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Williamson Christian College

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CATALOG

The provisions of this Catalog should not be regarded as a contract between any student and Williamson Christian College. Any student who interrupts enrollment by an absence of one year may incur the obligation of meeting changed requirements in the new WCC Catalog that is in effect when readmitted. Course content and regulations are constantly being reviewed and revised. The College reserves the right to withdraw or amend the content of any courses listed in the WCC Catalog.

Students will normally graduate under the requirements of the Catalog that is in effect when they enter Williamson Christian College. Any students who are not enrolled for one year will re-enroll under the requirements of the WCC Catalog then in effect. Students who have not had a break in enrollment of one year may elect to graduate under the requirements of the WCC Catalog in effect at the time of graduation.

NONDISCRIMINATION POLICY

Williamson Christian College admits students of any race, color, gender, religion, handicap, age and national or ethnic origin to all of the rights and privileges, programs and activities generally accorded or made available to students at the College. In regard to current students the College does not discriminate on the basis of race, color, gender, religion, handicap, age or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs or any other College administered programs.

ACCREDITATION

Williamson Christian College is accredited by the Association for Biblical Higher Education (ABHE) (formerly the Accrediting Association of Bible Colleges, AABC).

Association for Biblical Higher Education
5850 T. G. Lee Blvd., Suite 130
Orlando, Florida, 32822
407/207-0808, www.abhe.org.

Accreditation was effective February 23, 2007 for the granting of the Associate and Bachelor's degrees in both on-site and online formats.

ABHE is a national accrediting body recognized by the U.S. Office of Education. Accreditation with ABHE allows the College to offer Federal grants and aid.

Williamson Christian College was accredited by of the Transnational Association of Christian Colleges and Schools (TRACS) from 2002 to 2009.

TRACS- Transnational Association of Christian Colleges and Schools
PO Box 328, Forest, VA 24551
Telephone: 434.525.9539; e-mail: info@tracs.org

AUTHORIZATION

Williamson Christian College is authorized for operation by the Tennessee Higher Education Commission. Authorization is not an endorsement. Williamson Christian College has met the requirements of the law (Section 49-7-2001, et. Seq., Tennessee Code Annotated) and has authorization to operate as a Postsecondary Institution in accordance with the Tennessee Postsecondary Education Act and Rules established by the Tennessee Higher Education Commission for institutions and their agents. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. The College is

authorized for the granting of the Associate Degree, Bachelor of Science degree and the Master of Arts Degree in Transformational Leadership.

The College is approved for receiving Veteran's Educational Benefits by the state approving agency. Questions should be referred to Mr. Tom Morrison at the Tennessee Higher Education Commission (THEC). The phone number is 615/741-3605.

STATUS

The College is not-for-profit and is recognized as a 501(c)(3) organization by the Internal Revenue Service which allows the College to receive grants and gifts, both restricted and unrestricted. The College also welcomes the gift of suitable books and related materials for the John W. Neth, Jr. Library.

ORGANIZATION

Williamson Christian College is a not-for-profit, interdenominational institution created under the laws of the State of Tennessee, United States of America, where authorization has been granted by the Tennessee Higher Education Commission to offer the Bachelor of Science degree in Ministry Leadership, and Business Leadership, Nonprofit Managerial Leadership, as well as the Associate Degree in Leadership. The College is owned and operated by an independent and self-perpetuating Board of Trustees under the leadership of the Chair of the Board (selected by the Board from its members). The Board appoints the President, as well as approves all policies and the budget of the College.

The management of the College is the responsibility of the President. The President is assisted by the Executive Team, the Faculty and members of the College staff.

BOARD OF TRUSTEES – 2012-13

O'DONNELL, JIM, Chair, Franklin, Tennessee

Term Expires 2013

ASKEW, GARRY, Brentwood, Tennessee

Term Expires 2014

FARROW, AMY, Franklin, Tennessee

Term Expires 2015

GILLETT, JONATHAN, Franklin, Tennessee

Term Expires 2012

GROSVENOR MARK – Franklin, Tennessee

Term Expires 2015

HIGDON, WILLIAM, Brentwood, Tennessee

Term Expires 2012

LANKFORD, MONTY, Franklin, Tennessee

Term Expires 2014

MILLER, TOM, Franklin, Tennessee

Term Expires 2012

PARKER, MICHAEL, Nashville, Tennessee

Term Expires 2012

RINKER, DIXIE, Franklin, Tennessee

Term Expires 2015

WELLS, DICK, Brentwood, Tennessee

Term Expires 2014

Williamson Christian College is a not-for-profit Tennessee corporation governed by a self-perpetuating Board of Trustees. All terms expire on December 31 of the year stated.

ADMINISTRATION / STAFF

EXECUTIVE TEAM

ED SMITH, Ph.D., President

SHARON LANDERS, Ph.D., Executive Vice President of Academic Affairs/Dean of the Faculty

MARY BETH FLEMING, B.B.A.; C.P.A. Director- Finance

KAREN HUDSON, B.A., Director-Registrar & Institutional Effectiveness

ELIZABETH HUTCHISON, M.L.I.S., Director- Library Services

SUSAN MAYS, B.A., Manager- Communications and Admissions

BECKY WILLENBERG, B.S. Financial Aid Associate

ROBYN WOLLAS, M.S., Director- Student Services

College Auditor: Blankenship Group, Brentwood, TN

College Attorney: Bottorff and Kavin, Brentwood, TN



WELCOME FROM THE PRESIDENT

Greetings -

At Williamson Christian College, you will discover an academic experience that is distinctive in today's world of higher education. We take seriously the wisdom found in Proverbs 1:7, "The fear of the Lord is the beginning of knowledge." As a result, we have carefully crafted a curriculum that integrates faith with learning. We believe the Holy Scriptures to be ultimate and timeless truth, "God-breathed and useful for teaching, rebuking, correcting and training in righteousness" (II Timothy 3:16). These same scriptures can be central in knowing how to THINK differently as well as act differently. One often begets the other. Our world desperately needs fresh thinking and acting to resolve some of the most staggering problems ever encountered.



Perhaps you are longing to invest your life in ways that make a lasting difference in your community and world. In fact, we believe God has wired us to do just that. As Dallas Willard says, "Unlike egoism, the drive to significance is a simple extension of the creative impulse of God that gave us being...We were built to count, as water is made to run downhill. We are placed in a specific context to count in ways no one else does. That is our destiny. Our hunger for significance is a signal of who we are and why we are here."

WCC faculty, staff, and trustees are committed to assist every student in discovering their God-given call. We believe God has called us all to be on mission--that "as we go" we are being used by God for His redemptive purposes.

I welcome you to the journey!

Soli Deo Gloria,

Ed Smith, Ph.D.
President

BRIEF HISTORY

In December 1996, the College was incorporated with the Secretary of State of the State of Tennessee. The Tennessee Higher Education Commission gave approval in April 1997. This approval was for the baccalaureate degree to be granted in two majors. The degrees offered were modified by the Tennessee Higher Education Commission (THEC) on January 28, 1999, to include the Bachelor's Degree in Management and Ethics as well as Leadership and Ministry. In May 2003, THEC approved the granting of the Bachelor of Science degree with majors in Management and Ethics, Leadership and Ministry, and in Music and Worship Leadership.

The College enrolled its first students in credit and noncredit courses in the fall of 1998. On August 13, 2000, Williamson Christian College had its first Baccalaureate and Commencement ceremony. The College began with a strong orientation to provide both onsite and online access to its constituencies. In 2002 the second site was opened at The People's Church. The College assumed ownership of the Seaboard Lane campus in December 2006.

Accreditation by TRACS (Transnational Association of Christian Colleges and Schools) was effective March 20, 2002 and was renewed in 2008 for ten years. The Board of Trustees chose to discontinue the relationship in June 2009. Accredited Status with ABHE (Association of Biblical Higher Education) (formerly the Accrediting Association of Bible Colleges, AABC) was approved on February 23, 2007. Being accredited enables the college to offer Federal financial aid programs.

LOCATION AND FACILITIES

Williamson Christian College offers learning experiences through the Internet and locally in Williamson County.

Onsite students attend classes at the Seaboard Lane Site in Franklin, TN, or at The People's Church Site on the corner of Mack Hatcher and Highway 96 in Franklin, Tennessee.

The Seaboard Lane Site houses the Administrative Offices of the College and the John W. Neth, Jr. Library. In addition, the College has classrooms, a conference room and a break area in this building. Additional facilities are being planned for the College at this location. Office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday, extended to 6:30 p.m. on the evenings when classes are held. Library hours are posted on the WCC web site.

The Library is named after John W. Neth, Jr. who served many years as Librarian at Emmanuel School of Religion and Milligan College. He donated most of his personal collection to WCC before his death in 2006.

The Library has approximately 5,000 volumes. The collection is primarily in the fields of biblical studies, biography, business and organizational management, ministry, Christian theology, history, reference works and worship. The Library's catalog can be accessed online.

In addition, the Library has access to the Tennessee Electronic Library. TEL at: <http://library.williamsoncc.edu:8080/> consists of more than 400,000 magazine, journal, and newspaper articles plus essays, videos, e-books, podcasts and more. It is available 24/7 at: www.tntel.info.

The librarian is available to assist you with research questions via telephone

And email (library@williamsoncc.edu.) Please note that students are required to purchase textbooks as outlined in class syllabi; the library has limited copies of texts, and are placed on reserve for us at the college.



Elizabeth Hutchison
Director-Library Services



UNDERGRADUATE CALENDAR OF EVENTS 2012-13

APPLICATION to Williamson Christian College can be made continuously throughout the year.

REGISTRATION for an online or onsite course can be made continuously throughout the year.

COURSES ARE SCHEDULED onsite with courses beginning each month and meeting year-round except for holiday periods which are listed below:

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving (Thursday and Friday)
Christmas Eve / Christmas Day
New Year's Eve

Most onsite courses offering 3 credit hours will meet one night a week per course for five weeks from 6:00 to 10:00 p.m. Specific course schedules are announced throughout the year.

BACCALAUREATE AND COMMENCEMENT EXERCISES: May 18, 2013

MISSION STATEMENT

Williamson Christian College creates a rigorous academic environment to equip and empower graduates to be on mission in the world for Christ.

INSTITUTIONAL GOALS

The Institutional Goals represent intended accomplishments of the College. They closely relate to program goals and course learning outcomes. Learning outcomes represent what students should learn in that course. The institutional effectiveness process measures whether the institution is achieving that which it has set out to do. As a result of the efforts of the College, graduating students should have:

1. completed coursework in which they were exposed to biblical truth and cultural literacy.
2. identified their God-calling and the factors involved in planning their vocation around that calling.
3. developed a Christian worldview in which values, goals, strategies, initiative and relationships are confidently developed.
4. developed the ability to use a library and to find, evaluate, and synthesize information from a variety of sources.
5. developed a professional relationship with faculty members who have provided advice, motivation, and direction to their academic experience.
6. learned how to effectively interact with other adults in a rigorous learning environment.
7. acquired the knowledge, new perspectives, and skills to become lifelong learners.

The following institutional Goals are what the College will do in support of the above goals. The College should:

8. Demonstrate its desire for quality in meeting its mission by conducting an effective institutional research and planning program for the purpose of constant improvement and to support research-based claims of effectiveness to internal and external communities and agencies.
9. Maintain honest and quality relationships with all segments of the college's community, including but not limited to students, employees, alumni stakeholders, and vendors.
10. Create an adequate, healthy and safe environment for students and employees.
11. Maintain programs that promote the enrollment and retention of persons who demonstrate their ability to receive instruction and have the heart for God.

OUR GUIDING VALUES...

1. The way of Jesus: Our work is motivated and delivered based upon the teaching and model of Jesus Christ. His way was one of service, humility, faith, love and sacrifice.
2. Concern for the least of these: We believe all people, regardless of economic or cultural status, should have an opportunity to learn. We give special regard to people of the world categorized as poor, oppressed, marginalized or disenfranchised – the least, lost and left behind! From these come our elite students. Micah 6:8
3. Cross-cultural intelligence: While we are committed to ultimate Truth and those occasions that demand a non-negotiable commitment regarding issues deemed right or wrong, we also concede there are

many legitimate ways in which to accomplish strategic initiatives. To do so requires an ability and willingness to think critically across cultural barriers.

4. Collaborative Partnerships: We are devoted, when and where possible, to vision and strategy development that is co-creative, one in which a rich cross-cultural partnership is forged. Solutions should create sustainable structures that become self-supportive.

5. Integrated Learning: We believe that all truth is God's truth regardless of where it is found. Therefore, it is our conviction that all academic pursuits should be accomplished under the banner of transcendent truth within the context of a biblical worldview. Our priority is to offer an education that's rooted in the realities of life worldwide. With a rich integration of faith and learning, we endeavor to educate with an emphasis on effective practices that are informed by sound and proven theory.

6. All-Inclusive Solutions: We believe resolution of complex world problems is seldom simple and one-dimensional. A holistic or inter-disciplinary and rigorous academic approach is needed to address societal problems and demands diverse attention. These problems require input from a Christ-centered position through various disciplines: economic, health/medical, historical, political, student/adult ministry, NPO's, business, socio-cultural.

OUR STATEMENT OF FAITH

- We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, and visible return in power and glory.
- We believe that man was created in the image of God, that He was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the Church is empowered to carry out Christ's Great Commission.
- We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

CHRISTIAN PHILOSOPHY OF EDUCATION

The College believes that the Bible encourages Christians to acquire an education that will make it possible for them to functionally perform in a world that God has created and to serve in one or more Christian ministries. As our world grows more complex and our knowledge of it continues to expand, it becomes more important that we maintain our understanding of God's role within His world and that we transfer knowledge, perspective and skills about this complex creation from one generation to the next. The College serves as a channel through which students can master this transfer while having a ministry that contributes to the strengthening and expanding of the church.

CODE OF CONDUCT

Introduction

The Code of Conduct relates to students, staff and faculty of the College to guide the individual toward what is acceptable and unacceptable behavior in relationship to the College. In all College relationships, the College expects each person to act in accordance with the teachings of the Holy Bible and moral principles set forth in the Ten Commandments, to abide by federal, state and local laws, to honor the security and sanctity of the individual, to avoid excessive alcoholic drink, to avoid the use of illegal drugs, to be honest (avoid plagiarism, cheating), to be supportive of the academic process (not disrupt or inhibit learning by others) and to honor the following three specific areas of the Code of Conduct:

Christian Lifestyle Statement

Each student, professor, administrator or staff person is expected to lead a lifestyle that is marked with honesty, openness, integrity, helpfulness, concern, hard work, goal setting, goal accomplishment and prioritization. Academically, each must demonstrate a pursuit of greater knowledge, higher level skills and a more profound understanding of the universe God has created and God's relationship to it (Matt. 5; James 2:12, 13; Prov. 14:23; Acts 20:35; Eph. 5:1, 21).

Marriage and Family Statement

Our staff and faculty adhere to God's ideal for marriage, a lifelong covenant between one man and one woman. Scripture views marriage, as God's first institution, as a witness to the permanent relationship between Christ and the Church.

Respect for People and Property

We believe the Scripture teaches that all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. The rightful ownership of property is to be honored. People of all races and national origins are to be valued and respected. According to Scripture, Christians should express concern whenever the rights of others are violated and are called to assist whenever possible in improving the welfare of those less fortunate.

GENERAL POLICY STATEMENTS

Alcoholic Beverages Policy

The use of alcoholic beverages is prohibited on the College campus or as part of any College-sponsored activities.

Drugs Prevention Policy

The unlawful possession, use or distribution of any drug or controlled substance is prohibited on the College campus or as part of any College-sponsored activities. Students and employees of the College in violation of the above policy relating to drugs or a controlled substance are required to participate in a drug prevention program designated by the College with the intention of correcting the drug or drug-related problem of the person at their own expense. The College will determine when the person has satisfactorily corrected the problem. Refusal to effectively participate in the program will result in immediate dismissal as a student or employee of the College.

Emergency Procedures Policy

Civil Disorder/Criminal Activity

In the case of civil disorder or criminal activity, 911 should be called as soon as the senior person on the scene for the College deems the situation is either out of control or has a good possibility of being out of control. The senior person is defined as the faculty member for a class or the highest ranking administrator in an office situation.

Note 1: A first aid kit is located in the right-hand cabinet in the break area.

Note 2: The City of Franklin maintains a fire station across the street from the Seaboard Lane Site. A person should be sent to the fire station to request assistance if necessary.

Fire Emergency

In the case of a fire or explosives emergency, each person should leave the building as quickly as possible. If a fire or explosion occurs during class time, the faculty member present should get students out of the building and then call 911. If the fire or explosion occurs in an office area, the person closest to the fire or explosion that is able to act should alert other persons to get them out of the building and then call 911. If prudent, fire extinguishers should be used to put out a fire. Orientation serves to acquaint students with the location of fire extinguishers, alternate exits, and the first aid kit.

Medical Emergency

The College recognizes the need to respond to medical emergencies as quickly as possible. If a sick or injured person is able to request medical treatment, then such treatment should be sought as long as those present conclude that the affected person is mentally sound. If the affected person is unable to request medical treatment or if the person is not mentally sound at the time, 911 should be called and given a description of the medical emergency and the location of the building. One person should go to the front door of the building to direct the emergency crew to the affected person. If the emergency occurs during class time, the faculty member present should assume the responsibility for first attempting to communicate with the person and then make the call to 911 if necessary. If in an office, the person closest to the situation should first attempt to communicate with the person and then call 911 if necessary.

Natural Disaster Protocol

In the event of a natural disaster, the ranking College official present shall direct the response of those on campus.

In the case of a tornado or severe thunderstorms, all persons are to proceed to the interior hallway near the restrooms where there are no windows or doors.

In case of flooding, all persons should exit the building if deemed safe, or proceed to the highest place in the building while waiting for the arrival of rescue personnel.

Fair and Just Practices Policy

Williamson Christian College will treat all faculty, staff, administrators and students in a fair and just manner with the Bible as our guide. The goal in this policy is to demonstrate the respect that is due to all human beings as creatures made in the image of God. While we wish to have fair and just practices apply to all persons, we expect such persons to also treat the College as an institution involved in the work of the Kingdom of our Lord in a like manner.

Where there is disagreement as to what constitutes a fair and just practice, the matter should then be referred to the Grievance Policy of the College and the procedures in that policy followed.

Family Rights and Privacy Policy

Williamson Christian College is committed to the protection of students' educational records in accordance with the Family and Educational Rights and Privacy Act (FERPA). A copy of the procedure regarding student educational records is available from the Registrar.

Handicapped Students and Personnel Policy

Williamson Christian College supports state and federal legislation to enable the handicapped to be either an employee or a student at the College without physical restraints restricting access to the College. The College will provide access to all offices, laboratories, classrooms and the Library without the use of steps or steep ramps and will make all restrooms handicapped accessible. The College will take other action as might be required by local ordinance or state and federal law.

HIV/AIDS Policy

Students who have been diagnosed with HIV/AIDS are strongly encouraged to inform the Executive Vice-President of Academic Affairs. Any restrictions that might be imposed will be determined in light of the most recent medical knowledge and are in accordance with applicable state and federal laws. A strict code of confidentiality is maintained in all cases.

Sexual Harassment Policy

Sexual harassment is not acceptable behavior at Williamson Christian College. Sexual harassment includes any unwelcome or unsolicited sexual advances or other verbal or physical conduct of a sexual nature. Any student or staff person who feels that he or she has been the subject of improper conduct which would constitute sexual harassment should report the conduct immediately to any member of the Administration. An immediate investigation of any such complaint will be conducted by the Director of Student Life and, where the facts support such a complaint, appropriate disciplinary action will be taken by the WCC Administration.

