded for APP scores of 3, 4 and 5. Credit gained through APP will advance the degree program, and when appropriate, may meet liberal arts requirements or count toward a major or minor. APP credit will not affect the grade point average.

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

SECURITY

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

CAMPUS SECURITY REPORT SIMMONS COLLEGE OF KENTUCKY

A current report on crime statistics for the Simmons College of Kentucky campus and the surrounding streets and sidewalks for the past three years is provided as the “Clery Report” on the college’s website.

CAMPUS SAFETY DIRECTOR

Charles Nance; ph. 502-776-1443 ext. 5128, cnance@simmonscollegeky.edu

Additional authority: Executive Vice-President Frank Smith; ph. 502-776-1443 ext. 5116

CAMPUS POLICE

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

BUILDING SECURITY MEASURES

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

STUDENT INITIATED NOTIFICATION

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

CONFIDENTIAL REPORTING

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

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

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

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

Simmons College of Kentucky campus has been designated “Drug free”, and the consumption of alcohol is only permitted under certain circumstances. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the

age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Simmons College of Kentucky Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the college. Upon request, Simmons College of Kentucky provides written information on the diagnosis and treatment of and recovery from substance abuse. The institution also will provide contact information for various recovery groups.

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

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

PREVENTING AND RESPONDING TO SEX OFFENSES

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

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

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

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

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

Both the victim and accused will be informed of the outcome of a college hearing. A student found guilty of violating Simmons College of Kentucky's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Simmons College of Kentucky for the first offense. Student victims have the option to change their academic schedules after an alleged sexual assault, if such changes are reasonably available.

SEX/CRIMINAL OFFENDER REGISTRY

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

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

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

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

STUDENT HOUSING SAFETY POLICIES

Simmons College of Kentucky does not provide student housing. Our students are adults and free to choose to rent from city housing complexes or individual landlords. Simmons does not monitor the policies and procedures of these landlords. Students are responsible for obtaining information on safety measures, security features, and housing policies

from their potential landlords and taking that into account when choosing to reside there. Many of our students find housing near the University of Louisville, particularly in apartment complexes known as the Arch and the Bellamy. Policies for that housing are governed by the University of Louisville and available at the respective websites of these complexes.

HATE CRIMES

There were no hate crimes for the years 2016, 2017, or 2018.

STUDENT HOUSING ANNUAL FIRE REPORT:

No fires were reported in any non-campus student housing facility during 2016, 2017, or 2018.

OFF CAMPING HOUSING SAFETY TIPS

SELF PRESERVATION

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

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

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

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

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

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

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

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

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

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

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

SMOKE DETECTORS REQUIRED

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

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

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

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

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

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

EXITS

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

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

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

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

FIRE AND LIFE SAFETY EQUIPMENT

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

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

COMMON FIRE HAZARDS

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

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

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

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

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

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

HOUSE PARTIES AND SOCIAL EVENTS

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

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

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

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

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

CONTRIBUTING FACTORS AND CAUSES OF FIRE

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

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

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

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

Candles - Caution should be exercised and candles monitored when in use.

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

ADA EVACUATION POLICY

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

EMERGENCY EVACUATION PROCESS

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

BUILDING EMERGENCY COORDINATORS (BEC)

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

PURPOSE

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

VOLUNTARY PARTICIPATION

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

CONFIDENTIALITY

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

BEHAVIORAL POLICIES

ACTIVITIES

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

CODE OF CONDUCT

Students who enter the Simmons College of Kentucky community of scholarship are expected to maintain a high standard of ethical conduct compatible with biblical principles. Bearing in mind that the actions of a few can damage the hard-earned positive reputation of the many, we covenant to honor both our HBCU heritage and our Simmons Nation pride by respectfully upholding this code of conduct. Student use of intoxicating beverages or controlled substances on school premises will not be tolerated (exceptions only for legitimately prescribed medications). Public displays of drunkenness, use of prohibited substances, underage drinking, public disorderly conduct, public intoxication, or criminal conduct on or off campus will not be tolerated. The evidence of such or other infractions may lead to immediate expulsion.

A high standard of ethics is meant to pervade all segments of the life of this institution of higher learning for both its students and faculty, as we interact with each other in person and online. To this end, we expect all to be just in their dealings with others, the college, and the employees of the college. This includes, but is not limited to, honesty and integrity in study, courtesy in speech, the satisfying of all obligations to the College, financial and/or otherwise. Students who fail to conduct themselves in a high manner will be recommended to the Office of Student Affairs for counseling or disciplinary action. Repeated displays of poor conduct will result in expulsion from the College.

DRESS CODE

Simmons College of Kentucky does not specify a particular type, style or form of clothing, as long as the manner of dress is modest and reflects a moral character. Students are expected to dress appropriately for special events such as convocation services, banquets, graduation, career days, and the like. Students who lack resources to acquire appropriate clothing should contact the office of the Vice-president for Student Affairs, which will work with college leadership to help ameliorate the situation.

WEAPONS POLICY

Deadly weapons are prohibited on any property owned, leased, operated, or controlled by Simmons College of Kentucky, including but not limited to the following: classrooms, laboratories, residence halls, clinics, office buildings, performance halls, museums, athletics and recreation facilities, parking lots and structures, and all outdoor areas of the college. CO2 and/or spring propelled guns are also prohibited. Anyone with weapons in his/her possession while on college premises may be subject to serious action including dismissal from the college and criminal prosecution.

POLICIES CONCERNING EQUITY, DIVERSITY, AND HARASSMENT

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

SEXUAL HARASSMENT

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

Under no circumstances will the College allow such behaviors to continue. The College

will not allow such behaviors to create a work or study atmosphere where workers or students are offended or intimidated.

Any persons enrolled or employed by Simmons College of Kentucky who believe that they have been victims of some form of harassment should bring these unacceptable behaviors to the attention of their immediate supervisor. If the complaint involves someone in the direct line of authority a report should be submitted to the Title IX Officer (who is also the HR Manager for employees). In all cases the College will promptly begin an impartial investigation.

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

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

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

SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

In accordance with Section 485 of the Higher Education of 1965, Simmons College of Kentucky has established in conjunction with its written Sexual Harassment Policy, a policy which provides that the following rights are accorded, by all campus officers, administrators, employees and students, to victims of campus related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity; and the right from SCKY organizations, which assist such victims to be recognized.
2. The right to have sexual assaults against them investigated by SCKY Vice President for Student Affairs and the right to the full and prompt cooperation and assistance of personnel in notifying the proper authorities. This action shall be in addition to the disciplinary proceedings established by SCKY.

3. The right to be free from any kind of pressure from SCKY entity that victims (a) not report crimes committed against them to SCKY officials or to disciplinary officials for civil or criminal actions; or (b) report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes committed on campus because:
 - o Victims are somehow “responsible” for the commission of crimes against them;
 - o Victims were contributively negligent or assumed the risk of being assaulted; or
 - o By reporting crimes they would incur unwanted personal publicity. In any campus disciplinary hearing, the accused and accusers have the right to have someone accompany them at the hearing, and both the accused and accuser have the right to be notified of the hearing outcome. The sanctions for the accused in cases of sexual assault will be determined by the individual or body hearing the charges. Sanctions may include any sanction deemed appropriate in the Student Handbook or Faculty Handbook.
5. The right to full and prompt cooperation from SCKY personnel in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary for proof of criminal sexual assault in subsequent legal proceedings.
6. The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
7. The right to counseling from any mental health services previously established by SCKY, by other victim-service entities, or by services acquired by victims themselves.
8. After campus assaults have been reported, the victims of such crimes shall have the right to require that SCKY authorities take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact with or proximity to reported assailants.
9. In addition, students, whether sexual assault victims or not, have a right to habitability (*) in on-campus housing accommodations for which SCKY may receive any compensation, direct or indirect. Substantiated violations of the provisions shall be corrected by campus personnel with relocation of the complainant to acceptable, safe, and secure alternative housing as soon as possible, unless conditions warrant other immediate action by campus personnel. (* Habitability shall be defined as an environment free from sexual or physical intimidation, or any other continuing disruptive behavior by persons sharing rooms or roommates’ guests that is of such a serious nature as would prevent a reasonable person from attaining their educational goals.)
10. Other appropriate personnel will be contacted as needed by the individuals responding to the victim of the assault. Education and awareness programs will be conducted by appropriate campus personnel on the topics of sexual assault and victims’ rights on a regular basis.

11. Simmons College of Kentucky hereby certifies that it complies with the requirement of Section 485.

STUDENT GRIEVANCE POLICY

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

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

STUDENT'S RIGHT TO PRIVACY

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

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

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

A student may request in writing to the Records Office that one or all three categories of directory information be restricted from publication. In no case will grade, discipline, or

financial information be disclosed except in those cases that are in keeping with the law.