Use of Tobacco Products

Students are encouraged to refrain from the use of all tobacco products in the interest of the health of others. **No smoking is permitted inside** the building on either college site. Smoking in the parking lot is permitted at class breaks. Please use **ash receptacles** and do not litter by extinguishing butts on the ground.

Weapons Policy

The possession or use of firearms or a dangerous weapon of any kind is prohibited on the College campus and at any College-sponsored activities. Violation of this policy will result in expulsion of the offender.

ADMISSION REQUIREMENTS

All students MUST provide their own laptop computer. Special purchase offer information is available through the Business Office.

The purpose of the Office of Admissions is to support the mission of the College in addition to providing an opportunity to persons who have the desire to pursue higher education, by guiding them step-by-step through the inquiry, application, and admittance processes.

General Procedures

Williamson Christian College offers a number of admission paths which are designed to meet the needs of individual students. Admission is open to any qualified student without regard to race, color, age, sex, ethnic origin, creed, or physical ability. Williamson Christian College complies with all statutory and regulatory nondiscrimination requirements in the administration of educational policies and procedures, educational programs, financial aid policies and procedures, student services, and equal employment practices. Williamson Christian College is a non-denominational College and holds a decidedly Christian worldview. Applicants may be admitted to the College upon evidence of their understanding of the Christian nature of the College; applicants must therefore read and sign the *Biblical Foundations of Faith Statement* in addition to meeting all other admission standards respective to their admission path. The College reserves the right to refuse admission or readmission to any applicant based upon a determination that the admission of the applicant would not be consistent with the mission, goals, and standards of the College.



Susan Mays
Manager - Communications
and Admissions

Undergraduate Admission

Williamson Christian College invites applications from students who will contribute to, as well as benefit from, the educational process offered by the College. Each applicant is evaluated on an individual basis in regards to academic preparation and potential. Prospective students are encouraged to visit the College to learn more about specific degree programs and our unique educational environment. Undergraduate admission is intended to serve those desiring to complete an associate or bachelor degree program or attend classes for personal enrichment. Prospective students may apply online, download and print an *Application for Undergraduate Admission* at www.williamsoncc.edu, or obtain one by contacting the Office of Admissions. Undergraduate admission applications are accepted on a rolling, continual basis for all programs and for individual classes for personal enrichment. Applicants who meet the criteria necessary for admission will be notified in writing. Applicants who do not meet the criteria and are not approved for admittance will also be notified in writing.

>Freshman Path (first time college student)

- ✓ Complete the *Application for Undergraduate Admission*.
- ✓ Submit a \$25 nonrefundable application fee. Make checks or money orders payable to Williamson Christian College. The application fee will be waived for online or electronic applications.
- ✓ Submit an essay, one to two pages in length, typed and double-spaced, addressing the reasons you have chosen Williamson Christian College.
- ✓ Submit an official ACT report with a minimum composite score of 18 or an official SAT report with a minimum composite score of 890; this requirement is optional for students over 21 years of age. The ACT code for Williamson Christian College is 4034. Copies of ACT scores may be ordered by calling (319) 337-1313 or online at www.actstudent.org/scores. ACT/SAT scores on an official high school transcript are acceptable.
- ✓ Request an official high school transcript to be mailed directly from the high school to the Office of Admissions. For applicants currently enrolled as seniors in high school, transcripts may be submitted containing information through the end of the junior year in order to establish provisional admittance. Upon graduation, a final transcript documenting the date of graduation must be

forwarded to the WCC Office of Admissions directly from the high school. Applicants are encouraged to secure the release of final transcripts before high school graduation.

- ✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale. For applicants who can neither demonstrate a minimum 2.0 GPA nor a minimum ACT composite score of 18, an ASSET exam will be administered by Williamson Christian College. Applicants must pass this US Department of Education approved Ability-to-Benefit (ATB) exam with a satisfactory score.
- ✓ Applicants who did not graduate from high school must present proof of high school equivalency. General Educational Development (GED) documentation indicating a minimum composite score of 45 may be submitted.
- ✓ Applicants who have completed dual enrollment or concurrent credit at a college or university while enrolled in high school must request an official academic transcript be forwarded directly to Williamson Christian College from each college or university attended. Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson Christian College.
- ✓ Submit a \$150 enrollment fee prior to or on registration date.

>Transfer Student Path (current or previous college student)

- ✓ Complete the *Application for Undergraduate Admission*.
- ✓ Submit a \$25 nonrefundable application fee. Make checks or money orders payable to Williamson Christian College. The application fee will be waived for online or electronic applications.
- ✓ Submit an essay, one to two pages in length, typed and double-spaced, addressing the reasons you have chosen Williamson Christian College.
- ✓ Request that official transcripts be forwarded directly to Williamson Christian College from each college or university attended. Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson Christian College.
- ✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale for all previous college work. The Registrar of Williamson Christian College will review transcripts and determine the amount of credit previously earned that can be accepted toward the applicant's degree program at Williamson Christian College. Applicants are also advised that transferability of credits earned at Williamson Christian College is governed by the receiving institution and accreditation does not guarantee transferability.
- ✓ Submit a \$150 enrollment fee prior to or on registration date.

>Readmission Path (former Williamson Christian College student not enrolled in the last 180 days)

- ✓ Complete the *Application for Undergraduate Admission*.
- ✓ An application fee is not required for a previously admitted student.
- ✓ Request that official transcripts be forwarded directly to Williamson Christian College from each college or university attended since leaving Williamson Christian College. Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson Christian College.
- ✓ Applicants will need to demonstrate a minimum grade point average (GPA) of 2.0 on a 4.0 scale for all college work completed following separation from Williamson Christian College. The Registrar of Williamson Christian College will review transcripts and determine the amount of credit previously earned that can be accepted toward the applicant's degree program at Williamson Christian College. Applicants are also advised that transferability of credits earned at Williamson Christian College is governed by the receiving institution and accreditation does not guarantee transferability.
- ✓ Readmission is permitted when restrictions put into place at the time of a student's earlier departure from the College have been resolved.
- ✓ Students on academic suspension may be readmitted at the discretion of the Admission Committee after six months in which they are not enrolled at the College.

- ✓ Applicants for readmission will need to ensure any outstanding balance for previous tuition and fees has been cleared with the Business Office.
- ✓ Students not enrolled for a period of one year or longer will incur the obligation of meeting requirements in effect in the most recently published edition of the Williamson Christian College Catalog.
- ✓ Submit a \$150 enrollment fee prior to or on registration date.
The Readmissions Committee consisting of representatives from the Office of Admissions, Office of Financial Aid, Business Office, Student Development, and Academic Affairs, will be convened to consider the request of applicants desiring to be readmitted to the College. Notification will be given in writing to applicants regarding the decision of the Committee.

>Transient Student Path (student currently enrolled in another institution)

- ✓ Complete the *Application for Undergraduate Admission*.
- ✓ Submit a \$25 nonrefundable application fee. Make checks or money orders payable to Williamson Christian College. The application fee will be waived for online or electronic applications.
- ✓ Submit an official “letter of good standing” from the academic dean or registrar of the home institution where student is currently enrolled. This letter must be mailed directly to the Office of Admissions at Williamson Christian College or submit copies of official transcripts from home institution with a minimum GPA of 2.0 on a 4.0 scale.
- ✓ Submit a \$150 enrollment fee prior to or on registration date.

>International Student Path

- ✓ Complete the *Application for Undergraduate Admission*.
- ✓ Submit a \$25 nonrefundable application fee. Make checks or money orders payable to Williamson Christian College. The application fee will be waived for online or electronic applications.
- ✓ Submit an essay, one to two pages in length, typed and double-spaced, addressing the reasons you have chosen Williamson Christian College.
- ✓ Request that official transcripts be forwarded directly to Williamson Christian College from each institution attended. Please note: Admission to Williamson Christian College requires completion of secondary school. Transcripts must be in the form of official copies of academic records from non-US secondary schools, colleges, or universities; these must be accompanied by a notarized or certified English translation of the documents, in the event applicants wish to transfer in credits from a non-US college or university. Williamson Christian College does not formally recognize degrees from non-US colleges or universities. However, if an international applicant wishes to have individual courses reviewed by the Registrar in order to transfer credits from a non-US college or university, the following procedure applies: Applicants must provide a notarized or certified English translation of the transcript, or in the event this is not possible, the applicant must contact World Education Services (WES) at www.wes.org for an official evaluation of non-US college or university transcripts and request the evaluation be sent to Williamson Christian College. Upon receipt of the evaluation, the Registrar will review courses to determine the credits that can be accepted toward the applicant’s degree program at WCC.
- ✓ Request official transcripts be forwarded directly to Williamson Christian College from each US college or university previously attended. Please note: any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson Christian College.
- ✓ Demonstrate English proficiency through one of the following:
 - A minimum TOEFL score of 497 is required on the paper-based test; or
 - A minimum score of 170 is required on the computer-based test; or
 - A minimum score of 60 is required on the Internet-based test; or
 - Completion of the Meridian English Language Program at Williamson Christian College.
- ✓ Submit Form I-134 Affidavit of Support or bank statement demonstrating financial capability or paying tuition, fees, and living expenses for the first academic year.

- ✓ Submit documentation substantiating official status with the US Citizenship and Immigration Service (USCIS), which permits study in the United States; this documentation may be a copy of a passport, visa, or current Certificate of Eligibility for Nonimmigrant (F1) Student Status (I20), issued from another US college or university.
- ✓ Submit a SEVIS Transfer Request form (available from the Office of Admissions at Williamson Christian College) if student desires to transfer from another US college or university. Once the SEVIS Transfer Request form is completed and the student's SEVIS identification number has been documented, an I20 will be issued from the Office of Admissions. Students must also complete a transfer request with the International Advisor of current or previous US college or university.
- ✓ Agree to become familiar with the regulations of USCIS and assume responsibility for complying with these regulations. Please visit www.uscis.org for more information.
- ✓ Submit a \$150 enrollment fee prior to or on registration date.

>Special Student Path (personal enrichment/non-degree seeking/audit)

- ✓ Complete the *Application for Undergraduate Admission*.
- ✓ Submit a \$25 nonrefundable application fee. Make checks or money orders payable to Williamson Christian College. The application fee will be waived for online or electronic applications.
- ✓ Applicants must be 18 years of age or older.
- ✓ Request an official high school transcript to be mailed directly from the high school to the Office of Admissions.
- ✓ For applicants who did not graduate from high school, proof of high school equivalency, General Educational Development (GED) documentation indicating a minimum composite score of 45 may be submitted.
- ✓ Request that official transcripts be forwarded directly to Williamson Christian College from each college or university attended since leaving Williamson Christian College. Please note: Any applicant who fails to acknowledge prior attendance at any college or university will be subject to dismissal from Williamson Christian College.
- ✓ Demonstrate English proficiency through one of the following:
 - A minimum TOEFL score of 497 is required on the paper-based test; or
 - A minimum score of 170 is required on the computer-based test; or
 - A minimum score of 60 is required on the Internet-based test; or
 - Completion of the Meridian English Language Program at Williamson Christian College.
- ✓ Submit a \$150 enrollment fee prior to or on registration date.

>Dual Enrollment Path (for students currently enrolled as juniors or seniors in high school)

- ✓ Complete the *Application for Dual Enrollment*.
- ✓ Submit a \$25 nonrefundable application fee. Make checks or money orders payable to Williamson Christian College. The application fee will be waived for online or electronic applications.
- ✓ Submit Consent for Dual Enrollment form.
- ✓ Submit an essay, one to two pages in length, typed and double-spaced, addressing the reasons you have chosen Williamson Christian College.
- ✓ Request an official high school transcript to be mailed directly from the high school to the Office of Admissions; applicants must have a minimum cumulative GPA of 3.0 on a 4.0 scale.
- ✓ Courses must be approved by the high school where applicant is currently enrolled.
- ✓ Courses will not be expected to count toward the student's high school diploma unless the student has made prior arrangement with his or her high school and/or local board of education.
- ✓ Dual Enrollment students are permitted to earn a maximum of 21 credit hours.
- ✓ To continue Dual Enrollment, students must maintain a minimum GPA of 2.0 at Williamson Christian College.

Special Provision for the Talented/Gifted High School Students: High school students in grades 9 through 12 who are academically talented/gifted, may qualify for enrollment at Williamson Christian College under *Chapter 395 of the Public Acts of 1983* as follows:

“Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private schools in Tennessee may with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll and receive regular college degree credit from a Tennessee post-secondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student’s planned Individual Educational Program (IEP) as established by the multi-disciplinary team process.”

Academically talented/gifted students must submit the following:

- *Application for Undergraduate Admission.*
- \$25 application fee.
- Official high school transcript.
- Signed letter of consent from student’s parent/legal guardian.
- Signed letter of recommendation or consent from high school principal which includes verification that coursework at Williamson Christian College is required as part of the student’s IEP.

Miscellaneous information

Transient/Special/Dual Enrollment/Audit Students: Non-degree seeking students are ineligible for financial assistance, including scholarships, grants, and loans. Students must meet applicable prerequisites published in the Williamson Christian College Catalog for enrollment in individual courses. Credits earned at Williamson Christian College under Dual Enrollment status will be held in a “credit bank” and will be released to other institutions following presentation of a high school diploma or a passing score on the GED. Students desiring to pursue a degree at Williamson Christian College at a later or future date must comply with the admission requirements in effect at the time of application.

Provisional Admittance: Applicants lacking required academic documentation may be provisionally admitted for a period of six months, normally 12 credit hours. For academic purposes and to maintain eligibility for financial assistance, students must be officially admitted by the end of their first 12 credit hours. Failure to provide the needed documentation prior to the beginning of the next 12 credit hours will jeopardize continued enrollment. Transfer credits from prior colleges or universities will be posted to academic transcripts only upon official admission.

Audit Information: Students may audit courses at a reduced fee. Audited courses will not be used to determine full or part-time status. Credits are not usually earned for audited courses. However, a course may be audited before or after it is taken for credit. Students are not obligated to complete assignments and instructors are not obligated to evaluate assignments; however, assignments may be completed and evaluated by mutual consent. The registration status of a course will not be changed from audit to credit or from credit to audit after the drop/add period for the course. Requests to change to or from audit status after the Drop/Add period will be denied. A grade of AU will be recorded on the auditor’s permanent record.

Permanent Residents: Students who are permanent residents of the United States must submit a copy of the front and back of their permanent resident card in addition to meeting all applicable admission requirements for their respective admission path.

Homeschooled Students: Homeschooled applicants are required to submit the same documentation as applicants under the Freshmen Path. However, in regards to the generation of the high school transcript the following requirements apply:

- If the student’s education is associated with a correspondence school based organization, the organization should provide the official high school transcript to Williamson Christian College.
- If the student’s education consisted of parent and student designed curriculum, the parent, as the primary instructor should provide the official high school transcript to Williamson Christian College.

- If the student's education is associated with an umbrella program, the umbrella organization should provide the official high school transcript to Williamson Christian College.

Transfer Credit Procedure

- WCC accepts transfer credit from institutions accredited by an agency approved by the United States Department of Education. Credits from other institutions are subject to the College's Transfer Credit Escrow Procedure. Transfer decisions are applied consistently. Decisions are not made solely on the source of accreditation of a sending program or institution. If WCC offers an equivalent course to one taken at another institution, the transfer credit may be substituted for the WCC course requirement. Lower division transfer credits will not satisfy upper division course requirements. Students may be required to submit documentation as to course content and duration of course prior to transfer credit being approved.
- Transfer credit is only granted for courses in which a grade of "C" or better was earned. Courses not repeated at the same institution will be calculated in the overall GPA for admission. Transfer credit is not granted for developmental courses or for continuing education units.
- International transcripts must be in English or be accompanied by an acceptable English translation. If you need translation services, contact World Education Services (WES) at www.wes.org
- Williamson Christian College offers credit for Advanced Placement (AP) exams. The incoming student must have an AP score qualification of 3 or above.

Transfer Credit Escrow Procedure

- Credits earned from unaccredited colleges, universities, and institutions are conditionally accepted. Students are required to maintain a minimum GPA of 3.0 during the first 12 credit hours taken at Williamson Christian College. These conditional credits are then formally accepted by the College Registrar and Executive Vice President of Academic Affairs. Formal acceptance under the escrow policy is not guaranteed, but is determined by an institutional review of the transcript/grade reports and institutional materials such as academic catalogs, syllabi, and other pertinent materials that document the course content and duration.

Transferability of Williamson Christian College Courses: The acceptance of courses taken at Williamson Christian College is subject to the discretion of the receiving institution. It is the sole responsibility of the applicant to ensure transferability of WCC credits to other institutions.

TOEFL: The Test of English as a Foreign Language (TOEFL) results are used by Williamson Christian College to determine English proficiency for international students. Applicants are encouraged to take the exam well in advance of beginning the admissions process. Information on testing procedures, locations, and sample questions may be obtained by visiting the TOEFL website at <http://www.ets.org/toefl/>.

ASSET: The ASSET test is a US Department of Education approved Ability-to-Benefit (ATB) exam administered by Williamson Christian College. This test measures competency levels in English, math, reading, and writing. It is only used if the applicant fails to meet the minimum GPA requirement or ACT score for official acceptance. Results from the ASSET may be used to place students into English and math courses accordingly. For more information on the ASSET test and to view sample questions please visit the ASSET website at <http://www.act.org/asset/index.html>.

EPT: The English Placement Test (EPT) is an exam that measures proficiency in the English language and is administered by Williamson Christian College. The EPT is used primarily to place students into English courses appropriately.

ENROLLMENT PROCEDURES

To enroll in the College, students need to do the following:

1. Complete all admissions requirements (see Admissions Requirements section) and submit the Application for Admission with non-refundable application fee.
2. Once a preferred starting date has been selected and your application has been approved, pay the \$150 enrollment deposit to guarantee a place in the group starting on that date.
3. Schedule a registration appointment with an academic advisor specified by the Admissions Department.
4. Make financial arrangements with the Financial Office and/or the Business office.
4. Obtain a Student Body Identification Card (Available during Orientation)
5. Show proof of laptop ownership or availability.

Enrollment in degree completion major courses requires a minimum of 44 semester credit hours of prior credit earned. If a student has previously received credit for a scheduled course in his or her major, the Registrar can place that student in a needed general education course or elective course for the respective 3-hour course time period. Students must petition the Dean of the Faculty for any exceptions to this procedure.

Students admitted with less than 44 semester credit hours may be enrolled in general education courses or elective courses depending on transfer work. An academic advisor will meet with each student individually for initial and continued enrollment.



Karen Hudson
Director, Registrar & Institutional
Effectiveness



Robyn Wollas
Director of Student Services

EDUCATIONAL COSTS

Students registering for classes at Williamson Christian College should be prepared prior to enrollment to meet the financial requirements of the institution. Financial aid through federal programs is available. State financial aid is not available. A payment plan is available as outlined in the Financial Aid Policies and Procedures section of this Catalog. In order to ensure that each student meets his or her financial obligations, the College will withhold a degree and the issuance of a transcript until such time as all accounts of the student have been settled to the satisfaction of the Business Office.

Tuition and Fees

Continuous registration is defined as follows:

1. Enrollment in consecutive courses that meet weekly with a maximum break in attendance of five consecutive weeks between the completion of the weekly course and the beginning of any other course (weekly or monthly).
2. Breaks in attendance due to the College changing a published schedule would not affect a student's continuous enrollment, but the student must continue enrollment in another course within five weeks.
3. A student not taking a course due to it being waived because of transfer credit must enroll in the next course in the sequence or in another course that begins within eight weeks of the last course attended.
4. College holiday breaks, as published in course schedules, are not counted when determining continuous registration.
5. This policy will be administered by the Registrar. Any exception to this policy must be approved by the Administrative Council.

The college reserves the right to cancel any course for which there is not sufficient student enrollment. No drop fee will be charged for schedule changes due to a course cancellation.

Tuition Rate

1. To obtain the full-time tuition rate shown below, the student must be enrolled in at least 12 semester credit hours.
2. If a full-time student changes to part-time status by dropping to less than 12 semester credit hours, the part-time tuition rate applies to the remaining courses.
3. *The one-time enrollment fee of \$150 does not apply to tuition and is refundable only under this circumstance:

If a student makes a written request for, and is granted, a leave of absence in writing, the Enrollment Deposit will be held for the time specified in the leave of absence. If the student does not return when the leave is over, the enrollment fee will not be refunded.

Tuition	
<i>Effective July 1, 2012 and continuing through June 30, 2013</i>	
Full-time Tuition Rate	\$330/semester credit hour
Part-time Tuition Rate	\$350/semester credit hour
Fees (all students)	
Application Fee	\$25
Enrollment Fee	\$150
Graduation Fee	\$100
Drop Fee	\$100 per course dropped
Credit by Demonstrated Competency Fee	\$75 per semester credit hour
CLEP Administrative Fee	\$25 per test
DSST Administrative Fee	\$25 per test
Transcript Fee	\$10 (student's account must be paid in full)
Recording Fee	\$50 per semester credit hour recorded from credit by standardized tests such as CLEP or DSST
Technology Fee	\$130 per registration <ul style="list-style-type: none"> • Edvance360 • Library Resources • Student Identification Cards • Student Management Administration
Audit Fee	\$330 per 3 semester credit hour
Incomplete Grade extension fee (per additional 30 days of extension)	\$50 per incomplete grade
Payment Plan Fee	\$25 per registration

Payment Plan

Full-time students may elect to pay:

- the full amount at registration*
- by automatic payments from your checking or savings account
- by automatic payments charged to your Visa or Master Card
 - All credit card payments will be assessed a 3% processing fee



Mary Beth Fleming
Director- Finance

*Semester Tuition Rate Policy

Students who pay their account in full at the time of registration (or before the first night of class of new enrollment period) will be billed at a tuition rate of \$10 per semester credit hour less than the published tuition rate in effect.

Refund Policy

Students may terminate their enrollment in a course by *dropping* it prior to the "Drop Deadline" or by *withdrawing* after the "Drop Deadline." If a student withdraws from a course the action may impact the student's grade point average and his or her ability to qualify for financial aid. After the Drop Deadline, tuition and fees are non-refundable.

Students who drop a course prior to the official "Drop Deadline" (regardless of whether a single course, a concurrent course or a consecutive course) will be entitled to a pro-rata refund of tuition less the enrollment deposit and an administrative fee of \$100 per course. Fees are not refundable.

The "Drop Deadline" is the start of the second class meeting, because this is the point at which 40% of the assignments (exclusive of the final) are due. It is officially set by the Registrar. If a student drops a course before the first class meeting, they will receive a refund of 100% of tuition less the enrollment deposit of \$150 and the drop fee of \$100 per course. If the drop is done after the first class meets and before the second class meeting, the refund will be 25% of tuition less the enrollment deposit and the drop fees.

Students who want to drop one or more courses must complete a drop form and submit it to his/her academic advisor. The date of the drop is determined by the Registrar based on the date on which the Registrar receives the completed drop form including all required approvals.

Students who register for courses which are cancelled by the College may either substitute another course or may be granted a full refund of the tuition for those courses. The refund does not apply to the Application Fee.

FINANCIAL AID PROCEDURES

The purpose of the Office of Financial Aid at Williamson Christian College is to provide financial assistance to students who have the desire to pursue higher education but may not have the financial resources available to do so. The Office of Financial Aid is committed to offering financial assistance and developing student aid packages that attempt to bridge the gap between student resources and the actual cost of education. The Office of Financial Aid works to ensure that students receive the maximum amount of financial aid for which they qualify under Title IV programs.

Free Application for Federal Student Aid (FAFSA)

Financial aid is administered in accordance with federal methodology and federal regulations established by the US Department of Education. Students are required to complete the FAFSA in order to establish eligibility for financial aid. **All scholarship applicants are required to complete the FAFSA each academic year for which they are enrolled.**

Prior to completing the FAFSA, students (and parents, if applicable) are required to apply for a Personal Identification Number (PIN) that will serve as an electronic signature during the FAFSA application process. Both the PIN application system and the FAFSA application may be found at www.fafsa.ed.gov.

Please note: Both PIN and FAFSA application processes are free services provided by the US Department of Education. Students will not be asked to pay a fee to use them, therefore students are urged to visit the URL noted above.

The Title IV school code for Williamson Christian College is 035135.

Students must meet the following criteria to be eligible for federal financial aid:

- submit the FAFSA to the processor via www.fafsa.ed.gov
- be a US citizen or eligible non-citizen
- hold a high school diploma or GED
- be issued a valid Social Security Number
- be current with prior student loan obligations and clear of default
- comply with current Selective Service laws
- be formally admitted and enrolled in a degree-seeking program
- maintain satisfactory academic progress toward a degree
- be enrolled at least half time (6 credit hours) for Federal Direct Loans
- certify that federal student aid will be used only for educational purposes

Sources of Financial Aid

The **Federal Pell Grant** is a federal grant program for undergraduate students who have demonstrated a financial need. These are grants that do not need to be repaid. Students who hold a prior Bachelor's degree typically are not eligible to receive Federal Pell Grant funding. Federal Pell Grants are prorated depending upon a student's enrollment status (i.e., less than half-time, half-time, three-quarter-time, full-time). Change in enrollment status may affect the award amount.

The **Federal Supplemental Educational Opportunity Grant (FSEOG) Program** provides grants to students enrolled at least part-time who demonstrate exceptional financial need. FSEOG does not need to be repaid.

The **Federal Work Study (FWS) Program** provides part-time work opportunities for students. Work-Study assignments may be on campus or off campus in a community service environment. The rate of pay is at least the Federal Minimum Wage and is determined by a student's financial need and his or her previous work experience.

The **Federal Direct Loan Program** offers low-interest, long-term educational loans to students who are enrolled at least half-time. Federal Direct Loans may fall into one of two categories, subsidized or unsubsidized, depending on a student's financial need. With subsidized (need-based) Federal Direct Loans, the interest is subsidized (or paid by the federal government) while the student is enrolled at least-half time at an eligible institution. With unsubsidized (non-need-based) Federal Direct Loans, interest accrues on the loan while the student is enrolled; the student is given the option of paying the interest at interim periods determined by the lender or allowing the interest to accrue until it is added to the principal amount of the loan following the six-month grace period. All Federal Direct Loans are guaranteed by the federal government and are provided through the U.S. Department of Education. For additional information or to apply, please go to www.studentloans.gov.

The **Federal Direct PLUS Loan Program** offers loans to parents of dependent students enrolled at least-half time, regardless of parental financial need. As with the unsubsidized program, interest begins to accrue immediately upon disbursement of Federal Direct PLUS Loan proceeds. For additional information or to apply, please go to www.studentloans.gov.

Recipients of Federal Direct Loans are required to complete an exit counseling session upon graduation, dropping below half-time status, or official or unofficial withdrawal from the College.

Veteran Benefits

The Tennessee Higher Education Commission (THEC) is responsible for approving courses at Williamson Christian College for payment by the US Department of Veterans Affairs. Students desiring to receive Veteran's education benefits must complete an application and submit it to the regional processing office. Students may complete this application at www.gibill.va.gov. In addition, students must submit a copy of any DD-214 to the Department of Veterans Affairs. In order to be eligible to receive Veteran's education benefits, students must be admitted into a degree-seeking program. Students may not receive benefits until all official transcripts have been received and evaluated by the College. The Certifying Official at Williamson Christian College will certify a student only after his or her attendance has been confirmed. **Questions concerning eligibility benefits or payment amounts should be addressed directly to the Department of Veterans Affairs. Please consult the above URL or call the Department at 1.888.442.4551 for additional information.**

National Resource Directory

The National Resource Directory has been created by the US Departments of Defense, Labor and Veteran Affairs specifically for Wounded Warriors, Veterans and their families and caregivers. The National Resource Directory provides access to over 10,000 services and resources at the national, state and local levels to support recovery, rehabilitation and community reintegration. The website for the National Resource Directory is located at www.NationalResourceDirectory.gov.

Institutional Scholarships

Williamson Christian College offers a variety of need-based and merit-based scholarships. Scholarship applications are available at the time of admission to the College, as well as on the date of registration. The Scholarship Committee awards scholarships and recipients are notified either in writing or via an award letter from the Office of Financial Aid. Students must file the FAFSA each award year to maintain eligibility.

Students must notify the Office of Financial Aid if other outside financial assistance is received, including, but not limited to employee tuition benefits.

Williamson Christian College is committed to funding awards offered to students. However, funding is contingent upon federal, state, and institutional resources. In the event that funds are not secured, students

will be notified in writing. Awards may be modified or cancelled upon changes in a student's financial, enrollment, and/or academic status. Scholarships will be adjusted to prevent refunds from institutional monies. Students can receive only one scholarship per enrollment period. If a student meets the requirements for more than one scholarship during the same enrollment period, the institution will award the scholarship that provides the greatest financial assistance to the student. **All scholarships are contingent upon a student's account being current.**

Family Scholarship Provides up to 40% of tuition to an immediate family member (father, mother, brother, sister, son, daughter) of a student. One family member must pay full tuition. Both family members must maintain continuous full time enrollment (12 or more credit hours). Renewable for maximum of four years. Recipient must maintain a minimum WCC cumulative GPA of 3.0. GPA is verified at the time of recipient's subsequent registrations. Tuition account(s) of family member(s) must be kept current.

Spousal Scholarship Provides up to 50% of tuition to student's spouse. Both spouses must maintain continuous full time enrollment (12 or more credit hours). One spouse must pay full tuition. Renewable for maximum of four years. Recipient must maintain a minimum WCC cumulative GPA of 3.0. GPA is verified at the time of recipient's subsequent registrations. Tuition account(s) of family member(s) must be kept current.

Merit Scholarship Provides \$200 per full time registration. Amount will be prorated based on student enrollment status. Student must maintain continuous enrollment and earn a minimum GPA of 3.5 during his/her first term at WCC to establish eligibility. Student must maintain a WCC cumulative GPA of 3.5 to remain eligible. GPA is verified at the time of recipient's subsequent registrations.

International Friendship Scholarship Open to international students who hold an F1Student Visa. Provides \$25/credit hour. Students must be enrolled full time (12 or more credit hours). Recipient must maintain a minimum cumulative GPA of 2.25. GPA is verified at time of recipient's subsequent registrations.

Church Matching Scholarship Open to all students. WCC will match any scholarship, up to \$1000, awarded to the student by his/her church. Recipient must maintain a minimum WCC Cumulative GPA of 3.0. GPA is verified at the time of recipient's subsequent registrations.

Narrow Gate Scholarship Open to graduates of the Narrow Gate Foundation. Provides \$500/per term to eligible students. Students must maintain full-time, continuous enrollment and a Cumulative GPA of 2.0. GPA is verified at the time of recipient's subsequent registrations.

Bible Bowl Scholarship Open to graduating students participating in the Mid South Round Robin Bible Bowl Program at Franklin Christian Church. Scholarship amounts are contingent upon monthly test scores and is renewable based on the number of years the student has participated in the program. Recipients must maintain a minimum WCC Cumulative GPA of 2.5.

Ability to Benefit Policy

The College will adhere to the Ability to Benefit Standard currently approved by the U.S. Department of Education relative to admission and enrollment of students.

Verification

Verification is the process of verifying (or checking) the accuracy of the information a student has reported on his or her FAFSA. Students may be selected by the US Department of Education or by the Office of Financial Aid for verification. In either case, students will be required to complete the verification process, including submitting all required documentation/worksheets for review. Financial aid is not awarded until the verification process has been completed. Failure to submit requested documents in a timely manner may jeopardize eligibility for financial aid.

Professional Judgment

Unique financial circumstances or the sudden change in financial circumstances (i.e., loss of job, death of parent [if dependent student], excessive medical bills not covered by insurance, etc.) may affect a student's financial need and should be reported to the Office of Financial Aid upon occurrence. These circumstances will be considered on an individual basis. Students will be informed in writing in regards to the necessary documentation required to process a professional judgment request.

Award Notification and Disbursements

Students are notified of award packages via award notification emails. Students may accept or decline any portion of the aid package. Students wishing to obtain Federal Direct Loan proceeds must complete an entrance interview and complete a Master Promissory Note (MPN). The MPN is a serial note and must only be completed one time. *Please note:* lenders may deduct fees from the gross amount of loans and the net amount of disbursements may reflect a 2% - 3% reduction. Most awards are divided evenly between the two payment periods during an academic year. Financial aid is credited to students' accounts in the following order: Federal Pell Grants, outside scholarships, employee tuition benefits, Federal Direct Loans, and institutional scholarships. Award amounts may not exceed the student's cost of attendance (COA). The Office of Financial Aid reserves the right on behalf of the College to modify an award based upon changes in financial or academic information.

Withdrawal from the College/Return of Title IV Funds

Students should be aware that eligibility for financial aid may be jeopardized by dropping classes or by withdrawing from Williamson Christian College after financial aid has been disbursed. Student awards packages are developed and disbursed based on the student's enrollment status at the time of registration. ***If a student withdraws, drops a class or in any way changes his/her status, he/she may owe a balance to the Business Office at Williamson Christian College, the Department of Education and/or the Federal Stafford Loan lender or servicer.*** Therefore, students are urged to seek academic counseling from their advisor and financial aid advising from the Office of Financial Aid before deciding to alter their enrollment status. Federal Title IV funds will be returned based on the percentage of period completed. This percentage will be applied to the total amount of Title IV aid for which the student established eligibility before withdrawing (earned aid). The amount of aid which was (or could have been) disbursed and the remaining amount to be disbursed will be returned to the Title IV programs, as necessary.

If the Return of Title IV Funds calculation reveals that the student has received funds that were not earned, these funds will be returned to the Title IV programs in the following order:

- unsubsidized Federal Direct Loan
- subsidized Federal Direct Loan
- Federal PLUS Loan
- Federal Pell Grant

Recipients of Title IV aid are required to attend class. The Office of Financial Aid monitors class attendance. Students no longer attending class may be subject to an administrative withdrawal and may no longer be eligible for Title IV funds.

Satisfactory Academic Progress

Please note: Satisfactory academic progress standards for financial aid apply to ALL students whether or not they are receiving federal aid, and must be taken into consideration when a student begins to receive federal aid.

Components of Satisfactory Academic Progress:

67% Passing Rate (Qualitative Standard): Students are required to pass at least 67% of all credit hours attempted.

150% Time Frame (Quantitative Standard): Students must complete an academic program within 150% of the published length of the program.

Cumulative GPA for Bachelor's degree program:

Numbers of Hours Attempted	Cumulative GPA
0-29	1.5
30-59	1.7
60-89	2.0
90+	2.0

Cumulative GPA for Associate's degree program:

Numbers of Hours Attempted	Cumulative GPA
0-29	2.0
30-59	2.0

The academic progress of each financial aid recipient determines whether he or she will continue to receive financial assistance. The Office of Financial Aid reviews student academic transcripts at the end of each enrollment period. The first time a student fails to meet the minimum requirements of the grade point average and/or the 67% passing rate, he or she will be placed on financial aid warning. The student's financial aid will continue through a probationary period (one payment period). However, if the student fails to meet the minimum requirements of satisfactory academic progress at the end of the probationary period, he or she will be placed on financial aid suspension and financial aid will be terminated.

Satisfactory Academic Progress Appeals Process

Eligibility for financial aid may be reestablished through an appeal or if an appeal is denied, by satisfying the minimum requirements of the Satisfactory Academic Progress policy. An appeal may be granted if, through no fault of the student, he or she was unable to complete a registration/payment period due to extraordinary circumstances (i.e., medical problems, accident, or death in the immediate family). The student must appeal through the Office of Financial Aid and each appeal must include documentation (copy of grade report, physician's statement, etc.). It is the student's responsibility to secure and provide full written appeal information to the Office of Financial Aid. Appeals cannot be accepted by calling the Office or by visiting and verbally giving the reason for not making satisfactory progress. Federal regulations require full written documentation for appeals. The Director of Financial Aid will review appeal documentation and any mitigating circumstances and the student will receive written notification of the appeal decision. All decisions of the Director are final. In the event that the appeal is denied, the student may make up the credit hours and/or regular semester(s) at his or her own expense in order to regain eligibility for financial aid.

Consumer Information

Consumer information may be obtained in the Office of Financial Aid or at www.williamsoncc.edu . Available information includes crime and safety data, graduation and/or completion rates and transfer out rates for the general student population, drug abuse policies, and privacy rights of students.



Becky Willenberg
Financial Aid Associate

STUDENT DEVELOPMENT AND STUDENT SERVICES

PHILOSOPHY OF STUDENT DEVELOPMENT

Through student development programs and services, the College is committed to supporting students' educational development in the following ways:

Counseling and Advisement

The College provides personal and spiritual counseling to students. This is provided by the Executive Vice President of Academic Affairs, the Faculty, and the President of the College.

Other counseling services are available as follows:

Professional counseling services are available to students through Deep Waters Christian Counseling of Franklin. Students are responsible for any and all costs associated with these services. Contact information is available from the Director of Student Services. Career counseling services are available to students through Brownlee and Associates of Brentwood. Students are responsible for any and all costs associated with these services. Contact information is available from the Director of Student Services.

Leadership Development

Students will have the opportunity to utilize and develop their leadership abilities and skills by service to other students and the College as a whole through the Student Government Association, which will be advised by a staff member. Participation in the Christian/Community Service program and on various college committees will also allow students to be involved in leadership. Furthermore, students have the opportunity to develop their leadership abilities and skills through the College's curriculum by enrolling in leadership courses that are offered throughout the year.

Medical Services

Emergency medical services are available to students through Williamson Medical Center in Franklin. Students are responsible for any and all costs associated with these services. Contact information is available from the Director of Student Services.

Orientation and Retention

The orientation course will introduce new students to the College and prepare them for academic life at the institution. The administration and academic advisors will maintain consistent contact with all students in order to identify and help find solutions for obstacles to the students' educational goals. Academic advising will be part of the orientation and retention process so that students will understand their academic goals and progress.

Every degree-seeking student will register for ORI 101 Orientation (a one-credit hour course) when admitted to the College. The class helps orient students with time management, study skills, library usage, writing style, and online research. Students are introduced to policies and procedures, academic expectations and financial matters.

All degree-seeking students should complete Orientation with a passing grade during the first six months of enrollment and before they register for courses that begin after that period of time.

Placement Services

Job opportunities are posted on a bulletin board at the Seaboard Lane campus. Professors and administrators will be pleased to talk with students about employment and career opportunities.

Spiritual Life

A program that facilitates spiritual growth and development will be available to all students. Students will participate in a Christian Service program through which they will participate in three Christian Service

activities per course in the degree completion program (See Christian Service requirement under General Policy Statements section.)

Student Government Association

The Student Government Association acts as a liaison between students and the administration as well as the sponsoring organization for student activities. The Student Government Association plans and implements the student activities program of the College.