ACCEPTABLE USE OF TECHNOLOGY

OVERVIEW

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

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

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

PURPOSE

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

SCOPE

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

GENERAL USE AND OWNERSHIP

While Simmons College's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the college systems remain the property of Simmons College and are subject to review and inspection. Because of the need to protect Simmons College, management cannot guarantee the confidentiality of information stored on any network device belonging to Simmons College.

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

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

Simmons recommends that any information that users consider sensitive or vulnerable be encrypted. For security and network maintenance purposes, authorized individuals within Simmons College may monitor equipment, systems and network traffic at any time, per Simmons's Audit Policy as it now exists or may be amended.

SECURITY AND PROPRIETARY INFORMATION

The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by corporate confidentiality guidelines, details of which can be found in Human Resources policies. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months. All PCs, laptops and workstations should be secured with a password-protected screensaver with automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for

Win2K users) when the host will be unattended. Use encryption of information in compliance with Simmons's Acceptable Encryption Use policy. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the "Laptop Security Tips". Postings by employees from a Simmons College email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Simmons College, unless posting is in the course of business duties.

All hosts used by the employee that are connected to Simmons College Internet/Intranet/Extranet, whether owned by the employee or Simmons College, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

STUDENT EMAILS

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

UNACCEPTABLE USE

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of Simmons College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Simmons College-owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

PROHIBITED SYSTEM AND NETWORK ACTIVITIES

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations,

including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by Simmons College.

- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Simmons College or the end user does not have an active license is strictly prohibited.
- Exploring software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.). Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a Simmons College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction.
- Making fraudulent offers of products, items, or services originating from and Simmons College account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting or securing breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes. Executing any form of network monitoring which will intercept data not intended for the employee’s host, unless this activity is a part of the employee’s normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee’s host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable a user’s terminal session, via any means, locally

or via the Internet/Intranet/Extranet.

- Providing information of a sensitive or confidential nature about Simmons College's financial data, administrative operations, employee information, student information, other sensitive matters, other than what is published through official college channels and posted on Simmons College web page.

EMAIL AND COMMUNICATIONS ACTIVITIES

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

BLOGGING

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

Blogging from Simmons College’s systems is also subject to monitoring. Simmons College’s Confidential Information policy also applies to blogging. As such, employees are prohibited from revealing any company confidential or proprietary information, trade secrets or any other material covered by company’s Confidential Information policy when engaged in blogging.

Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Simmons College and/or any of its employees.

Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Simmons College’s Non-Discrimination and Anti-Harassment policy. Employees may

also not attribute personal statements, opinions or beliefs to Simmons College when engaged in blogging.

If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Simmons College. Employees assume any and all risk associated with blogging. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Simmons College's trademarks, logos and any other Simmons College intellectual property may also not be used in connection with any blogging activity.

ENFORCEMENT

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

ACADEMIC POLICIES

ACADEMIC CALENDAR

Please see the current and upcoming calendars at www.simmonscollegeky.edu.

CLASSIFICATION OF STUDENTS

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

CLASSIFICATION ACCORDING TO SEMESTER HOURS EARNED

Freshman 0-29

Sophomore 30-59

Junior 60-89

Senior 90+

CATALOG JURISDICTION

Students dropping out of Simmons College of Kentucky at any time during their college career for a period of one year or more shall be considered to be under the jurisdiction of the current catalog in use at the time of their return. The academic rules and programs in this catalog are effective for all students who enter Simmons College of Kentucky during the Fall 2020 semester for no more than six consecutive years from the time of initial

matriculation. If a student has not completed a degree program within this time frame, he or she will be under the jurisdiction of the then current catalog.

Students are subject to the rules published in the current Student Handbook and Academic Catalog each semester they attend. Should there be a conflict of policy, the policy of the Student Handbook supersedes that of the Catalog. No academic program changes will be made in the Student Handbook.

Any student in good academic standing may choose in writing and with the approval of the Vice- President for Academic Affairs to adopt the academic rules, degree programs, and jurisdiction of a catalog in current publication after the Fall 2020 catalog. This request must be made during the academic year of the catalog in question. Any exceptions to the above policy must be obtained by the student in writing from the Vice-President for Academic Affairs.

CONVOCATIONS

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

CLASS ATTENDANCE

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

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

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

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

COURSE SYLLABI

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

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

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

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

CLASSROOM ENVIRONMENT

Simmons College of Kentucky is a Christian liberal arts college that upholds high standards of personal and professional conduct. This includes a classroom that promotes a positive learning environment and a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of both students and faculty. The College or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or may lead to suspension from the program.

GRADING AND EVALUATION

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

A = 100-90

B = 89-80

C = 79-70

D = 69-60

The unit of credit is a semester hour. The 4 point system is used to compute grade point standing. The quality point value per credit hour for each letter grade is as follows:

A=4

B=3

C=2

D=1

F = 0 (no credit)

GRADING FOR WRITTEN WORK

Students in all courses at Simmons College of Kentucky are expected to submit written work without misspellings or grammatical errors. While the focus of assessing written work in most classes is upon content, spelling and grammar performance will be reflected in the final grade for written assignment. Research papers and essay formats should follow the recent editions (within the last two years) of the Publication Manual of the American Psychological Association (APA) or at the instructor's option another standardized manual such as the Modern Language Association (MLA) or Chicago Manual of Style (CMS).

FINAL EXAMINATIONS

Examinations may be taken only at the hour scheduled for each particular course in the

regular examination schedule. Students who are unavoidably prevented from taking final examinations at the appointed times must report to the Academic Affairs Office and may receive permission through the Vice-President for Academic Affairs to take a makeup examination.

GRADE CHALLENGES

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

1. A student may challenge their final grade in a course on the grounds that:
 - a. The methods or criteria for evaluating academic performance as stated by the instructor at the beginning of the course were not actually applied in determining the final grade, and/or
 - b. The instructor applied predetermined criteria unfairly: the evaluation of academic performance so exceeds the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers.
2. Policies Regarding a Grade Challenge
 - a. Procedures for challenging a grade should meet the ordinary criteria of due process.
 - b. The student who challenges a grade bears the full burden of proving that there are sufficient grounds for changing a grade.
3. Procedures for Challenging a Grade
 - a. Discussion with and Explanation to the instructor.
 - i. A student who is considering a grade challenge must discuss the grade with the instructor before the end of the following regular semester (Spring Semester and Summer Session challenges must be made before the end of the Fall Semester). This instructor is expected to discuss the grading with the student. Only if the instructor is neither at the college nor accessible by normal means of communication (telephone or email) during the following regular semester after the grade was issued, may the student proceed to challenge the grade without explaining the matter to the instructor. The instructor should document the discussion with the student and their determination of whether the grade would be changed or not. Copies of that documentation should be forwarded to the Vice President for Academic Affairs and the Registrar.

- ii. The instructor may, on his or her own authority, change the grade that is questioned. This should be done only in unusual circumstances. The instructor should submit the change of grade form to the Registrar for recording and submit to the Vice President a copy of it alone with a written explanation for the grade change.
- b. Submission of written challenge.
 - i. After discussing the challenge with the instructor, the student may challenge a grade by submitting a written statement before the end of the following regular semester, giving in detail the reasons for the challenge. By the end of the semester, the student must submit two copies of the written challenge statement: one to the chair of the department in which the course was offered and one to the Vice President for Academic Affairs.
 - ii. The Vice President for Academic Affairs will meet with the student to outline the review process. After meeting with the Vice President, should the student desired continue review of the grade challenge, the Vice President will forward one copy of the grade challenge to the Grade Challenge Review Board and one copy to the instructor. The Grade Challenge Review Board will also request any documentation from the Vice President regarding the outcome of the student's discussion with the instructor regarding the grade challenge or the resolution of an alleged violation of academic integrity.
- c. Procedures for Review
 - i. Grade challenges will be heard by the college Grade Challenge Review Board.
 - ii. Annually, at the end of the spring semester, the faculty senate will insure that the names of four faculty members from the Student Programs and Admissions Committee (SPA Committee) have been forwarded to the Records Office. The Grade Challenge Review Board will be comprised of three faculty members, selected from the pool of faculty designated to serve on the SPA Committee. No member of the Grade Challenge Review Board hearing a given case can be the instructor whose grade is being challenged.
 - iii. The Grade Challenge Review Board will select its own chair and determine its own procedures for handling student grade challenges. The review procedures will meet the ordinary criteria of due process.
 - iv. Decisions of the Grade Challenge Review Board are to be determined by a majority vote.
 - v. Normally, within two weeks after accepting the student's challenge, the Grade Challenge Review Board is to reach one of the three following decisions:
 - aa. Challenge affirmed and settled by consent. The Grade Challenge Review Board devises conciliation mutually acceptable to the student and the instructor who gave the

grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade card to the dean of the college in which the course was taught.

bb. Challenge affirmed and the Grade Challenge Review Board recommends a change of grade to the Vice President for Academic Affairs, who will notify the instructor in which the course was taught.

cc. Challenge denied; original grade stands.

vi. The decision recommended by the Grade Challenge Review Board is to be communicated in writing by the Board chair directly to the Vice President for Academic Affairs, who will implement the recommendation by notifying the department chair, the instructor, and the student.