Student Life

Advisory staff and other appropriate support will be provided to help facilitate the planning and implementation of a student-led activity program by the Student Government Association. Email messages provide a means of communication between the administration and students. Personal counseling will be provided by the student services staff, the faculty and by referral. Employment opportunities are posted on the student information bulletin board periodically.

Sports and Recreation

The College does not offer sports or recreation activities. Students who reside in Williamson County or surrounding counties will find ample opportunities for involvement in sports and recreation activities. The Cool Springs YMCA, located 1/4 mile north on Seaboard Lane, offers programs for college students.

Housing

The College does not provide housing. We can recommend housing possibilities as needed. A student with a housing need should consult the Director of Student Services.

Christian Character Policy

As part of the College's effort to develop Christian character within its students, the College will specifically work to develop Christlikeness and a commitment to ministry regardless of vocational calling in its students. Faculty will manifest a Christian character model and an active concern for student development by frequent contact with students and in-classroom interaction. The College will create opportunities for and encourage participation in regular corporate worship, devotional periods and activities designed for student development.

ACADEMIC POLICIES AND PROCEDURES

General Regulations

1. Students who have already earned an undergraduate degree from another institution may complete a second degree at Williamson Christian College. To receive a second undergraduate degree, the student must earn at least 30 semester credit hours at Williamson Christian College which were not used in meeting the requirements for the first degree, complete the general education requirements and all requirements for the major in the second degree which appear in the Catalog under which the student will graduate. The student must earn an average grade of "C" or better in the second degree. This applies to both the B.S. degree and the Associate degree.

Students who have earned an undergraduate degree from Williamson Christian College may complete a second degree at the College. The student must meet all requirements for the second major which appear in the Catalog under which the student will graduate. The student must earn an average grade of "C" or better in the second degree. The second major must include at least 30 semester credit hours earned at Williamson Christian College and these 30 semester credit hours cannot have been used toward the first Williamson Christian College degree.

2. The Williamson Christian College requirements for a major must be met although up to 9 semester credit hours may be transferred to Williamson and apply toward the major.
3. Online and onsite courses may be used interchangeably to meet College requirements provided that the course is either taken with the College or has been accepted in transfer by the College.
4. A student's final registration must be completed as a registered WCC student.

Procedures for Student Access to Educational Records

Williamson Christian College complies with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the confidentiality of personally identifiable educational records of students. The student has the following rights: the right to inspect and review his or her educational records within 45 days of the date the College receives a request for access; the right to request an amendment of his or her education records that the student believes are inaccurate or misleading; the right to consent to disclosures of personally identifiable information contained in his or her education records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Williamson Christian College to comply with the requirements of FERPA.

Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and events, dates of attendance, degrees and awards received, and most recent previous educational institution attended.

Students may request that "Directory Information" be withheld from anyone except Williamson Christian College school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Registrar's Office within 45 days after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

Permanent Student Records

Each student's permanent record will include the following items:

- Original Application
- Enrollment Agreement
- Credit by Demonstrated Comp. Documentation
- Original Transcripts (from each institution attended)
- ASSET scores when applicable
- Christian Service Forms
- Health Records
- Counseling Reports
- Disciplinary Records
- FERPA form
- Notification of Transferability of Credits form

Articulation Partners

Williamson Christian College currently has formal articulation agreements with Columbia State Community College, Nashville State Technical Community College, Johnson Bible College, Milligan College, Columbia International University (all of the above are Southern Association of Colleges and Schools (SACS) accredited), Hope International University (Western Association of Schools and Colleges accredited,) and Crown College (North Central Association accredited). Williamson has letters of agreement with Lancaster Bible College (PA, Middle States Commission on Higher Education accredited), as well as Cincinnati Christian University (OH) and Lincoln Christian College and Seminary (IL) which are accredited by North Central Association. Williamson students can transfer all appropriate credits at any institution accredited by The Association for Biblical Higher Education.

Graduates of Williamson have enrolled or have completed programs for undergraduate transfer credit or Master's degree programs at American Intercontinental University (GA), Asbury Theological Seminary (KY), Baptist Theological Seminary at Richmond (VA), Bethel Seminary (MN), Emmanuel School of Religion (TN), Erskine Theological Seminary (SC), Free Will Baptist Bible College (TN), Hope International University (CA), Liberty University (VA), Trevecca Nazarene University (TN), Union University (TN), University of Phoenix (TN), Vanderbilt University School of Divinity (TN), and Nashville School of Law (TN). Other institutions that have indicated that they will accept Williamson graduates for undergraduate transfer or acceptance into graduate study on a case by case basis are Belmont University (TN), The Southern Baptist Theological Seminary (KY), and Tennessee State University (TN).

Williamson cannot guarantee admission into any other institution. Each institution is the sole judge of who may be admitted into its programs.

Academic Advising Procedure

An assigned academic advisor will conduct the first registration as students are admitted to the College. There are three primary academic advisors, the Executive Vice President of Academic Affairs, the Registrar, and Director of Student Services. Typically, advisors meet with students once per enrollment period (usually every 12 semester credit hours).

Attendance

Policy: Each student is expected to attend each session of each course in which he or she is enrolled. The procedure for implementation is governed by the WCC Faculty.

Procedure: Once a student is registered for a course he or she becomes financially responsible for the cost of that course. A student will be administratively withdrawn from a course after 2 unexcused absences if reported by faculty and will not be entitled to receive a refund for the course. Students who are

administratively withdrawn from a course due to non-attendance will receive a "W" (Withdraw) on their academic transcript.

If a student expects to miss a class, he or she must notify the professor or the Registrar before class time. Students who miss more than one class session may have their grade for the entire course reduced. Students missing more than one complete evening session must have an approved reason or an excused absence to be allowed to make up the sessions missed. Students who miss up to six class hours can make up the work that is missed. Students who miss more than six class hours in one five-week course must retake the entire course and pay tuition a second time. A grade of "F" will be recorded if neither a Withdrawal nor a Drop form was completed in the designated time frame. Any deviation from this policy must be approved by the Executive Vice President of Academic Affairs.

Each absence of one hour or more must be made up at the discretion of the faculty member. The reason for the absence is not a factor in whether a student completes special assignments in lieu of the class session missed. Students should not expect faculty members to go to unusual effort to allow them to compensate for an absence. Faculty members have the authority to assign makeup work they deem appropriate.

This policy will be monitored by the Academic Office.

Christian Service Requirement

Williamson Christian College strives to facilitate spiritual growth for all students, endeavoring to deliver an educational environment focused on developing inspired leaders who understand the importance of giving back to others. The faculty, staff and trustees invest time, prayer and action to foster an atmosphere of excellence in education. While enrolled, students participate in a Christian Service program in which they contribute time and talent to various philanthropic endeavors throughout the surrounding area. Williamson Christian College encourages every student to participate in Christian service to stimulate their spiritual growth and to provide service to others. WCC students are often involved in some form of Christian ministry prior to enrollment. Additionally, once active, and as prerequisite to graduation, each student must partake in a minimum of sixty hours of Christian service or fulfill thirty-six activities. Students submit a Christian Service Activity form to the Director of Student Life upon completion of the activity or hours. A student's academic advisor also monitors progress toward completion of the requirement. The Christian Service obligation is explained in Orientation (ORI 101), a mandatory class for all WCC students. It is also detailed in the WCC College Catalog and Student Handbook. The Student Handbook includes the Christian Service Activity form as an appendix. Furthermore, every student receives a copy of the form in ORI 101. A student may receive an extra copy of the form at any time from his or her academic advisor or the Director of Student Services. The two representatives will also address any questions or concerns a student has about the requirement.

Credits and Grades Procedure

Credits are awarded in semester credit hours based upon the learning which has taken place as evaluated by the faculty and through completion of curriculum requirements. All courses are based upon stated learning outcomes, and each student will be evaluated with credits awarded on the basis of completing these learning outcomes.

Grades are determined by the faculty member(s) assigned to the course in which the student is enrolled. In very exceptional cases, a grade may be appealed to the Executive Vice President of Academic Affairs who has the authority to adjust grades.

The grading system of the College is as follows:

- A Excellent work, all learning outcomes met fully
- B Very good academic work
- C Average academic work

D	Minimum quality for credit to be awarded
F	Failure, no credit awarded
I	Incomplete (see Incomplete Grades)
W	Withdraw, no credit
P	Pass, requirement met but no quality assessment
AU	Audit, no credit awarded

Grade Points

Each semester credit hour of credit is valued in grade points as follows:

A	4.0 points	(94-100)
A-	3.7 points	(93)
B+	3.3 points	(92)
B	3.0 points	(86-91)
B-	2.7 points	(85)
C+	2.3 points	(84)
C	2.0 points	(78-83)
C-	1.7 points	(77)
D+	1.3 points	(76)
D	1.0 point	(70-75)
D-	1.0 point	(69)
F	0 points	(68 and below)
W	0 points	
P	0 points	
AU	0 points	

"W", "P" and "AU" grades are not assigned quality points and are not factored into the GPA. A grade of "F" is not assigned quality points but is factored into the GPA. In order to graduate, students must earn an average of "C" for each major credit hour earned.

Students who are dismissed for disciplinary reasons (social or academic) will be given a grade of "F" for any course in which they are enrolled but have not completed.

Students who stop participating in a course once they have enrolled may receive a grade of "F" for that course at the discretion of the professor. A student may officially withdraw by contacting the Registrar. Please refer to the Drop/Withdrawal procedure.

Students can view their grades and academic progress anytime at <https://edvance360.com/williamsoncc>.

Incomplete Grade Procedure

An incomplete ("I") grade may be given at the discretion of the professor when a student is passing work or has the possibility of earning a passing grade but is unable to complete all of the course requirements before the end of the course. An "I" grade may not be used to permit a student to repeat a course or to improve a grade. The student must complete the Application for Incomplete Grade form, which must be signed by the professor and the Executive Vice President of Academic Affairs. It is the responsibility of the student to complete the stated requirements within the period of 15 days from the date the form is filed with the Registrar. If the "I" grade is not cleared within this specified time limit, the "I" grade will automatically change to an "F" grade. Students seeking extra time to complete their coursework will need to pay the Incomplete Extension fee of \$50 for an additional 30 day period.

Drop/Withdrawal Procedure

A student may drop a course before the second class meeting. No record of this drop will go on the student's permanent record. A Drop form must be completed, signed by the student, and given to the Registrar. A student is eligible to receive a pro-rata refund prior to the second class.

Students who drop from full-time to part-time status will be charged the part-time rate for the remaining courses in the semester. Partial refunds may be given for drops. Please see the Refund Policy.

If a student wishes to drop a course after the second class meeting it becomes a withdrawal and is noted on the permanent record. Students who withdraw from a course will receive a grade of "W". A grade of "W" is not assigned quality points and is not factored into the GPA. No credit will be awarded for courses from which a student withdraws.

Any student considering withdrawal should consult his or her Advisor or the Registrar and complete the Withdrawal form. The official date of withdrawal will be determined by the date the Registrar signs the form. The student is liable for charges according to the Refund Policy in accordance with the official date mentioned above. There are no refunds for withdrawals.

An Administrative Withdrawal may be requested under extenuating circumstances.

Pass/Fail Procedure

The Pass/Fail option is intended to encourage and provide students with an opportunity to pursue specialized or outside academic interests without the fear of a reduction in the grade point average.

In order to take a course which is normally offered on a graded basis, students must complete a Pass/Fail form, obtain the signature of his or her advisor and turn the form into the Registrar's Office. Students should be aware that some colleges and universities might not accept a Pass ("P") grade as transfer credit or as an entrance requirement for graduate school. Students may enroll in only one Pass/Fail course at a time. Professors will not be informed of students enrolled on a Pass/Fail basis. Final grades are converted to Pass/Fail by the Registrar. A "P" grade will be awarded only if the student earned a grade of C or above in the course. A grade of "D" or "F" will result in an "F" being recorded. A course cannot be changed to or from Pass/Fail after the academic work in that course has begun.

Course Repeats

Students are permitted to repeat courses in which their final grades are "C" or lower. In the event that a student repeats a course, grades received in the second and subsequent repeats will be included in the grade point average. Upon the final repeat, the student will earn the grade awarded for that course.

Satisfactory Academic Progress

Policy

The College will measure satisfactory academic progress in accordance with the requirements of government and accrediting agencies.

Procedure

Satisfactory academic progress of enrolled students is measured by the cumulative grade point average (GPA) as evaluated at the end of each enrollment period. The grade point averages shown under Academic Standing will be used to determine whether the student is making satisfactory academic progress. The grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credit hours attempted. For example, if a student at the conclusion of 75 semester credit hours does not have 2.0 GPA or higher, he or she will be considered as not meeting the standard for satisfactory academic progress and will be placed on academic probation. A second semester of failing to meet satisfactory academic progress will result in the student receiving academic suspension. Please see Academic Probation/Suspension Policy for additional details.

Academic Standing Procedure

Academic standing for the Bachelor's degree is determined according to the following:

<u>Standing</u>	<u>Credit Hours</u>	<u>Min. Cum. GPA</u>
Freshman	0-29	1.5
Sophomore	30-59	1.7
Junior	60-89	2.0
Senior	90 and above	2.0

Academic standing for the Associate degree is determined according to the following:

<u>Standing</u>	<u>Credit Hours</u>	<u>Min. Cum. GPA</u>
Freshman	0-29	2.0
Sophomore	30-59	2.0

The grade point average (GPA) is determined by dividing the total numbers of grade points earned by the total number of credit hours attempted.

Any student attempting 12 semester credit hours or more in an enrollment period will be considered full-time. Students enrolled in less than 12 semester credit hours in any enrollment period will be considered part-time.

Honors Procedure

Students receiving a degree and having a cumulative grade point average in one of the following categories will have the status noted at commencement:

Cum laude	3.51 minimum GPA
Magna cum laude	3.75 minimum GPA
Summa cum laude	3.90 minimum GPA

Grades from other institutions accepted in transfer are not counted for honors at graduation.

Academic Integrity

Students at Williamson Christian College are expected to maintain academic integrity that is consistent with both biblical truth and accepted protocol in higher education. Students will not participate in cheating, plagiarism or any other form of academic dishonesty. Neither will they encourage or condone such behavior in their peers by permitting it and/or allowing it to go unreported.

All academic work that a student submits is to be his or her original work. When a student places his/her name on a document to submit for grading, he/she is saying that all the work not otherwise identified as the work of another is his/her own. A student must separate verbatim statements gleaned from the Internet or any published or unpublished work that he/she includes by appropriate formatting (quotation marks) and documentation (complete references to the work cited). Submitting as one's own work anything prepared in whole or part by another person (for example: another student's paper or a paper secured on the Internet) is plagiarism. It is necessary to give credit and to use proper documentation to identify the originator of the words, data, or ideas, (including facts, statistics, or other illustrative materials) even if the material is completely paraphrased. The references cited must give clear credit to the original source following MLA standards.

Williamson introduces incoming students to the institutional policy on academic integrity during Orientation. Each syllabus will contain an explanation of the policy on academic integrity and the procedure for applying it. Each instructor will elaborate on the policy and explain the procedure that guides persons who engage in

violations. Finally, the Williamson librarian will be available to speak with classes about the appropriate uses of learning resources.

Instructors who discover work they suspect violates this policy will ask for a face-to-face meeting with the student to clarify the issue. If a student has violated the policy on academic integrity, the instructor will speak with the Academic Dean to verify if the student has a previous offense. If this is the first offense, he or she will receive an "F" for that assignment. The student must do remediation with the Williamson librarian who will guide him/her in redoing the assignment. The grade for the course will be dropped one letter grade. The instructor will submit a written report of the incident to the Academic Dean who will place the instructor's report in the student's Permanent Student File.

A second violation in the same or any other course will be handled in the same manner, but will result in an automatic "F" for the course. The student may seek the instructor's approval to resubmit appropriate work for a change of grade. The instructor will submit a written report of the incident that will be added to the student's Permanent Student File.

If a student is discovered in a third violation, he or she will be expelled immediately.

A student wishing to appeal expulsion from the College must do so in writing to the Executive Vice President of Academic Affairs, who will convene a panel composed of the Executive Vice President of Academic Affairs who will chair the panel, the Registrar and one faculty member appointed by the Executive Vice President of Academic Affairs. Any person filing an appeal must be notified at least two days prior to a hearing on that grievance as to the date, time and place of the hearing. The student will have the right to present his or her case before the panel in person. The Executive Vice President of Academic Affairs will give the student a written summary of the findings from this hearing. (See Grievance Procedure)

Academic Portfolios

Each degree-seeking student at WCC will complete an Academic Portfolio. The portfolio is designed to provide the student an opportunity to demonstrate that he or she has attained the desired level of critical thinking, communication, and integration in thoughts and attitudes that are stated in the Program Goals for the degree being sought. The portfolio brings together artifacts demonstrating general education and degree competencies that students have learned and developed during their work toward the B. S. degree. The artifacts selected for inclusion are both significant and representative of the student's work.

The portfolio is designed to demonstrate a broad mastery of learning across the curriculum for a promise of initial employability and further career advancement. It shows convergence of curricular purposes by linking knowledge and experience from the three areas of the curriculum: general education, Bible, and the major.

Approved Writing Style Manual

Students will prepare all written work according to the guidelines set forth in:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. Seventh Edition. New York, NY: The Modern Language Association of America, 2009. ISBN# 878-1-60329-024-1

Academic Probation/Suspension Policy

Procedure: Students not meeting the minimum cumulative grade point average stated under Academic Standing will be considered to be on academic probation. Students must maintain the minimum grade point average in their next registration period in order to be removed from academic probation. Failure to do so will result in receiving academic probation a second time. Failure to maintain the required minimum grade point average stated under Academic Standing for the second period of academic probation will result in academic suspension. The incomplete grade procedure, as found in the Catalog, will be in effect during the suspension. Veterans and eligible persons using veteran's education benefits will not be certified with the Veterans Administration for payment beyond two semesters in a probationary status. Veterans and eligible persons on academic probation must attain the minimum GPA required by the end of the second period on

probation or education benefits will be terminated. Beyond 60 credit hours, a cumulative GPA of 2.0 is required. Please note registration restrictions or financial penalties may result from failure to maintain satisfactory academic standing.

Students may be academically suspended by the Executive Vice President of Academic Affairs if they are not making academic progress. Academic suspension may occur at the end of any enrollment period or at the end of a course. Such suspension will be for a specified time, normally six months. Incomplete grade procedure as stated in the Catalog will be in effect during the suspension. Academic suspension may carry with it certain conditions determined by the Executive Vice President of Academic Affairs. If these conditions are not met at the time of application for reentry to Williamson Christian College, the College may deny readmission. Students who are under academic suspension may be readmitted to the College at the discretion of the Admissions Committee after six months in which they are not enrolled at the College.

A student wishing to appeal an academic suspension must do so in writing to the Executive Vice President of Academic Affairs, who will convene a panel composed of the Executive Vice President of Academic Affairs who will chair the panel, the Registrar and one faculty member appointed by the Executive Vice President of Academic Affairs.

Grade Disputes

If a student receives a grade that he or she believes is not fair, the first resort is to talk with the instructor to verify the rationale for the grade that was given. This gives an opportunity for the student to be sure that the instructor has received all the assignments and for the instructor to be sure that the student has received all feedback about the student's work. This also provides a way to resolve any missing pieces in the assignment/grading process. In most cases this consultation will resolve the issue of fair grades.

If the communication between instructor and student does not resolve the dispute, the student may challenge the grade by submitting all materials that have been graded during the course to the Executive Vice President of Academic Affairs. The VP will verify that the student has followed the procedure. Students must initiate action within thirty days after the official receipt of the grade from the Registrar. The Executive Vice President of Academic Affairs has authority to make extensions and to grant exceptions to this procedure.

The Executive Vice President of Academic Affairs will assign the received materials to a faculty member judged to have the necessary qualifications in the subject field for the course in question. This person will read and reevaluate the student's graded material. The student must provide a written document that clearly defines the aspect of the grade he or she is disputing. Only the student's submitted work can be considered for grade evaluation. Homework not previously submitted and graded cannot be submitted.

Students must be aware that a challenge might uncover another problem or other problems and result in a grade reduction, rather than a positive change. The grade cannot be changed more than 10 points during a grade challenge. Because Williamson Christian College holds to a high standard of academic integrity, there is zero tolerance in grade disputes for plagiarism. If the reviewer discovers plagiarism in the work he or she reviews, the student will receive an "F" for the course. This is the only exception to the 10-point limit.

The assigned reviewer reports his/her conclusions to the Executive Vice President of Academic Affairs. If the assigned reviewer judges the original grade to be fair, the grade will not be changed, and the Executive Vice President of Academic Affairs will notify the student.

If there is not a clear decision on the grade dispute, the Executive Vice President of Academic Affairs may request the original instructor prepare a two-hour assignment that would cover the material of the course, such as the Take Home Final or Weekly assignments. The student would complete this monitored assignment under the supervision of the Dean's office. The Executive Vice President of Academic Affairs would copy the student's work and give a copy to the original instructor and the grade-dispute reviewer to evaluate this work. The final grade for the course would then be recalculated based on the changed grade(s) on the challenged assignments. If their grading does not result in a clear decision, the Executive Vice President of

Academic Affairs will make the final decision on the work completed by the student during this monitored time.

If the student is not satisfied with the decision reached by following this process, he/she may begin a grievance procedure as described in the current Catalog.

Declaring a Major Procedure

Students will work with their Academic Advisor or the Registrar in selecting appropriate coursework. Stipulated requirements for a particular major must be met in order to earn a degree.

Double Major Policy

Students may elect to complete a second major or degree from those offered by the College and have both majors recorded on their academic record. Completion of a second major does not diminish the requirements for the first major but courses required in both majors do not need to be taken again for the second major. Students electing a second major or degree should consult with the Registrar or Dean of Academic Affairs prior to taking the additional coursework.

Minimum Hours for Beginning Major

Students are permitted to enter the major (cohort) provided they meet entrance requirements and have completed at least 44 semester hours that are transferable into Williamson. The Admissions Committee may admit exceptional students (or those with exceptional circumstances) with less than 44 semester hours where the Committee concludes that this would be in the best interest of the student.

Minimum Hours for Degree Policy

Any student receiving a Bachelor's degree from Williamson Christian College must earn a minimum of 30 semester credit hours at this institution.

Course Substitution/Waiver Policy

Williamson Christian College requires undergraduate students to complete all courses required by their selected program. WCC may allow for substitution up to 9 credit hours in the major at the time of admission.

Computer Proficiency

Students are required to complete the Computer Proficiency Test by the beginning of their major courses at Williamson Christian College in order to continue enrollment, unless they have already met the academic requirement. Students taking the test are required to make a 75% or better score on the Computer Proficiency exam. However, students demonstrating computer proficiency by participating in Edvance360 Learning Management System will automatically meet computer proficiency requirement.

Math Proficiency

Students who neither take MAT 104 at WCC nor transfer in equivalency must complete the Math Proficiency Test. This requirement must be met before their last enrollment period.

Credit by Nontraditional Means Policy

Through other means listed below, a student may earn up to a total of 62 semester credit hours, or 50% of the credit required for a degree. This credit may only be earned before the student's final semester. A student may request a waiver of these limits through the Dean of the Faculty, but may in no case exceed 70 credits or 55% of the credit required for a degree. Credit by other means cannot be used toward the requirements for the major.

Credit for Military Training Policy

Upon presentation of an authenticated form DD 214 or its equivalent, a student can earn hours of credit following validation by the Registrar. Such credit will not exceed 32 semester credit hours of credit or 25% of the credits required for a degree. The College is approved by the Tennessee Higher Education Commission and Veterans Education (State Approving Agency) to enroll veterans.

College Level Examination Program (CLEP) Policy

Credit may be earned through the CLEP national set of exams on selected topics. WCC offers computer-based CLEP testing. CLEP credits can be used to meet general education and elective requirements. A maximum of 32 credit hours or 25% of the credit required for a degree can be earned through CLEP. ACE recommended scores are accepted for credit.

Dantes Subject Standardized Tests (DSST) Policy

Credit may be earned through the DSST national set of exams on selected topics. WCC offers computer-based DSST testing. DSST credits can be used to meet general education and elective requirements. A maximum of 32 semester credit hours or 25% of the credit required for a degree can be earned through DSST. ACE recommended scores are accepted for credit.

Credit by Demonstrated Competency Policy

These units can come from learning that has been gained through a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs and work experiences. Other credit can also be granted for prior learning which is based on college credit recommendations by The National Program on Non-collegiate Sponsored Instruction (PONSI) and/or the American Council on Education (ACE). A maximum of 32 semester credit hours or 25% of the credit required for a degree can be earned through CDC credit.

Credit by Examination Policy

A maximum of 32 semester credit hours or 25% of the credits required for a degree can be earned through credit by examination. Only ACE recommended scores are accepted for credit.

Transcript Procedure

Transcripts will be sent as requested by former and current students upon receipt of a written request by the Registrar and payment of the fee. Transcripts will not be released if the student is has an outstanding financial balance with the institution.

Grievance Procedure

Any student may file a grievance procedure against a professor, other persons at the College or against the College itself. In filing such a grievance, the student must complete the form available from the Registrar at 200 Seaboard Lane, Franklin, Tennessee 37067 (phone: 615/771-7821) and may add other materials that seem pertinent to the student as long as such materials are legal and in good taste as defined by the Registrar. The Registrar will first attempt to resolve the matter with the student and any other person(s) involved. If this attempt at resolution is not satisfactory to the student, the Registrar will bring the matter to the attention of the Dean of the Faculty. If this attempt at resolution is unsatisfactory to the student, the Dean of the Faculty will convene a panel composed of the Dean of the Faculty as chair and two faculty members who will meet en banc. Rules for such hearings will be adopted by the Dean of the Faculty's office, but such rules must include the right of the student to present his or her case before the panel in person if the student wishes to do so. The Dean of the Faculty will give the student a written summary of the findings from this hearing.

If the grievance is not settled at the College, the student may contact the following organizations:

Tennessee Higher Education Commission
404 James Robertson Parkway
Parkway Towers, Suite 1900
Nashville, TN 37243-0830
Phone: 615/741-3605

Transnational Association of Christian Colleges and Schools (TRACS)
P. O. Box 328
Forest, Virginia 24551
Phone: 804/525-9539

Association of Biblical Higher Education (ABHE)
5850 TG Lee Blvd. Suite 130
Orlando, Florida 32822
Phone: 407/207-0808

Dismissal/Readmission Procedure

The College may dismiss any student whose behavior is unacceptable to the College based upon illegal activities, actions not in accordance with the Statements, Purposes and Goals of the College, or whose behavior shows disrespect for the academic process through such activities as cheating, plagiarism or misrepresenting academic accomplishments. The College may also suspend a student academically. The College may place reasonable conditions on a social dismissal or academic suspension.

A student wishing to appeal a social dismissal must do so in writing to the Executive Vice President of Academic Affairs, who will convene and chair a panel also including two faculty members or administrators.

A student wishing to be readmitted following a social dismissal or academic suspension must first meet the conditions required at the time of the dismissal/suspension and must wait six months before applying for readmission. The College will be the sole judge of whether the conditions have been met for readmission.

Graduation Requirements

In order to receive a degree or certificate from the College, the following requirements must be met:

1. The general education requirements for the degree sought must be completed as stated in the WCC Catalog under which the student will graduate including any proficiency tests.
2. The requirements for the major offered with that degree must be completed as stated in the WCC Catalog under which the student will graduate.
3. The student must meet the Christian Service requirements as stated in the WCC Catalog under which the student will graduate.
4. A total of 124 semester credit hours accepted by the College must have been earned for the Bachelor of Science degree and 62 semester credit hours for the Associate in Leadership degree.
5. Approval of the Faculty and the Board of Trustees.
6. Grade point average of 2.0 or better on a 4.0 scale for all work attempted at the College and presented for graduation.
7. The General Regulations of the College must be met as stated in the Catalog under which the student will graduate.

8. For the bachelor's degree, at least 30 semester credit hours must have been earned at Williamson Christian College. For the Associate degree, at least 18 semester credit hours must have been earned at Williamson Christian College.
9. Students earning a second degree must meet the Catalog requirements for a second degree as stated in the Catalog under which the student will graduate.
10. The application for graduation must be submitted with the graduation fee paid 45 days before graduation.
11. The student's financial accounts must be paid in full at the time of graduation application deadline.
12. The student is expected to participate in Commencement exercises at which time his or her diploma will be awarded. If unable to do so, the graduate becomes responsible for receiving the diploma from the school during regular business hours, after the official graduation ceremony has taken place.
13. Students must successfully complete a minimum of one course at WCC in each of the last two semesters of enrollment.
14. Students will normally graduate under the requirements of the Catalog that is in effect when they enter Williamson Christian College. Any students who are not enrolled for one year will re-enroll under the requirements of the WCC Catalog then in effect. Students who have not had a break in enrollment of up to one year may elect to graduate under the requirements of the WCC Catalog in effect at the time of graduation.
15. Students must be in acceptable disciplinary and academic standing which includes compliance with all College statements at the time of receiving their diploma. The student will acknowledge such compliance on the Application for Graduation.

A student will be allowed to participate in commencement when all work for the degree has been completed. A student with up to three Williamson Christian College semester credit hours left to complete for the degree may participate in commencement with the following stipulations:

The student must have completed registration (including payment) for the course(s) that will supply those hours. All credit hours must be completed within 90 days after graduation.

ACADEMIC PROGRAMS

Williamson Christian College offers two degree programs: the Associate Degree in Leadership is a two-year program and the Bachelor of Science is a four-year program. The minimum total required hours for the Associate Degree is 62 credits. The minimum total required hours for the Bachelor of Science Degree is 124 credits. A major is made up of at least 51 semester credit hours of courses leading to specific academic and vocational competencies. These total hours may be divided into a core and a minor. A minor is a narrowly focused cluster of courses within a selected major. A minor complements the core courses in the major, developing the major to achieve a specified outcome. A minor requires a minimum of 21 credit hours.



Dr. Sharon Landers
Executive Vice President
of Academic Affairs

ASSOCIATE DEGREE IN LEADERSHIP

The total program requirement for graduation in the Associate Degree in Leadership is 62 semester credit hours. This includes 31 semester credit hours in General Education and a major of 31 semester credit hours in Leadership, Bible and Theology.

BACHELOR OF SCIENCE DEGREES

SCHOOL OF BUSINESS ADMINISTRATION

Business Administration Major

The total program requirement for graduation with the Bachelor of Science Degree in **Business Administration** is 124 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 51 semester credit hours in the Business Ethics major; and 29 semester credit hours of electives. These blocks include 18 semester credit hours in Bible/Theology.

Nonprofit Managerial Leadership Major

The total program requirement for graduation with the Bachelor of Science Degree in **Nonprofit Managerial Leadership** is 124 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 51 semester credit hours in the Nonprofit Managerial Leadership major; and 29 semester credit hours of electives. These blocks include 18 semester credit hours in Bible/Theology.

SCHOOL OF MINISTRY LEADERSHIP

The total program requirement for the Bachelor of Science Degree in **Ministry Leadership** is 124 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 51 semester credit hours in the Ministry Leadership major; and 29 semester credit hours of electives. These blocks include 30 semester credit hours in Bible/Theology.

SCHOOL OF WORSHIP, IMAGINATION, AND THE ARTS

The total program requirement for the Bachelor of Science Degree in **Worship Studies** is 124 semester credit hours. These semester credit hours are composed of the following blocks: 44 semester credit hours in general education; 51 semester credit hours in the Worship Studies major; and 29 semester credit hours of electives—including 21 hours in one of the offered Worship Studies program Minors. These blocks include 24 semester credit hours in Bible/Theology.

ASSOCIATE DEGREE IN LEADERSHIP

Overview

The Associate Degree in Leadership is designed for students to earn only the Associate degree or to earn this degree en route to completing the Bachelor of Science (B.S.) degree. The major provides students with basic skills, attitudes, and perspectives needed for leadership with a Christian worldview.

Program Goals

Leadership/General Education

Students will attain:

1. A working knowledge of at least twenty biblical concepts of leadership together with a personal plan for implementing these concepts.
2. The ability to articulate the five areas of management including planning, organizing, staffing, leading and controlling/ evaluating an organization.
3. The ability to communicate with others effectively in both personal and work situations.
4. The ability to explain various leadership models including the leadership style of Jesus.
5. The ability to develop and communicate Christian values, new knowledge, new perspectives, and new skills in general education.

Bible Component

Students will attain:

1. The ability to articulate the basic tenets of the Christian faith.
2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

The Degree

The total program requirement for graduation is 62 semester credit hours: this includes 31 semester credit hours in General Education and a major of 31 semester credit hours in Leadership, Bible and Theology. Students will complete an Academic Portfolio, which will be finalized during the capstone course.

General Education (31)

Personal Development (7)

ORI 101	Orientation (1)
LD 101	Goals, Priorities and Attitudes (3)
CT 301	Biblical Worldview (3)

The general education requirement for the Associate Degree in Leadership includes three required courses that are unique to the College. As they begin their academic experience, students take Orientation and Goals, Priorities and Attitudes. Orientation is a one-credit hour course which introduces College policies and procedures, academic expectations, and financial matters; Goals, Priorities and Attitudes is a three-credit hour course which explores the importance of goal setting with an emphasis on how goals and priorities relate to their personal lives and work. The third class, Biblical Worldview (three-credit hours), explores biblical worldview as it is presented in the Bible, examines the role of general and special revelation, and looks at God at work in the modern world. Thus, students look inward and examine personal goals and attitudes during the Goals Priorities and Attitudes course; and then later when they take the Biblical Worldview course, they are prompted to look outward at the world and to examine and nurture their Christian perspectives for a more meaningful life.

Humanities (12)

- General Humanities, preferably Fine Arts (3)
- English Composition (3)
- Communication (3)
- Literature (3)

Social Science (9)

- History (3)
- Psychology (3)
- Other Social Science (3)

Science, Mathematics and Technology (3)

- Computer Science or demonstration of competency (3)
- Mathematics or Technology (3), or any combination of these fields for a total of 3 semester credit hours.

Leadership, Bible and Theology (31)

- LD 301 Biblical Concepts of Leadership (3)
- MGT 301 Essentials of Management (3)
- BL 403 Biblical Ethics (3)
- LD 471 Case Studies in Leadership (3)
- MGT 381 Organizational Behavior (3)
(can be substituted with BL 341)
- BL331 The Life of Christ (3)
- BL 211 Old Testament Survey (3)
- Elective One 3-hour Bible/Theology course (3)
- Elective One 3-hour Leadership course (3)
- Elective One 3-hour course selected from Leadership or Bible/Theology (3)
- LD 289 Associate Degree in Leadership Capstone (1)

REQUIREMENTS FOR THE BACHELOR OF SCIENCE (B.S.) DEGREE

GENERAL EDUCATION

At Williamson Christian College, we offer students an on-going legacy of diverse courses in the General Education Department that focus on fulfilling the necessary core requirements of any 4-year accredited college and is centered in a Christian worldview. We offer curriculum in the areas of arts, sciences, humanities, and social sciences that is on par with other, larger universities. Our classes are small and provide an ambiance for students and teachers to engage in healthy class discussion and learn from each other. Our General Education program starts with a strong focus on orientation to WCC and personal development courses that dispel the fear and guesswork of college courses for many nontraditional or international students. Students learn what will be expected of them in future classes, as well as how those expectations will carry over into the real world.

Our focus is on creating culturally literate critical thinkers who can communicate and apply strategic lessons across all disciplines and then use those lessons as a guide or model in their worship, family life, as well as professionally. Our goal is to help students become well-rounded, ethical, compassionate, and theologically observant students of the world.

Mission Statement for General Education: Students complete coursework in which they develop and are able to communicate Christian values, new knowledge, new perspectives, and new skills.

Goals:

1. The student can demonstrate the ability to think critically.
2. The student can exhibit effective communication skills.
3. The student can exercise basic math competencies.
4. The student can perform basic computing competencies.
5. The student can articulate a biblical worldview.

The general education requirement for a Bachelor of Science degree at Williamson Christian College includes three required courses that are unique to the College. As they begin their academic experience, students take Orientation and Goals, Priorities and Attitudes. Orientation is a one-hour course which introduces college policies and procedures, academic expectations, and financial matter. Goals, Priorities and Attitudes is a three-hour course which explores the importance of goal setting with an emphasis on how goals and priorities relate to their personal lives and work.

The third class, Biblical Worldview (three-credit hours), uses scripture to explore the role of general and special revelation and looks at God at work in the modern world. Thus, as students begin their College experience at Williamson Christian College, they look inward and examine personal goals and attitudes during the Goals Priorities and Attitudes course. When they take the Biblical Worldview course, they are prompted to look outward at the world and to examine and nurture their Christian perspectives for a more meaningful life.

Each student who receives a Bachelor of Science degree at Williamson Christian College must complete forty-four (44) semester credit hours in General Education. These credits are composed of the following blocks of courses:

Personal Development (7)

ORI 101 Orientation (1)
LD 101 Goals, Priorities and Attitudes (3)
CT 301 Biblical Worldview (3)

Humanities (15)

General Humanities, preferably Fine Arts (3)
English Composition (3 or 6 for a total of 9 in Lit. and Comp)
Literature (3 or 6 for a total of 9 in Lit and Comp)
Communication (3)

Social Science (15)

History (6)
Psychology (3)
Other Social Science (6)

Science, Mathematics and Technology (7)

Science (4)
Mathematics or Technology (3)
Course credit for or a satisfactory score on a Math Proficiency Test and a Computer Proficiency Test



Dr. Heidi Petak
General Education Dept. Chair

SCHOOL OF BUSINESS LEADERSHIP

Business Administration Major

Overview: Williamson Christian College is serious about the integration of biblical thinking with professional pursuits. The School of Business Administration offers two degree tracks: 1) B.S. in Business Administration and 2) B.S. in Nonprofit Managerial Leadership. Both degrees are designed to equip students to lead for- and nonprofit organizations, not only in the maximization of stockholder wealth, but also for the greater good of the community and world. Students at WCC are challenged to think biblically and analytically in order to develop solutions for some of the most intractable problems facing mankind in the 21st century.

At WCC, we believe business pursuits can be a noble purpose and, when subservient to God's sovereignty, a calling that can be fully God-honoring and useful in the encouragement and expansion of His Kingdom. Therefore, our students are challenged to think in an inter-disciplinary way; that is, to study across a spectrum of subjects including church leadership, spiritual formation and biblical ethics. By doing so, our graduates are equipped and empowered to think globally, as well as locally, in collaborating cross-culturally to advance the mission of their organization.

Leaders in globally ubiquitous corporations can bring solutions to major world problems if they will act beyond selfish ambition and consider ways to positively impact all stakeholders. Servant leadership and business success is not mutually exclusive. The servant leader, while guided by transcendent truth, enables an organization to, as Jim Collins says, have a "paradoxical mix of humility and fierce resolve." WCC stands ready to guide young, as well as older adults, in the development or reengineering of skill sets for leadership to change the world.