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

ACADEMIC HONESTY AND PLAGIARISM

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

Cheating includes, but is not limited to, submitting work for academic evaluation that is not the student’s own, copying answers from another student during an examination, using prepared notes or materials during an examination that are not previously authorized for use during examinations, other misrepresentations of academic achievement submitted for evaluation and a grade, and plagiarism.

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

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

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

Where the facts show that students committed plagiarism by careless research and

citation methods and merely failed to credit sources they were otherwise allowed to cite, for the first offence, students will be referred to the Student Learning Center, where they will be briefed on plagiarism and instructed on how to take a test or an online tutorial to obtain certification of their understanding of plagiarism, or the center or its designee will provide another form of certifying the student now understands plagiarism and its consequences.

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

SUBSEQUENT OFFENSES AFTER RECEIVING CERTIFICATION.

1. First offense: Student fails the assignment and Academic Affairs is notified.
2. Second offense (which can be a second offense in the original course or a first offense in any course during their academic career at Simmons), student fails the assignment and is required to meet with the VP for Academic Affairs.
3. Third offense, student fails the course.
4. Fourth offense, student fails the course and a disciplinary hearing is held to determine whether student should be expelled.
5. If a student is not expelled after the fourth offense, and a fifth offense occurs, a recommendation to dismiss the student will be sent to the Faculty Senate.

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

Unquestionable evidence must be in hand before any action will be taken to confront and accuse a student of cheating, and faculty members must provide the details of the situation to the administration before confronting the student with the alleged violation.

INCOMPLETE COURSEWORK

Incompletes are only granted when a student can demonstrate sufficient cause for not

completing regularly scheduled course work during the regular semester or session in which it is scheduled. The student seeking an incomplete must submit a written request to both the Academic Dean and the instructor(s) stating specifically the reasons for the request. The request must be submitted prior to the official last day of classes. (See academic calendar.) All incomplete work must be submitted five (5) weeks or twenty-five (25) working days after the last day of classes. Any incomplete course work after the twenty-fifth day automatically becomes a failing grade (F.)

CHANGES IN REGISTRATION

No classes may be added after the late registration period has passed. During the drop/add period, students may drop or add classes (within the limits otherwise noted herein) at their sole discretion. After the drop/add period has passed, students desiring withdrawal from a course must complete a Withdrawal Request form and submit it to the office with the signature of the instructor. The request must be submitted at or before 4 p.m. on the date designated as the last day to withdraw for the semester. (See Academic Calendar.) Failure to complete and submit the request form to the office before the designated date and time will result in an automatic failing grade “Withdrew Failing” (WF). The grade, Withdrew Passing (WP) will only be assigned when a student has properly and officially filed a request for withdrawal from the course. Students must pay for any class for which they withdrew after the drop/add period.

WITHDRAWAL FROM CLASS/COLLEGE

When students find it necessary to withdraw from a class or the college before the routine completion of the semester, they should discuss the matter with their advisor and take official action before withdrawing. Withdrawal cannot be finalized until two prerequisites are first met.

First, financial obligations must be met or suitable arrangements made with the Financial Aid office and Business Office. Second, the student must go to the Registrar's Office and fill out a Course Withdrawal Form for each registered class. The Course Withdrawal Form must be returned to the Office of Academic Affairs and the Financial Aid Office. By doing this, students may be able to avoid a failing grade on their academic record.

Note: Students must initiate a withdrawal. This is not the responsibility of the college. Note also that withdrawals may have serious consequences for students' future financial aid.

WITHDRAWAL PROCEDURE:

1. A student choosing to withdraw from class or classes after the commencement of classes is to obtain a withdrawal form from the Registrar. The student bears the responsibility of filling the form out in its entirety, including the last day of attendance, and returning the withdrawal form to the Registrar. A student will be officially withdrawn when their completed withdrawal form is returned to the Registrar.
2. Students who withdraw during the drop/add period will be considered as dropped and no charges will apply. Students who withdraw after the drop/add period will be responsible for payment for the entire semester. Students should nonetheless officially withdraw when they stop attending in order to prevent the transcript's showing a failing grade or grades.
3. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to Simmons College of Kentucky from the leave of absence but fails to do so.
4. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

ACADEMIC STANDING

The academic standing of students is determined by their cumulative grade point average. To achieve and remain in good standing, all students must have a cumulative grade point average of at least 2.00. Any student whose cumulative grade point average falls below 2.00 will be placed on academic probation. Students placed on probation will continue on probation until their cumulative grade point average has been raised to at least 2.00.

Students on academic probation will be limited to a maximum of twelve (12) semester hours enrollment per semester until they improve their academic standing. Students who remain on academic probation for three consecutive semesters and do not raise their cumulative average by the conclusion of the third semester to at least 2.00 will be suspended. Student placed on academic suspension may return following the lapse of one complete semester.

REPEAT OPTIONS

Each student enrolled in an educational program at Simmons College of Kentucky will be

allowed three (3) repeat options. A repeat option is an aid to the student who, in the event of some difficulty in a course, does not achieve a passing or satisfactory grade. If a student does not achieve a satisfactory grade in a class, the student may exercise her repeat option in order to improve the grade. If a student receives a failing grade in a core course, the student must repeat the failed course. Repeat options must be approved by the Vice-President for Academic Affairs.

ACADEMIC PROGRESS AND GRADUATION

Students are expected to conform to the academic standards of Simmons College of Kentucky and make progress towards the completion of one of the academic programs listed in this catalog.

Students who do not demonstrate adequate progress may be recommended by the faculty to be placed on academic probation, until the student's academic performance improves regardless of GPA. Students are expected to make continual progress towards an academic program listed in this catalog. Students are given three (3) years to complete an Associate degree, and five (5) years to complete a Bachelor's degree. Additional time requirements may apply to specific degree programs. Failure to finish programs within these specified times may result in removal from these programs.

Successful completion of a bachelor's degree requires a minimum GPA of 2.5 within the student's major and approval to graduate on the part of the faculty.

LEAVE POLICY

Students must move through their program at an acceptable speed and complete an annual evaluation with their Academic Advisor. Students who do not make satisfactory progress are allowed one semester to get back on track. With a written recommendation appropriate physician and with the approval of the Office of Academic Affairs, a student who must interrupt study temporarily because of physical or psychological illness may be granted a medical leave of absence for one term of one academic year. Students who are granted a medical leave in the course of a term will have their tuition adjusted according to the refund policy. Before returning to register for the next semester, students on medical leave must secure written permission from an appropriate physician and must follow the school's procedure for readmission.

TERMINATION

A student's relationship with the school may be terminated for the following reasons:

1. Failure to maintain a satisfactory academic record.
2. Behavior that violates generally acknowledged canons and standards of scholarship or professional practice.
3. Behavior that is disruptive to the educational process.

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

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

OFFICIAL TRANSCRIPTS

Each student is entitled to one unofficial transcript of his/her work, provided all financial accounts with the college are paid in full. Official transcripts are issued upon receipt of fifteen dollars (\$15.00) per transcript or the then current transcript fee. These are issued only on the basis of written authorization by the student. (Only a student's final grade is entered on the permanent record.) The student's permanent records are maintained in the Registrar's office in the division of Student Affairs.

GRADUATION REQUIREMENTS

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

1. Successful completion of coursework with a minimum cumulative GPA of 2.0.
2. Completion of six (6) community service program credits.
3. Demonstrated ethical character and worldview as defined in the Student Handbook.

4. Approved by a vote of the Faculty Senate for graduation.

STATEMENT ON ACADEMIC RIGOR

100-LEVEL COURSES

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

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

STUDENT WRITING 8-10+ pages (standard font, double-spaced, with references), excluding exams.

EXAMS: A midterm and a final exam.

PARTICIPATION: At least 10% toward the final grade.

200 LEVEL COURSES

200-level courses continue with introduction to terms and concepts within the discipline, although typically within a more narrowly defined topic. The learner has been exposed to related topics but not necessarily to the specifics of the subject matter.

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

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

EXAMS: A midterm and final exam.

PARTICIPATION: Structure allowing, minimum of 10% of grade.

300-LEVEL COURSES

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

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

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

EXAMS: A midterm and final exam.

PARTICIPATION: At least 10% of grade.