Program Goals

Graduating students will:

1. Demonstrate an ability to think biblically, analytically, and managerially in addressing business and organizational problems within their community and world.
2. Be able to identify and graph organizational culture and explain the implications for the accomplishment of organizational mission.
3. Be able to explain and develop a shared and compelling organizational vision including the subcomponents of 1) Mission, 2) Values, and 3) Goals, and 4) Strategies.
4. Be able to express, both orally and written, a means of world transformation accomplished through Christlike servant leadership and management principles.
5. Be able to express knowledge of entrepreneurial principles and the ability to launch new organizational ventures.

Bible Component

1. The ability to articulate the basic tenets of the Christian faith.
2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

The Degree: The courses in this major are upper division college work leading to the completion of a major and the Bachelor of Science Degree in **Business Administration**. The final course in the sequence, MGT 489 Business Administration Capstone (3 credit hours), is unique to Williamson Christian College. This course is

designed to help students consolidate the academic content of the program and to finalize their student portfolios prior to their graduation. The College requires 124 semester credit hours for graduation including completion of the general education requirement.

The **Business Administration** major is composed of the following courses:

BL 212	New Testament Survey (3)
BL 331	The Life of Christ (3)
MGT 301	Essentials of Management (3)
BL 211	Old Testament Survey (3)
MGT 381	Organizational Behavior (3)
LD 301	Biblical Concepts of Leadership (3)
BL 341	Acts: The Early Church (3)
ACCT 311	Accounting for Managers (3)
BL 403	Biblical Ethics (3)
MGT 311	Entrepreneurship and Small Business (3)
LD 471	Case Studies in Leadership (3)
BL 423	Ethics in Hebrew Wisdom Literature (3)
MKT 361	Marketing and Sales (3)
MGT 421	Case Studies in Ethics (3)
MGT 431	Ethical Decisions in the Workplace (3)
MGT 371	Cutting Issues in Management (3)
MGT 489	Business Management Capstone (3)



Dr. Ed Smith
President,
 Chair for School of Business

The Bachelor of Science (B.S.) Degree in **Business Administration**

is composed of the following:

General Education Requirements	44 sem. hrs
Major in Business Administration	51 sem. hrs
Of which 18 sem. hours are in Bible/Theology	
Electives	29 sem. hrs
Total Required for Graduation	124 sem. Hrs

Nonprofit Managerial Leadership Major

The Nonprofit Managerial Leadership Bachelors major is intended to provide a comprehensive program that will equip anyone to be effective in a managerial leadership role within the non-profit world.

Entry into a nonprofit managerial leadership career can come early in professional life or may be part of the growing trend of older professionals who make the move from corporate life, taking their solid business expertise to a more altruistic path in their remaining work years. Today’s global community faces intractable problems that demands leaders who can think biblically and analytically in order to bless the world. Human contact, intuition, and compassion are not duties that a computer can replicate. Graduates can choose to work in education, with religious groups, charities, civic leagues, social and animal welfare, or local employee organizations. A degree in nonprofit managerial leadership is excellent preparation for someone who wants to start his/her own organization.

Program Goals

Graduating students will:

1. Demonstrate an ability to think biblically, analytically, and managerially in addressing business and organizational problems within their community and world.

2. Be able to identify and graph organizational culture and explain the implications for the accomplishment of organizational mission.
3. Be able to explain and develop a shared and compelling organizational vision including the subcomponents of 1) Mission, 2) Values, and 3) Goals, and 4) Strategies.
4. Be able to express, both orally and written, a means of world transformation accomplished through Christlike servant leadership and management principles.
5. Be able to express a knowledge of entrepreneurial principles and the ability to launch new organizational ventures.

Bible Component

1. The ability to articulate the basic tenets of the Christian faith.
2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

The Degree: The courses in this major are upper division college work leading to the completion of a major and the Bachelor of Science Degree in **Nonprofit Managerial Leadership**. The final course in the sequence, MGT 489 Nonprofit Managerial Leadership Capstone (3 credit hours), is unique to Williamson Christian College. This course is designed to help students consolidate the academic content of the program and to finalize their student portfolios prior to their graduation. The College requires 124 semester credit hours for graduation including completion of the general education requirement.

The **Nonprofit Managerial Leadership** major is composed of the following courses:

BL 212	New Testament Survey (3)
BL 331	The Life of Christ (3)
MGT 301	Essentials of Management (3)
BL 211	Old Testament Survey (3)
MGT 381	Organizational Behavior (3)
ECON 101	Essentials of World Economics (3)
BL 341	Acts: The Early Church (3)
BL 403	Biblical Ethics (3)
MGT 311	Entrepreneurship and Small Business (3)
LD 472	Case Studies in Nonprofit Leadership (3)
ACCT 313	Financial Management for the Nonprofit Organization (3)
BUS 421	Fundamentals of Funds Development I (3)
MGT 421	MGT 431 Ethical Decisions in the Workplace (3)
BL 401	Pauline Epistles (3)
BUS 422	Fundamentals of Funds Development II (3)
BUS 431	Strategic Communications in Nonprofit Organizations (3)
BUS 489	Nonprofit Managerial Leadership Capstone (3)

The Bachelor of Science (B.S.) Degree in **Nonprofit Managerial Leadership** is composed of the following:

General Education Requirements	44 sem. hrs
Major in Nonprofit Managerial Leadership	51 sem. hrs
Of which 18 sem. hours are in Bible/Theology	
Electives	29 sem. hrs
Total Required for Graduation	124 sem. Hrs

SCHOOL OF MINISTRY LEADERSHIP

Overview: The Ministry Leadership major is intended to provide students with skills and a background in leadership and how they should be applied in a ministry or other Christian activities. Ministry is defined broadly to refer to any situation in which Christians are worshipping, evangelizing, serving or studying aspects of the Christian faith. Ministry Leadership will be presented in the broad context of human knowledge and experience. As a result, both secular and Christian sources will be studied along with case studies and examples of leadership historically and currently in our society. A Christian worldview will provide a deeper understanding of the opportunities and challenges in Ministry Leadership areas. The final course in the sequence, CM 489 Ministry Leadership Capstone (3 credit hours), is unique to Williamson Christian College. This course is designed to help students consolidate the academic content of the program and to finalize their student portfolios prior to their graduation.

Program Goals

Upon successful completion of this degree program the learner should be able to:

1. Demonstrate the ability to apply truth to one's spiritual formation and ministry context, and influence others to do the same.
2. Demonstrate an understanding of how a biblical worldview should shape one's life and leadership in the marketplace.
3. Demonstrate the ability to communicate biblical truth and concepts of leadership to others.
4. Demonstrate knowledge of biblical principles of leadership and management and their application to life and ministry.

Bible Component

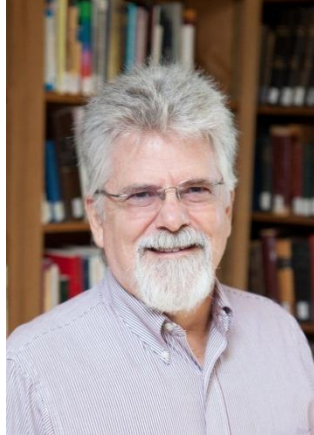
1. The ability to articulate the basic tenets of the Christian faith.
2. A working knowledge of biblical truths that can be utilized in both personal and professional situations.

The Degree: The courses are upper division college work leading to the completion of a major and the Bachelor of Science Degree in Ministry Leadership. The College requires 124 semester credit hours for graduation including completion of the general education requirement.

BL 212	New Testament Survey (3)
BL 331	The Life of Christ (3)
MGT 301	Essentials of Management (3)
BL 211	Old Testament Survey (3)
BL 301	Hermeneutics (3)
LD 301	Biblical Concepts of Leadership (3)
BL 341	Acts: The Early Church (3)
BT 321	Intro to Apologetics (3)
BL 403	Biblical Ethics (3)
CM 411	A Missional Church (3)
LD 471	Case Studies in Leadership (3)
BL 423	Ethics in Hebrew Wisdom Literature (3)
CM 303	Discipleship and Small Groups (3)
MGT 421	Case Studies in Ethics (3)
BL 401	The Pauline Epistles (3)
CM 451	Christian Faith in the 21st Century (3)
CM 489	Christian Ministry Capstone (3)

The Bachelor of Science (B.S.) Degree in **Ministry Leadership** is composed of the following:

General Education Requirements	44 sem. hrs
Ministry Leadership major	51 sem. hrs
(of these 30 hrs. are Bible/Theology)	
Electives	29 sem. hrs
Total Required for Graduation	124 sem. Hrs



Dr. Myron Goodwin- Chair for School of
Ministry Leadership

SCHOOL OF WORSHIP, IMAGINATION, AND ARTS LEADERSHIP

Overview

The quest to find fulfillment in life motivates each one of us throughout all our days. We sense that a life well lived is a life that nurtures a focus on God, while growing in His virtue, beauty, truth, creativity and goodness. It is these life essentials we pursue in WCC's School of Worship, Imagination, and the Arts. The goal is educating people to become more 'fully human'—in line with what the Bible reveals; so that you become maturing citizens of Christ's Kingdom who at the same time better serve your earthly community and culture on His behalf.

Therefore at WCC's *School of Worship, Imagination, the Arts ...*

Worship is central because God is supreme and the sustainer of all. Whether your life goals focus on serving community, family, church, country or the world, God's supremacy and centrality require that your education gives priority attention to you growth in a companioning worship-walk with Him.

Imagination is a priority because imagination is unique to the human person and human community. Though ignored in many ways by the Protestant community for some 500 years, our School of Worship, Imagination, and the Arts 21st Century focus takes seriously the need to stir and equip its students toward intentionally embracing the theology and role of "imaging" in life, worship, family work and community.

Arts are essential because *artistic expression* is the main context wherein humans touch the transcendent realities of life ... and God. Artistic people (whether you call yourself an *artist* or not) are God-designed *human expression specialists* ... given to humanity to lead us into touching those transcendent realities. Artistic and 'imaginative' expressions – our metaphors, symbols, expressions, rituals, memorials, ceremonies, liturgies—form the mortar that holds life and community together. Art is not just an add-on, a bobble that people can live without. Yes, the world's ideas about art are incomplete, self-indulgent, and often just downright weird, but the reality of humanity's capacity for artistic and imaginative expression is not. Those capacities for creative thinking and doing are the "stuff" that clearly reveals the fact that humans are made in the image of God Himself. We cannot function as scientists, inventors, philosophers, business executives, doctors, mothers, framers, bankers, plumbers, information technology technicians, or any other particular role without thinking and acting creatively. WCC takes this reality seriously.

The *Worship, Imagination, and the Arts* degree is designed to be both biblical and innovative—seeking to train artistic students to release to their generation God's beauty, truth and goodness through their own God-given artistic giftings—as God leads them—whether in the market place, the Church, or its worldwide mission endeavor.

The foundational commitments of the course development, along with the development of a team of creative faculty, build an innovative College context that's biblical, worship-centered, formational (inner-life shaping through relationships and practices), imaginative, and service-focused. This educational context will move beyond simply giving students "information" into an experience which gives students "formation."

The course work in this major utilizes a basic and practical approach to a career in Worship, Imagination, and the Arts. Students will take advantage of the rich local resources to study with Christian leaders in the region's many arts-related ministries and industries both in Williamson County and neighboring Nashville. The faculty members have extensive experience in Christian arts and music endeavors, including worship leadership, songwriting, arranging, program production, theater, media, film, creative writing and the visual arts. The curriculum is intended to serve the student who has completed the general education requirements and is ready to begin the junior year in pursuit of the Bachelor of Science degree.

Graduates of the Worship Studies major will:

1. **Biblical Worldview:** Demonstrate the commitment to apply a biblical worldview to family, work, and community involvement.
2. **Lifelong Learning:** Demonstrate habits of reading and accessing classes, workshops, and online information, thus nurturing a desire for inquiry and learning.
3. **Spiritual Formation:** Demonstrate daily personal worship practices and habits that lead to two life-long patterns: 1) a companioning worship walk with Christ, and 2) a lifestyle that manifests goodness, justice, beauty, creativity and service to others—character qualities that enhance human flourishing for the self and community.
4. **Creative Living:** Demonstrate a life-orientation of personal innovation that regularly and imaginatively takes a fresh look at the familiar in ways that affirm virtue, truth and beauty for the benefit of self and community.
5. **Service:** Demonstrate a life habit of intentionally investing in the lives of others—mentoring biblical virtues, truth and beauty.

Bible Component

1. The ability to articulate the basic tenets of the Christian faith.
2. A working knowledge of biblical truths that can be utilized in both personal and professional contexts.

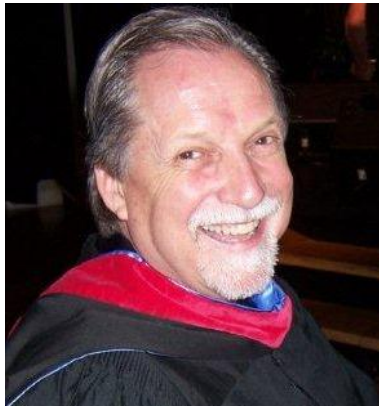
The Degree: The courses in the Worship Studies major are upper division college work leading to the Bachelor of Science Degree. The College requires 124 semester credit hours for graduation including completion of the general education requirement. The courses in the program are offered in a set sequence so that students will go through the program as a cohort. Some of the courses require a satisfactory grade in specific prior courses in order to enroll.

The Worship Studies major is composed of the following courses:

1. BL 212 New Testament Survey (3)
2. BL 331 The Life of Christ (3)
3. MGT 301 Essentials of Management (3)
4. WOR 313 Worship in the Old Testament (3)
5. WOR 231 Theology of Imagination & the Arts(3)
6. LD 301 Biblical Concepts of Leadership (3)
7. WOR 314 Worship in the New Testament (3)
8. WOR 315 Worship Personally: Seven Practices that Liberate the Soul (3)
9. BL 403 Biblical Ethics (3)
10. WOR 321 Theology of Worship (3)
11. WOR 323 Worship Leadership in the Church I (3)
12. WOR 333 Worship Leadership in the Church II (3) [prerequisite WOR 323]
13. WOR 335 Worship Leader—Lead Pastor Relationships
14. WOR 341 Worship Media and Technologies (3)
15. WOR 421 The Heart of the Worship Leader (3)
16. WOR 491 Worship Internship (3)
17. WOR 489 WIAL Capstone

The Bachelor of Science (B.S.) Degree in Worship Studies is composed of the following:

General Education Requirements	44 sem. hrs	
Worship Studies Major	51 sem. hrs	(17 classes)
	(of these 24 hrs – 8 classes—are Bible/Theology)	
Electives	29 sem. hrs	(10 classes)
	(of these 21 hrs – 7 classes – are in a chosen Minor)	
Total Required for Graduation	124 sem. Hrs	



Dr. Byron Spradlin
Chair for School of Worship, Imagination,
and Arts Leadership

COURSES

Independent study courses can be taken at the 299, 399 and 499 level in any discipline listed in the Catalog with the permission of the Registrar. A maximum of 12 semester credit hours can be earned through independent study.

Biblical/Theological Studies

Biblical Literature

BL 211 Old Testament Survey (3)

A study of the history of the Israelites in the Old Testament as recorded from Genesis to Malachi. It will consider God's redemptive plan as it is expressed in His covenants with Israel.

BL 212 New Testament Survey (3)

A survey of the New Testament including events in the life of Christ, the development of the early Church, the work of the followers of Christ, and the influence on organizations and people in the first century.

BL 213 Worship in the Old Testament (now WOR 313 Worship in the Old Testament) (3)

A study of God's design for worship as found in the Old Testament and how it relates to Christian worship today in form, substance and appeal.

BL 251 Biblical Language Tools (3)

Introduction to the foundational principles of the biblical languages and the use of dictionaries, lexicons, and commentaries to help the student interpret Scripture.

BL 289 Israel Biblical Study Program/Trip (6)

This course includes twelve weeks of pre-trip classes followed by a two-week journey throughout Israel, having class at the core Old Testament, Inter-testamental and New Testament biblical sites. Students explore the social, religious, economic, political and spiritual condition of OT/NT Israel as well as modern-day Israel.

BL 251 Biblical Language Tools (3)

Introduction to the foundational principles of the biblical languages and the use of dictionaries, lexicons, and commentaries to help the student interpret Scripture.

BL 289 Israel Biblical Study Program/Trip (6)

This course includes 12 weeks of pre-trip classes followed by a 2-week journey throughout Israel, having class at the core Old Testament, Inter-testamental and New Testament biblical sites. Students explore the social, religious, economic, political and spiritual condition of OT/NT Israel as well as modern-day Israel.

BL 301 Hermeneutics (3)

A study of the Old and New Testaments along with the hermeneutical principles necessary for their proper interpretation. There will also be emphasis on the process through which a person proceeds in his/her quest for faith and the practical principles needed to apply first-century truth to twenty-first-century life.

BL 313 Biblical and Historical Foundations of Worship I (3)

A study of God's design for worship as found in the Old Testament and how it relates to Christian worship today in form, substance and appeal.

BL 314 Biblical and Historical Foundations of Worship II (3)

A study of how worship has evolved beginning with the first century. An understanding of the various forms of worship over time including their relevance to current society.

BL 321 History of the Israelite People (3)

This course is a study of the history of God's people in the Old Testament as their history is recorded from Genesis through Esther. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

BL 322 Pentateuch (3)

A study of the Five Books of Moses—the writings most read, studied and quoted by the people of the Old and New Testaments to explain the meaning of life in YHWH.

BL 323 Old Testament Prophets (3)

A study of the prophetic books (Isaiah-Malachi) including a chronology of the prophets with special attention given to the religious, social, political and apocalyptic messages of the prophets.

BL 324 Major Prophets (3)

A survey of the major Old Testament prophets in their historical settings, and the significance of their messages for their times and ours.

BL 325 Minor Prophets (3)

A survey of the minor Old Testament prophets in their historical settings, and the significance of their messages for their times and ours.

BL 327 Historical Books of the Old Testament (3)

A survey of the history of Israel from Joshua to the post-exilic era as conveyed through the historical writings of the Old Testament.

BL 331 The Life of Christ (3)

A study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection with a view toward applying His life-changing principles to one's everyday life.

BL 333 Synoptic Gospels (3)

A survey of the Synoptic Gospels in their historical, cultural, and religious setting.

BL 341 Acts: The Early Church (3)

[Prerequisite: The Life of Christ (BL 331) or New Testament Survey (BL 212)]

A study of the Acts of the Apostles specifically following the historical expansion of the Church through doctrinal development, growth in understanding, evangelism and geographical expansion through missionary activities of its members. We will become acquainted with the activities of the great church leaders of the first century, i.e., Peter, James and Paul.

BL 351 Elementary Biblical Greek (3)

An introduction to the Greek of the New Testament. This will be taught inductively in order to make learning as easy and rewarding as possible. The goal is to help the student understand and communicate the Word of God more clearly.

BL 352 Intermediate Biblical Greek (3)

[Prerequisite is the successful completion of Elementary Biblical Greek.]

This is a continuation of Elementary Greek and will cover the second half of the Mounce Grammar. Textbooks are the same as for Greek 1.

BL 361 Elementary Biblical Hebrew (3)

An introduction to the Hebrew of the Old Testament, including basic grammar, syntax, and vocabulary.

BL 362 Intermediate Biblical Hebrew (3)

[Prerequisite: completion of Hebrew 1]

This is a continuation of Elementary Hebrew and will cover the second half of the Hebrew Grammar. Textbooks are the same as for Hebrew 1.