400-LEVEL COURSES

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

WRITING: A research paper of 10-20+ pages.

READING: At least 120 pages divided between secondary and primary sources.

EXAMS: A midterm and a final. **PARTICIPATION:** Minimum of 10% of grade.

EDUCATIONAL PROGRAMS

Simmons College of Kentucky has seven educational programs:

1. Associate of Arts in Religious Studies
2. Associate of Arts in General Studies
3. Bachelor of Arts in Business Entrepreneurship
4. Bachelor of Arts in Sociology
5. Bachelor of Arts in Cross-Cultural Communication
6. Bachelor of Arts in Music
7. Bachelor of Arts in Religious Studies

DEGREE PROGRAMS

The Associate of Arts in Religious Studies and Associate of Arts in General Studies programs are both sixty (60) credit hour courses of study. The Associate program is designed to be completed in two years, full-time.

The Bachelor of Arts programs are four (4) year, 120 credit hour programs. (Some degree programs may require more than 120 hours.)

As a requirement of our accrediting body, all BA students must take ten three-hour courses designated as “Biblical-Ethical” courses. Students pursuing an associate degree must take six three-hour courses designated as “Biblical-Ethical” courses. These courses are identified as such throughout this catalog.

RELIGIOUS STUDIES

The program in Religious Studies brings together the rich history of biblical and theological studies here at Simmons College of Kentucky with the academic study of religion common at most universities and colleges across the U. S. We offer both traditional courses like Introduction to the Old and New Testaments, Christian Theology, Church History, and Preaching and culturally relevant ministry courses such as Ministry in the Black Church, Introduction to Social Welfare and the Church, Urban Church Growth, The Church and Social Action, and Conflict Ministry. We also offer innovative Special Topics courses in Bible, Theology and Ministry. Students will learn about the religious ideas and traditions that shaped history and influence the world today. They will learn to think critically about faith and its varied contours and practices in the world,

particularly philosophical and religious questions and ideas rooted in the African American tradition. These courses will equip students to be intelligent, innovative, and bold leaders that will impact our world and revitalize our communities.

ASSOCIATE OF ARTS IN RELIGIOUS STUDIES

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

General Studies:

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

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

Part One: General Studies (27 hours)

Communication (9 hours)

ENG101 English Grammar/Composition I
ENG102 English Grammar/Composition II

Choose one:

ENG103 College Reading
Or
COM100 Public Speaking

Orientation (3 hours)

FRE101 Pathways to Success (Meets biblical-ethical requirement)

Humanities (6 hours)

GEN201 African American Experience

Any one of the following:
Any ART or MUS course

Any ENG course at level 200 or above
PHI101 Intro to Philosophy

Social Science (3 hours)

Any one of the following:
HIS201 World Civilization I
HIS207 African American History
SOC101 Foundations of Sociology
POL101 American Government & Politics
PSY101 Foundations of Psychology

Math & Science (6 hours)

Must take one MAT course and one SCI course

Total General Studies Credit Hours: 27 hour

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

Part Two of Associate Degree, Biblical-Ethical Courses: 33 Hours

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

The following courses are required:
PMN101, Spiritual Formation
PMN 200, The Church and Social Action
BTS 202, Introduction to Biblical Languages
THS 201, Christian Theology
PMN101, Spiritual Formation

Students may then select 7 courses from within the Religious Studies program. Two of these courses must be in biblical studies. Only two of them may come from the Foundations Courses in religion, because these are designed primarily for students not pursuing a degree in Religious Studies. Students may not enroll in any 300 or 400 level course until they have successfully completed English 101 and any other prerequisites with a grade of C or better.

Total Religious Studies Credit Hours: 33 hours

Total Credit Hours

Total General Education - 27 hours

Total Religious Studies - 33 hours

Total AA in Religious Studies - 60 hours

ASSOCIATE OF ARTS IN GENERAL STUDIES

The requirements for an Associate of Arts in General Studies involve the completion of coursework in General Studies. Students in the Associate of Arts in General Studies are eligible to apply for the other bachelor's programs within the college, but to keep from losing credit hours that count toward graduation, students going on to pursue a bachelor's in Religious Studies are encouraged to do their associate degree in Religious Studies. Also, be advised that transferring to the BA in Music program after finishing one's AA in General Studies will require the student to take several intro level music courses normally covered in the first two years of the BA in Music program.

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

Humanities (24 hours)

FRE101, Pathways to Success (Meets biblical-ethical requirement)

ENG101, English Grammar/Composition I

ENG102, English Grammar/Composition II

ENG103, College Reading (Or COM100, Public Speaking)

ENG302, Methods of Research

PHI200, Critical Thinking

Any two ART or MUS courses, provided they are for 3 hours credit or that three approved one hour courses combine to equal one three hour course.

History and Social Science (15 hours)

POL101, American Government & Politics

PSY101, Foundations of Psychology

SOC10,1 Foundations of Sociology

African American Experience or African American History, and any additional HIS course.

Math & Science (6 hours)

Must take one MAT course and one SCI course

Biblical-Ethical Requirement (15 hours)

Students must take five courses within Religious Studies.

Total required hours for Associate of Arts in General Studies: 60 hours

All students working towards the Associate of Arts degree are expected to complete ENG101, ENG102, and FRE101 within their first 30 hours. Students may not enroll in 300 or 400 level courses until they have successfully completed English 101 and any other prerequisites with a grade of C or better.

BACHELOR OF ARTS IN BUSINESS

The Bachelor of Arts in Business is a four-year degree program designed to combine the liberal arts, an ethical worldview, and business education. Urban communities are often neglected enterprise zones for job creation, thus necessitating a new generation of business leaders and entrepreneurs to lead, manage, and develop sustainable, innovative ventures that enhance the urban economy, solve problems, and meet the needs of the greater community.

The specific outcomes are to:

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

Appropriate, implement, and evaluate the principles of business, economics, ethics, and the social sciences, at tactic and strategic levels, to creatively address and solve social problems that are challenging lives and communities in the urban context (social entrepreneurship).

Develop a commitment to ethical and professional character and abilities and make business- decisions based on an awareness of relevant stakeholders, community demands, and an attempt to create and sustain social and economic value.

Understand, interpret, and be able to communicate (written and oral) the key concepts and practices in core business functions (accounting, marketing, management, statistics, and the business-legal system).

Demonstrate an ethical, resourceful, strategic, and just commitment to social transformation

Degree Requirements for a BA in Business:

Humanities (24 hours)

FRE101, Pathways to Success (Meets biblical-ethical requirement)

ENG101, English Grammar/Composition I
ENG102, English Grammar/Composition II
ENG103, College Reading or COM100, Public Speaking
ENG302, Methods of Research
PHI200, Critical Thinking
Any combination of ART or MUS courses equaling 6 total credit hours.

History and Social Science (15 hours)

POL101, American Government & Politics
PSY101, Foundations of Psychology
African American Experience or African American History, and any additional HIS course.
SOC101, Foundations of Sociology

Mathematics and Science (9 hours)

Any MAT course and any two SCI courses
Elective (3 hours)

A student may take one three hour course of their choosing in any area.

Biblical-Ethical Requirement (21 hours)

Students must take ten courses designated as meeting the Biblical-Ethical requirement. Pathways to Success, Corporate Responsibility and Ethics, and Capstone 1 all meet the Biblical-Ethical requirement. These three courses are required. Students then must take 7 additional courses designated as meeting the Biblical-Ethical requirement. These courses include all “Foundations of” courses, such as “Foundations of Human Dignity,” as well as all courses offered within the Department of Religious Studies.

Business (48 hours)

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

300 level elective

Total Credits in Business 120 hours

BACHELOR OF ARTS IN SOCIOLOGY

The Bachelor of Arts in Sociology is a four-year degree program designed with a liberal arts foundation, framed by an ethical worldview, and integrating the social sciences. With the increasing wealth gap and social disparities facing our nation and world, we aim to develop students who are able to think critically, imaginatively, and ethically about society and social issues, with a commitment to social justice based on an appreciation of social and intellectual diversity and an awareness of social inequality.

Humanities (24 hours)

FRE101, Pathways to Success (Meets biblical-ethical requirement)

ENG101, English Grammar/Composition I

ENG102, English Grammar/Composition II

ENG103, College Reading or COM100, Public Speaking

ENG302, Methods of Research

Any combination of ART or MUS courses equaling 6 total credit hours.

PHI200 Critical Thinking

History and Social Science (15 hours)

SOC101 is required.

POL101, American Government & Politics

PSY101, Foundations of Psychology

African American Experience or African American History, and any additional HIS course.

Mathematics and Science (9 hours)

Any MAT course and any two SCI courses

Elective (3 hours)

A student may take one three hour course of their choosing in any area.

Biblical-Ethical Requirement (21 hours)

Students must take ten total courses designated as meeting the Biblical-Ethical requirement. Pathways to Success, Sociology of Religion, and Capstone 1 all meet the Biblical-Ethical requirement. These three courses are required elsewhere in the degree plan. Students then must take 7 additional courses designated as meeting the Biblical-Ethical requirement. These courses include all “Foundations of” courses, such as “Foundations of Human Dignity,” as well as all courses offered within the Department of

Religious Studies.

Sociology (48 hours)

Race, Ethnicity, and Gender in America
Theories of Sociological Thought
Urban Sociology
Social and Wealth Inequalities
Sociology of Religion (meets the Biblical-Ethical requirement)
Sociology of Health and Wellness
Sociology of Childhood and Family
Sociology of Education
Aging and the Human Life
Social Psychology
Community Problems and Solutions
Capstone Seminar (I) (meets the Biblical-Ethical requirement)
Capstone Seminar (II)
(300) Elective
(300) Elective
(400) Elective
Total Credits in Sociology: 20 hours

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

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

Humanities (24 hours)

FRE101, Pathways to Success (Meets biblical-ethical requirement)
ENG101, English Grammar/Composition I
ENG102, English Grammar/Composition II
ENG103, College Reading
ENG302, Methods of Research
PHI200, Critical Thinking
Any ART course and any MUS course, provided they are for 3 hours credit or that three approved one-hour courses combine to equal one three hour course
History and Social Science (15 hours)

POL101, American Government & Politics
SOC101, Foundations of Sociology
PSY101, Foundations of Psychology
African American Experience or African American History, and any additional HIS course.

Mathematics and Science (9 hours)

Any MAT course and any two SCI courses

Elective (3 hours)

A student may take one three-hour course of their choosing in any area.

Biblical-Ethical Courses (21 hours)

Students must take ten courses designated as meeting the Biblical-Ethical requirement. Pathways to Success, Communication, Culture, and Community, and Capstone 1 all meet the Biblical-Ethical requirement. These three courses are required. Students then must take 7 additional courses designated as meeting the Biblical-Ethical requirement. These courses include all “Foundations of” courses, such as “Foundations of Human Dignity,” as well as all courses offered within the Department of Religious Studies.

Cross-Cultural Communication (48 hours. Choose 16 courses, which must include Foundations of Communication, Communication, Culture, and Community, and Capstones)

Foundations of Communication
Interpersonal Skills
Conflict Communication and Management
Communication, Culture, and Community (meets Biblical-Ethical requirement)
Race, Gender, and Media Representation
Argumentation and Persuasion
Business and Professional Speech
Group-Building and Cultural Competency
Urban-Suburban Communication
Latino Culture and Communication
Asian Culture and Communication
Topics in Intercultural Communication
Community Problems and Solutions
Capstone Seminar (I)
Capstone Seminar (II)
(300) Elective
(300) Elective

Total Credits in Cross-Cultural Communication 120 hours

BACHELOR OF ARTS IN MUSIC PERFORMANCE

The Bachelor of Arts in Music Performance is a four-year degree program that is designed to provide specialized training in music, and opportunities to perform in multiple ensembles that will expose the student to many styles and genres of musical literature. The Department of Music prepares students for professional work, advanced study, performing for cultural enjoyment, or leading ministries within the Christian community. The specific outcomes are:

Identify and define functional vocabulary and symbols used in the production and performance of music.

Recognize the characteristic professional level sound of their prospective instrument or voice.

Demonstrate a functional knowledge of music theory, including rhythm reading, note recognition, keys, and harmonic structure.

Practice the proper playing techniques on the intermediate level on the piano through the performance of scales, arpeggios, etudes, hymns, and solos.

Demonstrate proficiency on a major instrument by performing all major and minor scales, arpeggios, rudiments, etudes, and solos.

Describe the history of Western music and its effects on music theory, genres, and ensemble development.

Course Requirements:

Humanities (24 Hours)

GEN101, Pathways to Success (meets Biblical-Ethical Requirement)

ART requirement: Student may take any ART course

ENG101, English Grammar/Composition I

ENG102, English Grammar/Composition II

ENG103, College Reading (Or COM100, Public Speaking)

ENG302, Methods of Research

MUS101, Introduction to Music

PHI200, Critical Thinking

History and Social Sciences (15 Hours)

POL101, American Government and Politics

PSY101, Introduction to Psychology

SOC101, Foundations of Sociology

Any two HIS courses

Mathematics and Science (9 hours)

Any MAT course and any two SCI courses 9 hours
Biblical Ethical (21 hours)

Students must take ten total courses designated as meeting the Biblical-Ethical requirement. Pathways to Success meets the Biblical-Ethical requirement, as do Music History I and Music History II. Students then must take 7 additional courses designated as meeting the Biblical-Ethical requirement. These courses include all “Foundations of” courses, such as “Foundations of Human Dignity,” as well as all courses offered within the Department of Religious Studies.

Music (50 Hours)

Music Theory (16 Hours)

MUS112, Music Theory I (3 Hours)
MUS113, Aural Skills I (1 Hour)
MUS114, Music Theory II (3 Hours)
MUS115, Aural Skills II (1 Hour)
MUS212, Music Theory I (3 Hours)
MUS213, Aural Skills III (1 Hour)
MUS214, Music Theory IV(3 Hours)
MUS215, Aural Skills IV (1 Hour)

Music History and Technique (14 Hours)

MUI204, Music Publishing and Copyright (3 Hours)
MUS321, Survey of Music History I (meets Biblical-Ethical Requirement) (3 Hours)
MUS32, Survey of Music History II (meets Biblical-Ethical Requirement) (3 Hours)
MUS34, Voice Class (1 Hour)
MUS342, Woodwind Instruments Class (1 Hour)
MUS343 , Brass Instruments Class (1 Hour)
MUS344, Percussion Instruments Class (1 Hour)
MUS352, Conducting (1 Hour)

Major Applied (9 Hours)

MUA161, Major Applied I (1 Hour)
MUA162, Major Applied II (1 Hour)
MUA261, Major Applied III (1 Hour)
MUA262, Major Applied IV (1 Hour)

MUS361, Major Applied V (1 Hour)
MUS362, Major Applied VI (1 Hour)
MUI499, Senior Project in Music (Senior Recital) (3 Hours)

Minor Applied (4 Hours)

MUC110, Class Piano I (1 Hour)
MUC111, Class Piano II (1 Hour)
MUA120, Minor Applied I (1 Hour)
MUA 121, Minor Applied II (1 Hour)

Major Ensemble (7 Semesters)

MUP 381 Concert Band or MUP 386 Concert Choir (1 hour each semester)
One elective course of the student's choosing for three hours.

Total Credits in Music Performance Degree: 122 Hours

BACHELOR OF ARTS IN RELIGIOUS STUDIES

The program in Religious Studies brings together the rich history of biblical and theological studies here at Simmons College of Kentucky and the academic study of religion common at most universities and colleges across the U. S. We offer both traditional courses like Introduction to the Old and New Testaments, Christian Theology, Church History, and Preaching and culturally relevant ministry courses such as Ministry in the Black Church, Introduction to Social Welfare and the Church, Urban Church Growth, The Church and Social Action, and Conflict Ministry. We also offer innovative Special Topics courses in Bible, Theology and Ministry. Students will learn about the religious ideas and traditions that shaped history and influence the world today. They will learn to think critically about faith and its varied contours and practices in the world, particularly philosophical and religious questions and ideas rooted in the African American tradition. These courses will equip students to be intelligent, innovative, and bold leaders that will impact our world and revitalize our communities.

Note, all courses offered within the Department of Religious Studies meet the Biblical-Ethical requirement.

General Education:

Communications (15 hours)

ENG101 English Grammar & Composition I
ENG102 English Grammar & Composition II
ENG103 College Reading or COM100 Public Speaking
Any course in biblical languages
Orientation (3 hours)
FRE101 Pathways to Success

History (6 hours)

Any two HIS courses

Behavioral Science (6 hours)

SOC101 Sociology
PSY101 Psychology

Natural Science (6 hours)

Any two SCI courses

Mathematics (3 hours)

Any MAT course

Humanities (6 hours)

GEN201 African American Experience

And one of the following:

Any ART or MUS course, provided it is for 3 hours credit or that three approved one hour courses combine to equal one three hour course

Any ENG course at 200 level or above

Total General Education Credit Hours 45 hours

Elective (3 hours)

A student may take one three-hour course of their choosing in any area.