BL 401 The Pauline Epistles (3)

[Prerequisite: The Life of Christ (BL 331) or Acts: The Early Church (BL 341)]

An overview of Paul's writings to the first-century churches. This study highlights major issues and considers application to individual believers and churches of today. Appropriate hermeneutical principles and procedures are also demonstrated.

BL 402 New Testament Epistles and Revelation (3)

An overview of the General Epistles and the book of Revelation along with the hermeneutical principles that lead to proper interpretation and application to one's spirituality.

BL 403 Biblical Ethics (3)

A study of the moral dimensions and ethical teachings of the Bible and the effort to determine the significance of these for the character and conduct of God's people today.

BL 421 Pastoral Epistles (3)

An introduction and exegetical analysis of the letters to Timothy and Titus with consideration of contemporary ecclesiology.

BL 423 Ethics in Hebrew Wisdom Literature (3)

[Prerequisite: Biblical Ethics (BL 403)]

A study of Job, Psalms, Proverbs, Ecclesiastes and the Song of Songs that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value and ethical implications of these books.

BL 425 Johannine Literature (3)

A survey of the relevant interpretive issues of the Johannine documents, with an emphasis on their historical background, cultural setting, and theological context.

BL 451 Greek 3 or Syntax and Exegesis (3)

[Prerequisite is the successful completion of Elementary and Intermediate Biblical Greek.]

A study of intermediate Greek grammar with emphasis on vocabulary building and syntax. This will include many readings within the New Testament.

BL 461 Hebrew Syntax and Exegesis

[Prerequisite: completion of Elementary and Intermediate Biblical Hebrew.]

A review of Hebrew grammar and syntax, including studies and exegesis of selected Old Testament passages.

Christian Theology

CT 301 Biblical Worldview (3)

A study of the biblical worldview as presented in the Old and New Testaments. Utilizes Scripture to explore the role of general revelation (the creation) and special revelation (the Scriptures) and to experience God at work in the modern world.

CT 321 Introduction to Apologetics (3)

A study of how to defend the Christian faith in light of current cultural and philosophical criticisms. Emphasis will be placed upon the existence of God, the nature of truth, the origin of life, the problem of evil, the atoning work of Christ, the reality of miracles, and the veracity of the resurrection.

CT 341 Systematic Theology (3)

[course description to be developed]

CT 421 World Faiths & Religion (3)

[course description to be developed]

CT 351 The Doctrine of Redemption (3)

[Prerequisite CT 301, BL 331]

A study of the biblical doctrine of redemption with emphasis upon the great themes of the Scripture. During the course of study the student will learn basic skills useful in inductive Bible study and exegesis.

General Studies

English

ENG 102 English Composition and Reading I (3)

An exercise in critical reading and thinking and effective strategies of persuasion. A study of paragraph and composition structure, focusing on expository and persuasive writing as well as the "rhetorical modes" with their use individually and cooperatively.

ENG 103 English Composition and Reading II (3)

An exercise in the ability to read and think critically and to write persuasively. A study of the collection and synthesis of information from a variety of sources, focusing on the ability to use such information to logically construct an argument.

ENG 104 English Composition and Grammar (3)

A review of the basics of composition forms used in written language and the proper use of grammar in both written and oral forms.

ENG 211 Introduction to Literature I (3)

[Prerequisite: English Composition and Reading I (ENG 102) or English Composition and Reading II (ENG 103)]

A study of selected readings in world fiction, including the short story and the novel as well as critical analyses of representative works.

ENG 212 Introduction to Literature II (3)

[Prerequisite: Introduction to Literature I (ENG 211)]

A study of selected readings of poems and plays with attention given to major themes and the development of general theater as well as critical analyses of representative works.

ENG 213 Introduction to American Literature (3)

American Literature acquaints the student with a process of reading, responding to, analyzing, interpreting and writing about three standard genres of American literature: short stories, poetry and plays. No prior literary study is assumed.

ENG 311 Literature of C. S. Lewis (3)

The course will explore the life and literature produced by C. S. Lewis in order to gain perception into his theology, the various genres in which he wrote, and the principles that make his writings meaningful nearly 50 years after his death.

History

HIS 101 Survey of World Civilization I (3)

A study of the foundations of the modern world from the first civilizations through the 18th century. Topics include Western and non-Western classical civilizations, the Middle Ages and the age of absolutism.

HIS 102 Survey of World Civilization II (3)

A study of the major world events from the age of revolution to the present. Topics include the French Revolution, the cults of the 19th century, the world wars of the 20th century and the world today.

HIS 104 History of Civilization (3) *(Not to be taken with HIS 101 or HIS 102)*

This course studies the development of the Western world and its institutions and ideas. The student will be challenged to consider the positive and negative impact of Western thinking and to formulate a sense of personal responsibility within society.

HIS 201 Church History I (3)

A study of the history of the Christian Church from its founding on the day of Pentecost to the beginning of the Reformation with special emphasis upon the people, events and doctrinal controversies that were significant in the growth of Christianity.

HIS 202 Church History II (3)

A study of the history of the Christian Church from the dawning of the Reformation to the present time with special emphasis upon the people, events and doctrinal controversies that were significant in the growth of Christianity.

HIS 301 History of the Restoration Movement (3)

This course is a history of the Restoration Movement in the nineteenth and twentieth century's as it results in the Christian Churches/Churches of Christ. Special interest will be given to early leaders and guiding principles.

HIS 311 Social History of the 20th Century United States (3)

A study of significant changes in American society during the twentieth century with emphasis on both famous and ordinary people who have made these changes happen. Among important topics are transportation, inventions, the economy, commerce, politics, family life and civil rights.

HIS 370 Special Topics in U.S. History (3)

A study of selected topics from five periods in United States history which give emphasis to political, social, military and other aspects of history. The five periods involved are colonial, federal, mid-nineteenth century, late-nineteenth century and mid-twentieth century.

Mathematics

MAT 104 Mathematics for General Education (3)

An introduction to college mathematics is provided with an emphasis on work-world applications. Students will perform best in this study if they have a basic understanding of high school mathematics through algebra. The goal of the course is to build a fundamental understanding of college mathematics that provides a level of competence expected of a college graduate. The text is easy to read and the exercises are relevant to many real-life activities. The entire study is structured to meet the needs of students in the liberal arts.

Personal Development

SCS 101 Skills for College Success I (3)

This course is designed to develop strong writing skills used in academic subjects. It will focus on competency in the implementation of strategies for increasing reading comprehension, employing rules of grammar and usage, completing assignments, taking tests, and writing essays. Students will respond to oral and written questions after reading passages. Students will also prepare a persuasive business speech and essay for their final project.

SCS 102 Skills for College Success II (3)

[Prerequisite: SCS 101]

This course offers intense practice in the writing process, critical reading and critical thinking. Students will write a research paper in a field of interest. Communication skills are emphasized as students present their research to the class as their final project. Library and research skills are taught as well as the MLA format. Upon completion of the course, the student should be able to apply the new competencies to building a successful college career.

ORI 101 Orientation (1)

This course is designed to provide students with a thorough introduction to the College, including policies and procedures, academic expectations and financial matters. Focus will be given to time management and study skills that will enhance the student's opportunity for academic success. The course will also include information about the use of technology in the classroom. This course meets for two four-hour sessions. All degree-seeking students must complete Orientation with a passing grade during the first six months of enrollment and before they register for courses that begin after that period of time.

Philosophy

PHI 213 Making of the Modern Mind (3)

An understanding of philosophical concepts, beginning with the Greeks through Augustine and concluding with the significant philosophical systems of the Western world and Eastern philosophy. Evaluation of these systems relative to personal faith and values will assist the individual student in developing a statement of philosophy.

Physical Science

PSI 115 Introduction to Earth Science (3)

A study of earth science including physical and historical geology, meteorology, and descriptive astronomy. The economic, social, and philosophic aspects of the subject matter will be explored. The course includes lectures and demonstrations.

PSI 116 Earth Science Lab (1)

The lab is primarily designed to be a series of experiential learning exercises that can be done individually and submitted either from an onsite, distance or online course format. The focus is intended to be based on flexibility, with the freedom for students to make choices based on their learning styles and what they are interested in learning more about. The aim of the lab is to provide some direction toward meaningful learning and lesson application. The goal of the lab is to provide an engaging and enjoyable experience for adult learners.

PSI 390 Seminar in Physical Science (1)

This course includes readings, discussions and experiments in the physical sciences.

Psychology

PSY 103 General Psychology (3)

A study of the fundamental concepts of psychology including biological processes and development, behavior, learning and memory, personality, psychological disorders and social psychology.

PSY 213 Introduction to Counseling (3)

[Prerequisite: General Psychology (PSY 103)]

This course introduces the biblical principles of counseling and outlines the process by which Christian leaders can counsel people with specific problems. The course also provides an introduction to the counseling profession from a Christian perspective, explores how biblical and psychological principles may be integrated and applied to counseling issues, and describes the nature and role of the counselor as a person and as a professional.

PSY 303 Biblical Foundations Of Counseling (3)

[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

This course provides students with foundational biblical concepts of counseling, providing practical application of principles learned through lecture, small group and whole class interaction as well as self-study and oral presentation formats. The student will ultimately be challenged to examine his/her worldview toward counseling in the light of biblical principles.

PSY 313 Marriage And Family Therapy (3)

[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

This course focuses on the importance of the family as the foundational biblical and social institution. Students will develop an understanding of the biblical teaching on marriage and family, skills for assessment and counseling, and resources for referring as necessary to build healthy marriages and families.

PSY 323 Crisis Counseling (3)

[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

This course provides students with the opportunity to explore the dynamics, components, goals, and process of crisis counseling, providing practical application. This course will primarily focus on suicide crisis, crisis within family dynamics, divorce crisis, and crisis arising out of grief and loss.

PSY 333 Conflict Counseling (3)

[Prerequisites: General Psychology (PSY 103) and Introduction to Counseling (PSY 213)]

Students will be introduced to the basic components of conflict resolution, an invaluable tool in all aspects of life and ministry. The student will participate in role plays, practice writing agreements and discuss mediation history and theory. Emphasis will also be placed on developing and implementing a Christian framework for conflict resolution.

Sociology

SOC 201 Introduction to Sociology (3)

A study of how socialization, culture, organizations, institutions, and change influence social interaction.

SOC 311 Social History of the 20th Century United States (3)

A study of significant changes in American society during the twentieth century with emphasis on both famous and ordinary people who have made these changes happen. Among important topics are transportation, inventions, the economy, commerce, politics, family life and civil rights.

Professional Studies

Accounting

ACCT 311 Accounting for Managers (3)

An overview of accounting from the perspective of a non-accounting manager in order to provide that manager with the tools to understand the essentials of how finance functions within the organization including internal controls, the function of accounting and the difference between historical accounting data and financial planning.

ACCT 313 Financial Management for the Nonprofit Organization (3)

ACCT 321 Accounting I (3) and ACCT 331 Accounting II (3)

These courses are designed to provide students with a concepts-based approach that focuses on the big picture in accounting. This approach enables students to understand rather than memorize. The primary objective is to develop students who can explain how business events affect the income statement, balance sheet, and statement of cash flows. The focus is on learning how business events affect financial statements.

ACCT 341 Computer Accounting (3)

This course is designed to provide students with a mastery of QuickBooks software while integrating an understanding of accounting principles.

Principles of Accounting I (Part 1) (3)

This course covers basic financial accounting principles (GAAP) for a business or organization. Topics include the accounting cycle and the components of the preparation of financial statements.

Principles of Accounting I (Part 2) (3)

A continuation of Accounting I, Part 1 - this course covers basic financial accounting principles (GAAP) for a business or organization. Topics include the accounting cycle and the components of the preparation of financial statements.

Principles of Accounting II (Part 1) (3)

This class is a continuation of Accounting 1 and acts as an introduction to Managerial Accounting. Topics include cost accounting, capital budgeting, statement of cash flow, ...

Principles of Accounting II (Part 2) (3)

A continuation of Accounting II, Part 1, this class is a continuation of Accounting 1 and acts as an introduction to Managerial Accounting. Topics include cost accounting, capital budgeting, statement of cash flow, ...

Intermediate Accounting (3)

An in-depth financial accounting course, this class will focus on theory and further development of GAAP (Generally Accepted Accounting Principles). Topics will include the time management of money, statement of cash flows, the balance sheet, stockholders equity, income statement, and earnings per share.

Cost Accounting (3)

An in-depth study of cost accounting including internal reporting and cost allocation.

Taxation (3)

An introductory course on the federal tax system as it primarily relates to the individual. Topics include filing requirements, deductions, excludable income, and tax issues related to investors, sole proprietors and small business.

Managerial Accounting (3)

A emphasis on accounting systems that relate to internal reporting and decision making. Topics include cost allocation, capital budgeting, and control measures.

Auditing (3)

This class focuses on the sampling and review process of the income statement, balance sheet and related statements of for- and nonprofit organizations. This is also a class in which ethical standards will be emphasized.

Government and Nonprofit Accounting (3)

This course covers the specifics of accounting in these distinct entities.

Art

ART 103 Art Appreciation (3)

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

ART 111 Visual Arts for the Local Church (3)

A theological, historical and practical understanding of the role visual arts plays in the life and worship of the local congregation. In particular, this class will deal with ten (10) areas related to worship service and 'holy space' contexts into which visual arts are always integrated.

Business

BUS 301 Business as Mission (3)

A comprehensive guide to the theory and practice of Business as Mission. This course explores conceptual foundations for understanding BAM's place in global mission and equips students with practical knowledge for implementing kingdom-strategic business ventures.

BUS 311 Intro to Statistical Reasoning (3)

This introduction study will help the student develop their statistical reasoning with the specific interest of non-profit management. This course will demonstrate the power, eloquence and even beauty of statistical reason and discuss not only the uses but also the abuses of statistics.

BUS 401 Internship (3)

Students are required to complete 200 hours of internship with one or more of Williamson Christian College non-profit partners or any other organization approved by Williamson Christian College.

BUS 421 Fundamentals of Funds Development I (3)

The introduction to concepts in the development of friends and funds to support the mission and vision of the nonprofit organization. This class will consider the annual fund, major gifts, special events, and donor data development and tracking.

BUS 422 Fundamentals of Funds Development II (3)

A continuation in the study of concepts related to the development of friends and funds in the nonprofit organization. This class will focus on grant writing, capital campaign design and implementation and planned giving. Prerequisite: BUS 421.

BUS 431 Strategic Communications in Nonprofit Organizations (3)

An overview of various communication requirements, styles and medium that are critical in the development of a shared vision among stakeholders of the nonprofit organization.

BUS 441 Strategic Planning for the Nonprofit Organization (3)

This course addresses the components of vision: Mission, Values, Goals and Strategies. Further, it focuses on the implementation and execution of strategies as it relates to human and financial capital.

BUS 489 Nonprofit Managerial Leadership Capstone (3)

A comprehensive review of a student's entire WCC career from an interdisciplinary approach. Students should be prepared to give account of all course material and concepts as it relates to their focus of study in Nonprofit Managerial Leadership.

Christian Ministry

CM 201-3 Intercultural Ministry Project (3) [CM 201 = 1 credit CM 202 = 2 credits CM 203 = 3 credits]

Short-term service/mission opportunities will be approved by the Executive Group and published each semester. This course has three components: reading assignments and participating in team meetings to prepare for the experience, involvement in a short term cross-cultural ministry experience, and writing a paper upon return to analyze and reflect on the experience. The number of credit hours given will be based on the length of the trip, the quantity of preparation, and the length and quality of the paper.

CM 301 Church Growth and Evangelism (3)

A study of the biblical, theological and sociological foundations of church growth theory, and the motivation, methods, message and issues of evangelism. Attention will be given to New Testament discipleship principles, specifically how to build such relationships. Special notice will be given to the success of the mega-church.

CM 302 Evangelism and Discipleship (3)

[Not to be taken with CM 303]

A study of the nature, purpose and process of biblical evangelism and its application to various ministries; a study of New Testament discipleship principles and their application with a special emphasis upon building discipling relationships and small group ministry.

CM 303 Discipleship and Small Groups (3)

[Not to be taken with CM 302 or CM 313]

A study of New Testament discipleship principles and their application with a special emphasis upon building discipling relationships and small group ministry. Students are equipped to start a small group ministry and develop the necessary leadership.

CM 311 Worship: Early Christian Church to the Present (3)

A study of how worship has evolved beginning with the first century. An understanding of the various forms of worship over time including their relevance to current society.

CM 313 Small Groups in the Church (3)

[Not to be taken with CM 303]

An introduction to the function of small groups within the church with an understanding that the same principles will apply to business and other areas of life. A biblical foundation for this new philosophy of ministry has become a tool for the development of fellowship within church life. Students are equipped to start a small group ministry and develop the necessary leadership.

CM 321 Communicating Biblical Truth (3)

The course designed to introduce the learner to the spiritual and practical techniques of sermon preparation and delivery. Attention is given to how to use different sermon patterns, including communicating with those whose preferred learning style is oral. The student has opportunity to demonstrate these skills in the classroom setting among his/her peers.

CM 323 Worship Leadership and Music Ministry in the Church I (3)

An understanding of the interaction between the arts and the church in both its historical and contemporary settings with an emphasis upon development of a plan for future worship incorporating the arts. Building effective leadership and administrative skills needed in music ministry, including conflict management. How to start

CM 333 Worship Leadership and Music Ministry in the Church II (3)

A practical study of different music and arts ministries, such as handbells, visual arts in worship, and liturgical dance. Emphasizes strengthening conducting skills, conducting literature from all genres of Christian music, and conducting various types of musical (praise teams, large choirs, and instrumental ensembles).

CM 411 A Missional Church (3)*[Prerequisite: Biblical Worldview (CT 301) and one other Bible or Ministry course, preferably Acts: The Early Church (BL 341)]*

This course will explore the church and the nature of the “apostolic genius.” We will be looking at “apostolic genius: as the remarkable and wonderful spiritual foundation for leaders of all kinds: from those starting a new, renewing or emerging churches to a living kingdom church mode. The church’s true and authentic organizing principle is mission.

CM 451 Christian Faith in the 21st Century (3)

[Prerequisite: Biblical Worldview (CT 301) or one other Bible course, preferably Acts: The Early Church (BL 341)]

A study of Christian faith at the beginning of the 21st century emanating from a study of faith in the Scriptures. A study of the divisions within Protestantism, the stresses upon Roman Catholicism, the principles of church growth resulting in the mega-church, and the various para-church organizations that affect the development of scripturally based faith.

CM 489 Christian Ministry Capstone (3)

[Prerequisite: All other courses in Leadership and Ministry or Worship and Music majors]

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge, and Christian ministry by synthesizing the relationships between significant concepts and student experience. This course is team-taught using faculty from the above fields. Students complete the requirements for their Academic Portfolios during this course. A minimum grade of C in this course is required for graduation.

Computer Science

CS 116 The Internet (3)

A study of the World Wide Web and the technology that makes it possible so that the student will understand software options, be able to retrieve information, communicate, interact commercially and create his/her own web page.

CS 120 Database Management (3)

A study of efficient methods of handling large amounts of data, including creation of data entry screens, rapid data entry methods, creation of forms, merging data with other software packages, and printing reports and labels. Software will include Microsoft Access.

CS 141 Introduction to Microsoft Office (3)

This course provides hands-on experience using commercial software packages for business applications. Topics include microcomputer system components, operating systems, word processing, spreadsheets, and presentation software. Keyboarding skills are highly recommended.