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

Biblical and Theological Studies:

Successful completion of the Bachelors of Arts Degree program requires students to take 16 of the following 17 courses in Religious Studies:

HIS204, History of Christianity I
 HIS205, History of Christianity II
 NTS101, Survey of the New Testament I
 NTS102, Survey of the New Testament II
 OTS101, Survey of the Old Testament I
 OTS102, Survey of the Old Testament II
 PHI102, Introduction to Philosophy
 PHI201, Christian Ethics
 THS140, Biblical Hermeneutics
 THS201, Pursuits in Theology I
 THS202, Pursuits in Theology II
 Two Old Testament Electives, (6 hours)
 Two New Testament Electives, (6 hours)
 Two Theology Electives, (6 hours)
Total Biblical and Theological Credit Hours 48 hours

Ministry Studies:

PMN101, Spiritual Formations
 PMN301, Homiletics
 PMN207, Evangelism
 PMN308, Creative Preaching
 PMN414, Urban Church Growth
 PMN416, Ministry in the Black Church
 Two Ministry Electives, 6 hours

Total Ministry Development Credit Hours 24

hours
Total General Education Credit Hours 45

hours
Total Elective Hours 3

hours
Total Biblical and Theological Credit Hours 48

hours
Total Ministry Development Credit Hours

24

hours

Total BA in Religious Studies

120

hours

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

COURSE DESCRIPTIONS

FOUNDATIONAL STUDIES

BTS 102 | The Transcendent in Religion, Culture, and Scripture

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

BTS 104 | The Church and Social Action | 3 Hours

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

BTS 105 | Foundations of Ethics | 3 Hours

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

BTS 200 | Introduction to the Hebrew Scriptures | 3 Hours

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

BTS 201 | Introduction to the Christian Scriptures | 3 Hours

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

BTS 202 | Introduction to Biblical Languages | 3 Hours

This course equips students with the skills needed to understand Hebrew and Greek well enough to use critical tools to better understand the meaning of the Bible in its original languages. The focus of this course is not on memorization for the purpose of being able to translate, but rather on the use of critical tools such as commentaries and electronic resources. (Note: In previous catalogs there was a two semester language requirement. Those who wish to continue following those catalogs, but who have not yet met their language requirement, may meet their language requirement by taking BTS202 and one additional NTS or OTS course.)

OLD TESTAMENT STUDIES

OTS 101 – 102 | Survey of the Old Testament I & II | 3 – 3 Hours

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

OTS 303 | Studies in the Pentateuch | 3 Hours

Prerequisite: OTS101, OTS102, THS140

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

OTS 304 | Old Testament Theology | 3 Hours

Prerequisite: OTS101, OTS102, THS140, THS201, THS202

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

OTS 307 | Former Prophets | 3 Hours

Prerequisite: OTS101, OTS102, THS140

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

OTS 308 | Psalms | 3 Hours

Prerequisite: OTS101, OTS102, THS140, THS201, THS202

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

OTS 401 | Job and the Wisdom Literature | 3 Hours

Prerequisite: OTS101, OTS102, THS140

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

OTS 404 | Minor Prophets | 3 Hours

Prerequisite: OTS101, OTS102, THS140

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

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

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

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

NEW TESTAMENT STUDIES

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

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

NTS 202 | Synoptic Gospels | 3 Hours

Prerequisite: NTS101, NTS102, THS140

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

NTS 301 | Gospel of John | 3 Hours

Prerequisite: NTS101, NTS102, THS140

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

NTS 303 | New Testament Theology | 3 Hours

Prerequisite: NTS101, NTS102, THS140, THS201, THS202

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

NTS 304 | Romans | 3 Hours

Prerequisite: NTS101, NTS102, THS140

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

NTS 306 | General Epistles | 3 Hours

Prerequisite: NTS101, NTS102, THS140

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

NTS 403 | Prison Epistles | 3 Hours

Prerequisite: NTS101, NTS102, THS140

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

NTS 404 | Parables of Jesus | 3 Hours

Prerequisite: NTS101, NTS102, THS140

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

NTS 406 | Pastoral Epistles | 3 Hours

Prerequisite: NTS101, NTS102, THS140

This course provides an in-depth study of the epistles of I and II Timothy and Titus with

emphasis on the qualifications and responsibilities of Church leaders. (Offered on demand)

NTS 408 | The Literary Study of Scripture from the Margins | 3 Hours

Prerequisite: NTS101, NTS102, THS140

This course introduces students to basic concepts of literary analysis, such plot, character development, etc. After learning these concepts, books and passages from the Hebrew and Christian Scriptures are interpreted and analyzed theologically. A special emphasis will look at aspects of cultural interpretation and marginalized readers and communities.

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

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

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

THEOLOGICAL STUDIES

THS 140 | Biblical Hermeneutics | 3 Hours

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

THS 201 – 202 | Pursuits in Theology I & II | 3 – 3 Hours

Prerequisite: OT101-102 or NT101-102, THS140

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

THS 406 | Contemporary Black Church Theology | 3 Hours

Prerequisite: THS201, THS202

The first section of the course defines Black Theology and analyzes the significant writers and their work. The second section deals critically with the issue of reconciliation as a

potential aim of Black Theology as well as the Theological and ethical demands of liberation, considering the practical problems and techniques involved in Black Theology. (Offered on demand)

THS 408 | Christian Eschatology | 3 Hours

Prerequisite: THS201, THS202

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

THS 409 | Philosophy of Religion | 3 Hours

Prerequisite: THS201, THS202, PHI101

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

THS 499 | Special Studies in Theology | 3 Hours

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

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

MINISTRY STUDIES

PMN 101 | Spiritual Formation | 3 Hours

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

PMN 207 | Evangelism | 3 Hours

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

PMN 297 | The Associate Minister & Church Growth | 3 Hours

This course provides an exploration of the dynamics of the team concept of ministry in

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

PMN 301 | Homiletics | 3 Hours

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

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

PMN 303 | Christian Worship | 3 Hours

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

PMN 307 | Pastoral Ministry | 3 Hours

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

PMN 308 Creative Preaching | 3 Hours

Prerequisite: PMN301

This course provides an exploration of the creative possibilities of various styles of preaching and sermon composition with special attention given to the most effective approach in various preaching situations. (Note: PMN308 serves as a substitute for PMN302, Preaching Practicum, which was required in previous catalogs.)

PMN 309 | Intro to Social Welfare & the Church | 3 Hours

Prerequisite: PMN101, SOC101

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

PMN 310 | Intro to Christian Missions | 2 Hours

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

PMN311 | History of Missions | 3 Hours

Prerequisite: PMN310

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

PMN 315 | Church Growth | 3 Hours

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

PMN 331 | Church Technology | 3 Hours

This course provides a practical introduction to the use of new technology in the church today. Additionally, this course will address issues of copyrights and appropriate use of technology.

PMN 401 | Pastoral Care | 3 Hours

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

PMN 402 | Counseling: Theory & Practice | 3 Hours

Prerequisite: ENG101, ENG102, OTS101, OTS102, THS140

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

PMN 403 | Church Administration | 3 Hours

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

PMN 404 | Conflict Ministry | 3 Hours

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

PMN 414 | Urban Church Growth | 3 Hours

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

PMN 416 | Ministry in the Black Church | 3 Hours

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

PMN 499 | Special Studies in Pastoral Ministry | 3 Hours

Prerequisite: PMN401 (permission of the instructor)

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

CHRISTIAN EDUCATION

CED 308 | Family Ministries in the Black Church | 3 Hours

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

DIVISION OF HUMANITIES

ENGLISH

ENG 099 | Developmental English | 0 Hours

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

ENG 101 – 102 English Grammar & Composition | 3 – 3 Hours

This is a two-semester course. The first semester is a study of the fundamentals of English grammar designed to provide the student with a working knowledge of syntax, punctuation and the mechanics of effective written English. The second semester is a study and practice in written composition designed to expose the student to the various forms and styles of composition: creative, analytic, expository, argumentation and others. All students must take this course within the first 24 hours of study. (Offered every year)

ENG 103 | College Reading | 3 Hours

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

ENG 201 | Intro to American Literature | 3 Hours

Prerequisite: ENG101, ENG102

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

ENG 203 | African American Literature | 3 Hours

Prerequisite: ENG101, ENG102

This course provides a detailed examination of the major themes and their development in the life of the Black American as they find expression in the writings of the people from folk tales and spirituals to the urban surroundings. Attention is given to the little-known as well as the more popular authors. (Offered on demand)

ENG 302 | Methods of Research | 3 Hours

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

facilities. (Offered on demand)

ENG 401 | Creative Writing | 3 Hours

Prerequisite: ENG101, ENG102

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

HISTORY

HIS 201 – 202 | Western Civilization I & II | 3 – 3 Hours

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

HIS 203 | American History | 3 Hours

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

HIS 204 | History of Christianity I | 3 Hours

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

HIS 205 | History of Christianity II | 3 Hours

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

HIS 206 | Black Church History | 3 Hours

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

HIS 207 | African American History | 3 Hours

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

HIS 301 | History of American Christianity | 3 Hours

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

HIS 303 | The Ancient Near East | 3 Hours

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

HIS 405 | African American History – Special Topics | 3 Hours

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

PHILOSOPHY

PHI 102 | Intro to Philosophy | 3 Hours

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

PHI 200 | Critical Thinking | 3 Hours

This course provides a study on identification, formulation, and evaluation of both

inductive and deductive patterns of reasoning. Consideration of topics such as probability, reasoning about causes, fallacies, foundations of argument, and the issues in logical theory.

PHI 201 | Intro to Christian Ethics | 3 – 3 Hours

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

HIS 406 | World Religions | 3 Hours

Prerequisite: PHI 102

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

PHI 409 | Philosophy of Religion | 3 Hours

Prerequisite: PHI 102

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

MUSIC

MUS100 | Fundamentals of Music | 3 Hours

Fundamentals of Music will focus on the explanation and design of western music. This course is designed to align with the expectations of general music theory and practice, and cover music theory from the basics.

MUC110 | Class Piano I | 1 Hour

Class Piano I will focus specifically on the basics of piano performance including technique and notation. This class is designed to acclimate beginners to the piano.

MUC111 | Class Piano II | 1 Hour

Prerequisite: MUC 110

Class Piano II is a continuation of Class Piano I. Each lesson is one-on-one session and focuses on proper technique, standard performance practices, etiquette and all other aspects of being a solo piano performer.

MUS112 | Music Theory I | 3 Hours

Prerequisite: MUS100

Music Theory I focuses on a review of basic music theory, and builds on this knowledge. In this class, students will also gain skills in interval and triad construction and analyzation and building of chords.

MUS113 | Aural Skills I | 1 Hour

Aural Skills I focuses on the practical application of the content in Music Theory I.

MUS114 | Music Theory II | 3 Hours

Prerequisite: MUS112

Music Theory II is a continuation of MUS112. In this class, the student will review construction and analyzation of intervals and Triads and study the construction and analyzation of triads and root position chords.

MUS115 | Aural Skills II | 1 Hour

Prerequisites MUS112, MUS113

Aural Skills II focuses on the practical application of the content in Music Theory II.

MUA120 | Minor Applied I | 1 Hour

Minor Applied I focuses on study of a secondary instrument or voice in a private instruction environment. In this class the student will study all major scales, beginning technical studies and etudes, and beginner level solos.

MUA121 | Minor Applied II | 1 Hour

Prerequisite: MUA120

Minor Applied II is a continuation of MUA120. In this class, students will study all relative minor scales, intermediate studies and etudes, and intermediate solos on a secondary instrument.

MUA161 | Major Applied I | 1 Hour

Major Applied I is the intensive study of all major scales, chromatic scales, intermediate technical studies and etudes, and intermediate solos on a student's primary instrument. Student will have to perform in a performance seminar.

MUA162 | Major Applied II | 1 Hour

Prerequisite: MUA161

Major Applied II is a continuation of MUA161. The student will have intensive study

relative minor scales, intermediate technical studies and etudes, and intermediate solos on the student's primary instrument. Student will have to perform in a performance seminar.

MUI204 | Music Publishing and Copyright | 3 Hours

Music Publishing and Copyright will explore the history, laws and processes involved in copyright law concerning Music publishing.

MUS212 | Music Theory III | 3Hours

Prerequisite: MUS114

Music Theory III is a continuation MUS114. This course will review the construction of chords, all inversions

And begin to explore four-part harmony.

MUS213 | Aural Skills III | 1 Hour

Aural Skills III focuses on the practical application of the content in Music Theory III.

MUS214 | Music Theory IV | 3Hours

Prerequisite: MUS212

Music Theory IV is a continuation of MUS212. This course will study the construction and analyzation of four-part harmonic writing, and explore form and analysis in musical composition.

MUS215 | Aural Skills IV | 1 Hour

Aural Skills IV focuses on the practical application of the content in Music Theory IV.

MUA261 | Major Applied III | 1 Hour

Prerequisite: MUA162

Major Applied III is a continuation of MUA162. The student will have intensive study on harmonic minor scales, intermediate to advanced technical studies and etudes, and intermediate to advanced solos on the student's primary instrument. Student will have to perform in a performance seminar.

MUA262 | Major Applied IV | 1 Hour

Prerequisite: MUA261

Major Applied IV is a continuation of MUA261. The student will have intensive study on melodic minor scales, intermediate to advanced technical studies and etudes, and intermediate to advanced solos on the student's primary instrument. Student will have to perform in a performance seminar.

MUS321 | Survey of Music History I | 3 Hours

Survey of Music History I is part one of the study of music history. The class will explore music from the Gregorian Chant to the Classical Music time period and will focus both on secular as well as sacred music history. (This course meets the Biblical-Ethical Requirement)

MUS322 | Survey of Music History II | 3 Hours

Prerequisite: MUS321

Survey of Music History II is a continuation of MUS321. It is part two of the study of music history. The class will explore the history of music from the Romantic Period to Modern Music, including World music. This course will focus both on secular as well as sacred music history. (This course meets the Biblical-Ethical Requirement)

MUS341 | Voice Class | 1 Hour

Voice class is the student of the techniques required to be a proficient singer. The class will the elements of singing, such as breathing, diction, posture, voice ranges, and various foreign languages.

MUS342 | Woodwind Class | 1 Hour

Woodwind class will assist students in the discovery of the differences in the musical instruments in the Woodwind family. The class will be able to identify and categorize woodwind instruments by sound and sight, and demonstrate the proper technique for producing a sound on each of the instruments in the woodwind family.

MUS343 | Brass Class | 1 Hour

Brass class will assist students in the discovery of the differences in the musical instruments in the Brass family. The class will be able to identify and categorize brass instruments by sound, sight, and range, and demonstrate the proper technique for producing a sound on each of the instruments in the brass family.

MUS344 | Percussion Class | 1 Hour

Percussion class will assist students in the discovery of the differences in the musical instruments in the Percussion family. The class will be able to identify and categorize percussion instruments by sound and sight, as well as method of producing sound, and demonstrate the proper technique for producing a sound on each of the instruments in the percussion family.

MUS352 | Conducting | 1 Hour

Conducting focuses on the specific skills needed for conducting an instrumental or vocal

ensemble. Each session focuses on proper technique, standard performance practices, etiquette as well as other aspects of being a vocal or instrumental conductor.

MUA361 | Major Applied V | 1 Hour

Prerequisite: MUA262

Major Applied V is a continuation of MUA262. The student will have intensive study on all major and minor scales, advanced technical studies and etudes, and intermediate to advanced solos on the student's primary instrument. Student will have to perform in a performance seminar.

MUA362 | Major Applied VI | 1 Hour

Prerequisite: MUA361

Major Applied VI is a continuation of MUA262. The student will have intensive study advanced technical studies and etudes, and advanced solos on the student's primary instrument. Student will have to perform in a performance seminar.

MUP381 | Concert Band | 1 Hour

Concert Band will give the class an appreciation of the historical significance of concert band as an art form, through the rehearsal and performance of music of various styles and genres, and building an understanding of how it relates to other contemporary music styles. The class will explore the influence of concert band on other modern American musical styles. Participation in several concerts during the semester is mandatory. Proper performance attire will be required. This class can be repeated for credit multiple times.

MUP386 | Concert Choir | 1 Hour

Concert Choir will give the class an appreciation of the historical significance of concert choir as an art form, through the rehearsal and performance of music of various styles and genres and building an understanding of how it relates to other contemporary music styles. The class will study proper vocal techniques and common practices. Participation in several concerts during the semester is mandatory. Proper performance attire will be required. This class can be repeated for credit multiple times.

MUI499 | Senior Project in Music (Senior Recital) | 3 Hours

Senior Project in Music is the culminating performance for a student in the Music Performance program. Successful fulfillment of a senior recital is mandatory for graduation. The student will prepare and perform 50 minutes to one hour of intermediate to advanced solos on their major instrument or voice. Accompanist will be assigned to work with student if necessary. Proper performance attire will be mandatory.

DIVISION OF SOCIAL SCIENCES

PSYCHOLOGY

PSY 101 | Intro to Psychology | 3 Hours

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

PSY 301 | Human Growth & Development | 3 Hours

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

POLITICAL SCIENCE

POL 101 | American Government & Politics | 3 Hours

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

POL 102 | Comparative Politics | 3 Hours

Prerequisite: POL101 (permission of the instructor)

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

POL 207 | African American Politics | 3 Hours

Prerequisite: POL101

This course provides a study of the politics of the sub communities of African Americans with particular focus on political behavior research: political socialization, traditions of protest, leadership, sub-community power structures, voting, the roles/influence of political parties and governmental response and outputs.

NATURAL SCIENCE

SCI 101 | Life Science | 3 Hours

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

SCI 102 | Earth Science | 3 Hours

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

MATHEMATICS

MAT 099 | Developmental Math | 0 Hours

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

MAT 101 | Everyday Math | 3 Hours

This course will cover topics in college mathematics that are applicable in everyday life. This includes: Graph Theory, Statistics, Probability, Growth, and Finance. Time-permitting, some of the following topics will be explored: Voting Systems, Fair Division, Apportionment, and Symmetry. (Offered every year).

GENERAL COURSES

FRE 101 | Pathways to Success | 3 Hours

This course begins with an introduction to the biblical concept of vocation. Students are challenged to develop their own sense of vocation as a student and ultimately as a lifelong learner and agent of change. This course also provides basic skills necessary in transitioning to college. Instruction will include but not be limited to, the development of time management, study, organizational, and social skills. This course meets the biblical-ethical requirement beginning with the Fall semester of 2020. Students who took FRE

101 previously who wish to count this course, or an “Intro to College” course from another school, toward their biblical-ethical requirement must complete an online module on Christian Vocation that has been created by the college. Please contact the Office of Academic Affairs about this module.

ART 101 | Art Appreciation | 3 Hours

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

PSY 101 | Intro to Psychology | 3 Hours

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

ART 102 | Introduction to Theatre | 3 Hours

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

CS 100 -101 | Introduction to Computers | 3 Hours

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

GEN 201 | African-American Experience | 3 Hours

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

BUSINESS

BUS 101 | Foundations of Business and Society | 3 Hours

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

BUS 102 | Corporate Responsibility and Ethics | 3 Hours

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

BUS 200 | Foundations of Law and Business | 3 Hours

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

BUS 201 | Foundations of Management | 3 Hours

This course surveys general management principles and theories and provides bases for understanding the basic knowledge and skillset required for being an informed employee, an effective team member, and a successful manager in the contemporary work environment. Functions of management discussed include team leadership, risk management, organizational behavior, systems operations, and human resources. The course will also explore traditional (staffing, training, job evaluation, compensation, and

benefits administration) and contemporary (organizational change, employee ownership, and cross-cultural and international considerations) issues related to the management of human resources; and the linkage between human resource management and business strategy. Lastly, will course will examine the demographic diversity of the U.S. labor force and the promises and challenges it presents to organization managers.

BUS 202 | Foundations of Marketing | 3 Hours

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

BUS 203 | Foundations of Finance | 3 Hours

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

BUS 204 | Foundations of Accounting | 3 Hours

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

BUS 301 | Social Entrepreneurship and Innovation | 3 Hours

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

BUS 302 | Technologies for the 21st Century | 3 Hours

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

BUS 401 | Capstone Seminar (I) | 3 Hours

This course begins by revisiting the concept of Christian vocation, which was initially introduced to the student in Pathways to Success. Time will be spent reflecting on the student's growing sense of vocation during their academic career at the college, and then will be guided in applying that sense of vocation to their present pursuits and to future professional or educational opportunities. This course combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world business or organization, addressing complex strategic and management issues. Students will develop the ability to recognize, analyze, and define problems within and outside the business, to identify management choices, and to implement appropriate strategic action. The Capstone stresses assessment of the short- and long-term implications of management actions, and uses a broad range of business skills.

BUS 402 | Capstone Seminar (II) | 3 Hours

A second semester of the Capstone Seminar combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world business or organization, addressing complex

strategic and management issues. Students will develop the ability to recognize, analyze, and define problems within and outside the business, to identify management choices, and to implement appropriate strategic action. The Capstone stresses assessment of the short- and long-term implications of management actions and uses a broad range of business skills.

COMMUNICATION

COM 101 | Foundations of Communication | 3 Hours

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

COM 102 | Interpersonal Skills | 3 Hours

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

COM 103 | Conflict Communication and Management | 3 Hours

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

COM 201 | Communication, Culture, and Community | 3 Hours

This service-learning course introduces students to a critical understanding of

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

COM 202 | Race, Gender, and Media Representation | 3 Hours

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

COM 204 | Group-Building and Cultural Competency | 3 Hours

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

COM 211 | Business & Professional Speaking | 3 Hours

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

COM 301 | Urban-Suburban Communication | 3 Hours

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

COM 302 | Latino Culture and Communication | 3 Hours

This course introduces students to the relationships among Latino cultures,

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

COM 303 | Asian Culture and Communication | 3 Hours

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

COM 304 | Topics in Communication | 3 Hours

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

COM 401 | Capstone Seminar (I) | 3 Hours

This course begins by revisiting the concept of Christian vocation, which was initially introduced to the student in Pathways to Success. Time will be spent reflecting on the student's growing sense of vocation during their academic career at the college, and then will be guided in applying that sense of vocation to their present pursuits and to future professional or educational opportunities. This course combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world communication organization or communications department for a business, addressing complex strategic and management issues. Students will develop the ability to recognize, analyze, and define problems within and outside the business, to identify management choices, and to implement appropriate strategic action. The Capstone stresses assessment of the short- and long-term implications of communication theories, and uses a broad range of communication skills.

COM 402 | Capstone Seminar (II) | 3 Hours

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

SOCIOLOGY

SOC 101 | Foundations of Sociology | 3 Hours

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

SOC 102 | Race, Ethnic, and Gender in America | 3 Hours

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

SOC 103 | Theories of Sociological Thought | 3 Hours

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

SOC 201 | Urban Sociology | 3 Hours

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

SOC 202 | Social and Wealth Inequalities | 3 Hours

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

SOC 203 | Sociology of Religion | 3 Hours

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

SOC 301 | Sociology of Health and Wellness | 3 Hours

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

SOC 302 | Sociology of Childhood and Family | 3 Hours

This course takes a sociological approach to the issues, theories, and research on childhood and adolescence. The goals of this course are to understand how life stages are socially constructed and how the lived experiences of youth are influenced by the intersections of varying identities and social locations as well as by social institutions.

The course also examines social problems faced by children and youth at both local and global levels. Finally, this course also analyzes the structure and functions of the family, with emphasis on the changing nature of the family in our society. Students will be expected to demonstrate an understanding of family structures and to analyze values underlying family dynamics and change.

SOC 303 | Sociology of Education | 3 Hours

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

SOC 304 | Topics in Sociology | 3 Hours

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

SOC 305 | Aging and the Life | 3 Hours

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

SOC 400 | Community Problems and Solutions | 3 Hours

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

SOC 401 | Capstone Seminar (I) | 3 Hours

This course begins by revisiting the concept of Christian vocation, which was initially introduced to the student in Pathways to Success. Time will be spent reflecting on the student's growing sense of vocation during their academic career at the college, and then will be guided in applying that sense of vocation to their present pursuits and to future professional or educational opportunities. This course combines the real-world benefits of an internship with the critical reflection provided by a seminar course through a project-based research group for a real-world client, addressing complex and enduring problems of urban life. Students participate in internships at local agencies and organizations, and may either come with their own internship or apply for specialized internships through the Sociology Department

SOC 402 | Capstone Seminar (II) | 3 Hours

This course includes discussions about career placement and the development of an employment portfolio, including the capstone writing project. The capstone writing project provides the students with an opportunity to demonstrate the skills and knowledge gained as students of Sociology. The course culminates with the presentation of Capstone I and II projects during the annual the Senior Seminar.

CHRISTIAN SERVICE PROGRAM

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

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

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

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

They should provide competent supervision. (Where there is no supervision or poor supervision, the student will not have a good learning experience.)

They should offer sufficient resources for students to meet their educational goals.

They should afford students a full range of responsibilities that they may face later.

They should offer students an opportunity for initiating action and change.

They should provide opportunities for reflection and feedback so that students receive honest appraisals of their work.

They should allow for peer reflection and peer interdependence as students develop a professional identity.

They should affirm the dignity of service and allow students to make a meaningful contribution to the supervising organization.

FACULTY

The faculty of Simmons College of Kentucky are committed to providing a quality and unique educational experience for all students. The faculty hold degrees from a wide range of educational institutions and represent diverse perspectives. All members of the faculty of Simmons College of Kentucky possess a graduate degree in the area in which they teach. All department chairs hold earned doctoral degrees.

FACULTY PERFORMANCE EVALUATIONS

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

END-OF-COURSE SURVEYS

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

These forms are tabulated by the staff and the results are mailed or electronically communicated to the instructor, without disclosing the identity of the students who made the ratings and comments, (unless a student expressly put his name on the assessment form). Each faculty member is also provided with a survey to assess their perception of the class they taught.

FACULTY DEVELOPMENT

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

ASSESSMENT

Assessment is a crucial responsibility of all faculty. For details on assessment, please contact the VP for Academic Affairs to obtain a copy of the college's Academic Assessment Manual.