Discipleship

DIS 201 A Discipleship Journey 1 – To Know God (3)

This course focuses on Jesus' commission to His followers to 'make disciples' so that His church would mature and multiply, and begins with the first step of obeying His commands: to grow as a disciple. This course will explore six themes: *Knowing God; The Call to Discipleship; The Grace of God; The Cross, Sin & Repentance; Hearing the Voice of God and The Disciple's Disciplines*. Core to this course will be the emphasis on personal life application and reproducing what is being learned within others.

DIS 202 A Discipleship Journey 2 – To Make God Known (3)

This course will continue the journey of discipleship and will focus on six additional themes to equip disciples to effectively interact with and impact the world around them: *Relationships; Spiritual Warfare; The Church in Acts; Advancing the Kingdom; Purpose, Passion & Giftedness and Making Disciples*. Core to this course will be the emphasis on personal life application and reproducing what is being learned within others.

DIS 301 Making Disciples (3)

[Prerequisite is the successful completion of A Discipleship Journey 1 & 2]

The focus of this course revolves around becoming an effective multipliable disciple-maker. An emphasis will be placed on understanding foundational discipleship, formational discipleship, utilizing the methods of mentoring and coaching in disciple-making, cultivating disciple-making churches and communities, and discipling within the 'Dozen Domains' of culture. Core to this course will be 'hands-on' opportunities and experiences of disciple-making.

Economics

ECON 101 Essentials of World Economics (3)

This introductory course in economics has a goal of teaching how economic systems affect economic outcomes. This will occur while using real world examples of today's economy.

ECON 201 Economics and the Manager (3)

A focus on the use of economics in making managerial decisions both within an organization and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included. The interaction between economics and organizations is emphasized.

ECON 212 Principles of Macroeconomics (3)

An introductory course in macroeconomic theory with a primary emphasis placed on the study of economic aggregates. Topics include supply and demand, the market process, the economic role of government, measuring the nation's economic performance, unemployment, economic fluctuations, fiscal policy, money and the banking system, economic growth, international trade, and foreign exchange markets.

ECON 213 Principles of Microeconomics (3)

Introduction to the microeconomics theories of supply and demand, price determination, resource allocation, various degrees of competition and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics, social control of industry, and labor unions.

ECON 241 Structural Economics (3)

This introductory course in economics has a goal of teaching how economic systems affect economic outcomes. This will occur while using real world examples of today's economy.

Leadership

LD 101 Goals, Priorities and Attitudes (3)

A study of the setting of goals, as well as the priorities necessary to attain these goals, with an emphasis upon how goals and priorities relate to the realities and aspirations of life and the workplace. The attitude of the individual including other aspects of psychological makeup and how they impact the ability and willingness to set goals and establish priorities will be discussed.

LD 211 Foundations for Life and Money (3)

This course challenges college students to swim against the current of our culture and gives them the practical money-management tools they need to get through school and graduate on a solid financial foundation.

LD 221 Leadership: Hard Lessons (3)

This course utilizes a professional workshop taught by an experienced professional consultant. Additional reading, discussion, and writing helps students plan a head of time how one should act, plan and be in times of stress, change and difficulty.

LD 289 Associate Degree in Leadership Capstone (1)

[Prerequisite: All other courses required for completion of the Associate Degree in Leadership]

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge and leadership by synthesizing the relationships between significant concepts and student experience. This course is taught on a mentor basis. Students must complete the Academic Portfolio requirements during this course. A minimum grade of C in this course is required for graduation.

LD 301 Biblical Concepts of Leadership (3)

A study of the biblical concepts of leadership in the Scripture and application of these concepts to personal, professional and career goals. The course will include the use of a survey to assess each individual's leadership capabilities to help him/her to understand his/her personal profile.

LD 311 Wisdom Meets Passion

Wisdom Meets Passion will show you how to blend the two—equipping you to accomplish your greatest financial goals, experience the thrill of fulfilling relationships, create meaningful work, and complete your purpose and calling here on earth no matter which age group you represent. This course will be based upon the book by the same title which is scheduled for release in August, 2012. Dan Miller, co-author of *Wisdom Meets Passion*, as well as the very popular book *48 Days to the Work You Love*, will be the featured professor/facilitator of this class.

LD 371 Leadership and Managing Groups (3)

Groups are the building blocks of organizations. Nearly everyone participates in both formal and informal groups at work. It is essential that managers understand groups because group processes directly affect creativity, problem solving, decision making and productivity. This course provides insight into group formation and processes, their power and influence in organizations and varying styles of leadership.

LD 411 Small Groups in the Church (3)

An introduction to the function of small groups within the church with an understanding that the same principles will apply to business and other areas of life. A biblical foundation for this new philosophy of

ministry has become a tool for the development of fellowship within church life. Students are equipped to start a small group ministry and develop the necessary leadership.

LD 421 Leadership Summit (3)

This is an annual conference with different speakers and topics each year. Cutting edge principles as communicated by Christian Leaders to Christians who have leadership gifts, skills and responsibilities. The course is communicated by live satellite and includes reading books by the speakers, breakout sessions and a summary session. This course can be taken annually for up to 9 semester credit hours and will be so noted on Student Transcripts.

LD 471 Case Studies in Leadership (3)

[Prerequisite: Biblical Concepts of Leadership (LD 301)]

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

LD 472 Case Studies in Nonprofit Leadership (3)

[Prerequisite: Biblical Concepts of Leadership (LD 301)] Is this required for nonprofit?

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

Management

MGT 301 Essentials of Management (3)

A study of the five parts of managing organizations—planning, organizing, staffing, leading and controlling/evaluation—with the study of principles for application to both not-for-profit and for-profit organizations with references to Scripture.

MGT 302 Essentials of Nonprofit Management (3)

A study of the five parts of managing organizations—planning, organizing, staffing, leading and controlling/evaluation—with the study of principles for application to both not-for-profit and for-profit organizations with references to Scripture.

MGT 311 Entrepreneurship and Small Business (3)

[Prerequisite: Essentials of Management (MGT 301)]

Creativity, opportunity, leadership, excellence and profit combined into an entrepreneurial approach to achieve the mission in small business.

MGT 371 Cutting Issues in Management (3)

[Prerequisite: Essentials of Management (MGT 301)]

A course for managers which allows them to build upon the principles of management to study the current trends and developments in the field of management as found in business currently and in the thinking of writers in the field.

MGT 381 Organizational Behavior (3)

[Prerequisite: Essentials of Management (MGT 301)]

Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

MGT 411 Teams and the Work Process (3)

[Prerequisite: Essentials of Management (MGT 301)]

The organization of work in the implementation of the strategic plan with work analyzed for how human efforts in teams of various compositions can effectively bring that work to a quality level of completion as defined by the end-user.

MGT 421 Case Studies in Ethics (3)

[Prerequisite: Biblical Ethics (BL 403)]

This course includes reading, discussion and development of papers pertaining to relevant case studies and readings involving ethical issues applied to actual situations.

MGT 431 Ethical Decisions in the Workplace (3)

[Prerequisite: Biblical Ethics (BL 403)]

The development, discussion and resolution of ethical issues in organizations and how outcomes are impacted by ethical standards and Christian faith.

MGT 437 Management of Human Resources (3)

A study of an organization's effort to find, motivate, and retain effective people who demonstrate a commitment to being part of a team which accomplishes the organizational mission.

MGT 489 Management and Ethics/ Business Leadership Capstone (3)

[Prerequisite: All other courses in Management and Ethics major]

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge, and management and ethics by synthesizing the relationships between significant concepts and student experience. This course is team-taught using faculty from the above fields. Students complete the requirements for their Academic Portfolios during this course. A minimum grade of C in this course is required for graduation.

Marketing

MKT 361 Marketing and Sales (4)

[Prerequisite: Essentials of Management (MGT 301)]

Managers and their understanding of the role of marketing for an organization. Emphasis will be given to the factors that affect consumer behavior, the development and evaluation of an organization's marketing strategies, and the fundamental marketing variables.

Missions

MIS 301 Missions I: Biblical Basis (3)

This course is a survey of the Biblical basis for missions from the Old and New Testaments, beginning with missionary nature of God, the emphasis on God's glory and the Kingdom of God, through the mandate to take the Gospel throughout the nations.

MIS 302 Missions 2: Historical Foundations (3)

This course is intended to provide an introductory overview of the basis for Christian missions and establish a biblical and theological foundation to adequately sustain a long-term mission enterprise. In addition, relevant cultural and historical perspectives are thoroughly examined toward the intent of motivating positive desires for involvement in mission endeavors.

MIS 303 Missions 3: Cultural Perspectives (3)

This course is an introduction to the area of cross-cultural ministry and address how the gospel can be communicated effectively across cultural barriers and how building bridges of love and acceptance can enhance receptivity of the gospel message.

MIS 304 Missions 4: Strategic Opportunities (3)

This course focuses on specific strategies for engaging in the expansion of the Christian movement including, pioneer church planting, Christian community development, partnership and networking.

MIS 311 Cross Cultural Communication (3)

The course examines the principles and introduces a seven-dimension communication paradigm for addressing barriers to communicating the gospel across cultures including differing perceptions, ways of thinking, values, non-verbal expression, language expression, and sub-groups within a culture as they relate to the medium and the message.

MIS 343 Theology of Missions (3)

A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, scope and current challenges of cross-cultural missions.

MIS 421 Case Studies in Missions (3)

This course will be built around case studies of missionaries and examine the different mission strategies, mission successes and failures, and lessons that can be learned from their endeavors and how they might find be applied across diverse cultural settings today.

MIS 451 Cross Cultural Ministry (3)

This course examines the practical preparation for those crossing cultural boundaries to minister and serve, whether for short-term trips or long-term mission assignments.

Music

MU 102 Music Appreciation (3)

A study of the development of listening skills acquired through an understanding of musical building blocks and characteristics of style and form.

MU 111 Keyboard for Worship – Level One (3)

A class designed to provide the student basics techniques and practice in playing piano or keyboard for worship services in today's current gathered worship services. The class objective is to teach the student basic keyboard chording techniques and group practice of those techniques adequate to launch the student to a level of ability that will allow them to play in most worship band contexts with some basic performance proficiency.

MU 211 Computer Assisted Music Notation – Finale Software – Level One (3)

An introduction to computers and music using Finale music-notation software. A thorough orientation to the Finale notation Software for the purpose of song creation, lead sheet preparation and orchestration.

MU 231 History of Music in Worship: Survey of Attitudes and Practice (3)

This course will visit key moments in the history of Western Christian church music. Attention is given to the way religious thinkers and musicians instigated changes which they thought would bring more truth, spiritual edification, beauty and/or appropriate praise to God.

MU 301 Essentials of Music Theory (3)

A study of the melodic, harmonic and rhythmic elements in music. The teaching of aural skills in music theory, focusing on both dictation and sight singing with the single goal of developing internal musical perception and the ability to hear musical relationships accurately and with understanding.

MU 313 Chart Arranging for Worship Ensembles (3) [MU 313 Songs for Worship Music renamed]

[Prerequisite: Essentials of Music Theory (MU 301)]

A study of songs used in Christian worship from the viewpoint of a songwriter and a worship leader. The course will also include a study of various aspects of music ministry including basic conducting, and rehearsal techniques, utilizing instrumentalists in worship and dealing with copyright issues.

MU 323 Composition, Arranging and Orchestration (3) A study of the culture and techniques of musical composition, the arranging of previously written pieces, the means of setting the piece to a group of performers (orchestration) and conducting groups of performers.

MU 341 Technology in Worship (3) [replaced by WOR 341 Worship Media and Technologies]

The practical use of technology in worship is the focus of this class, including sound systems, lighting, electronic musical instruments, Power Point, Media Shout and other audio-visual elements. This course will include a survey of products available as well as basic hands-on.

MU 421 The Heart of the Worship Leader (3) [replaced by WOR 421 The Heart of the Worship Leader]

The student must understand the temperament of artist, the devotional life of the worship leader and the relationships a worship leader has with church staff and church members. This course takes a close look at the struggles facing Christian artists and worship leaders and relates how to guard against sin in ministry.

MU 489 Worship, Imagination, and Arts Capstone (3) [replaced by WOR 489 Worship, Imagination, and Arts Capstone]

[Prerequisite: All other courses in Worship, Imagination, and Arts major]

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge, and worship, imagination, and the arts by synthesizing the relationships between significant concepts and student experience. This course is team-taught using faculty from the above fields. Students complete the requirements for their Academic Portfolios during this course. A minimum grade of C in this course is required for graduation.

MU 491 Music Internship (3)

The practical application and further development of ministry concepts is studied as part of a four-month (Fall/Winter session from Labor Day through Christmas and Winter/Spring session from January to mid-May) internship in a ministry setting under the direct guidelines of a ministry supervisor. This educational experience allows students to learn by being involved in the observation, contemplation and practice of ministry.

Speech

SPT 241 Public Speaking (3)

The principles of speech composition, outlining, and delivery are discussed. Students practice preparing and presenting speeches that inform, demonstrate, persuade, and actuate. Students give feedback to one another for growth and development and are encouraged to make immediate application of course principles within their current work environments.

SPT 301 Communication Concepts (3)

An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges is studied.

Theater

THTR 101 Theater for the Local Church (3)

An overview of the use of theater arts in worship, ministry, and missions, in order to facilitate worship, present the Gospel and teach the Scriptures in creative ways.

Worship

WOR 111 Planning for Worship (3)

A class created to help Worship Leadership evaluate song selection and program design for gathered worship services. Specific attention will be given to three considerations: the micro-culture of your congregation, the development of worship environments, planning questions for service development.

WOR 231 Theology of Imagination and the Arts (3)

WOR 315 Personal Worship - Seven Practices that Liberate the Soul (3) [replaces MU 313 Chart Arranging for Worship Ensembles]

An overview of the “personal devotion practice” of Jesus— looking at these practices as 1) an incarnated reflection of the essence of God’s mandated ‘practices’ for Israel’s worship, 2) as a reflection of the ‘great worship-focus’ shift He inaugurated (from external to internal, e.g. John 4: 22-24); and evaluate seven (7) exercises that will help students develop a more consistent ‘companioning worship walk’ Christ for themselves.

WOR 313 Worship in the Old Testament (3) [replaces BL 313 Biblical and Historical Foundations of Worship I]

This course will give the student an overview of the biblical and ancient historical foundations of Christian worship as reported in the Old Testament, noting worship encounters, contexts, music, signs and symbols; evaluating the purposes of Israel’s sacrificial system, covenants, festivals, along with issues of sacred space and the role of the artist in developing worship contexts, all as elements revolving around God’s purpose to create humans to glorify Him and enjoy intimate communion with HIM through worship, as individual worshipers and as a community of worshipers.

WOR 314 Worship in the New Testament (3) [replaces BL 314 Biblical and Historical Foundations of Worship II]

[to be added]

WOR 321 Theology of Worship (3) [replaces MU 321 Theology of Worship and Music]

A study of the history and development of the relationship between worship and music and its current challenges and opportunities is explored.

WOR 323 Worship Leadership in the Church I (3) [replaces CM 323 Worship Leadership and Music Ministry in the Church I]

A study of seven (7) basic elements that exist in practically any local church worship ministry. The class will provide a generic blueprint for congregational worship, regardless of denominational or cultural context, that both describes seven fundamental aspects related to developing and administering a congregation’s worship ministry; and, considers how these areas interface with each other as a congregation’s worship leadership works to make *the worship of GOD through Christ* central to the congregation’s life and community-culture engagement.

WOR 333 Worship Leadership in the Church II (3) [replaces CM 333 Worship Leadership and Music Ministry in the Church II]

A study of five (5) basic biblical *stewardships* any person involved in congregational worship leadership must practice. The class focuses primarily on the heart and strategic vision of Worship Leaders themselves; and how what they *imagine* their task to be affects their actual *leading* of a congregation's worship ministry. The class will give a generic description of each of these five suggested biblical *way-of-life stewardships*, regardless of denominational or cultural context. The class will then challenge students to consider the Bible's teaching about the high calling and high standards of those involved in facilitating and administrating a congregation's worship ministry. The class content focuses on the biblical revelation that worship is central every believer's, and the Christian Community's, life; and therefore to actually make *the worship of GOD through Christ* central to the congregation's life and community-culture engagement, those leading the congregation's worship must be committed to and practicing these five stewardships.

WOR 335 Worship Leader-Lead Pastor Relationships (3)

[to be added]

WOR 341 Worship Media and Technologies (3) [replaces MU 341 Technology in Worship]

The practical use of technology in worship is the focus of this class, including sound systems, lighting, electronic musical instruments, Power Point, Media Shout and other audio-visual elements. This course will include a survey of products available as well as basic hands-on.

WOR 421 The Heart of the Worship Leader (3) [replaces MU 421 The Heart of the Artist]

The student must understand the temperament of artist, the devotional life of the worship leader and the relationships a worship leader has with church staff and church members. This course takes a close look at the struggles facing Christian artists and worship leaders and relates how to guard against sin in ministry.

WOR 489 Worship, Imagination, and the Arts Capstone (3) [replaces MU 489 Music and Worship Capstone]

[Prerequisite: All other courses in Worship, Imagination, and Arts major]

This course is designed to help students consolidate the key principles of general education (including biblical worldview), biblical knowledge, and worship, imagination, and the arts by synthesizing the relationships between significant concepts and student experience. This course is team-taught using faculty from the above fields. Students complete the requirements for their Academic Portfolios during this course. A minimum grade of C in this course is required for graduation.

EXECUTIVE FACULTY GROUP

Year indicates first year on the WCC Faculty.

LANDERS, SHARON, EVP of Academic Affairs (2000)

B.A., Texas Christian University
M.A., Texas Christian University
Ph.D., Texas Christian University

GOODWIN, MYRON, MINISTRY LEADERSHIP, Chair (2010)

B.A., Oral Roberts University
M.S. University of Tennessee Graduate School of Planning
M.Div., Columbia International University Seminary and Graduate School of Missions
Ph.D., Walden University

HUDSON, KAREN, REGISTRAR (2009)

B.A., California Baptist University

HUTCHISON, ELIZABETH, LIBRARIAN (2011)

B.A., University of Western Ontario
M.L.I.S., University of Western Ontario
Additional graduate hours at University of Oxford and Lawrence Technological Institute

PETAK, HEIDI, GENERAL EDUCATION, Chair (2011)

B.S., John Brown University
M.A., University of Arkansas
Ph.D., Regent University

SEGURA, WILLIAM E., BUSINESS ADMINISTRATION, Co-Chair (2012)

B.A., Linfield College
M.S., Western Oregon State College
Ph.D., University of Oregon

SPRADLIN, BYRON, WORSHIP, IMAGINATION, AND THE ARTS, Chair (2010)

B.A., University Of California at Davis
M.C.M./M.Div., Western Conservative Baptist Seminary
D.Min, Liberty University Theological Seminary
Additional graduate hours at Fuller Theological Seminary

SMITH, ED, BUSINESS ADMINISTRATION, Co-Chair (2010)

B.A., Georgetown College
M.B.A., University of Kentucky
Ph.D., Regent University

WOLLAS, ROBYN, Director-Student Services, General Education (2009)

B.B.A., University of Texas
M.S., University of Tennessee

ADJUNCT FACULTY

ANDERSON, NEIL T., *Ministry Leadership* (2012)

B.S., Arizona State University
M.A.C.E., Talbot School of Theology
D.Ed., Pepperdine University
D.Min., Talbot School of Theology

ATKINSON, DONALD A., *Ministry Leadership* (1998)

B.A., Athens College
B.D., Southern Baptist Theological Seminary
M.Div., Southern Baptist Theological Seminary
D.Min., New Orleans Baptist Theological Seminary

BAKER, KYLE, *Worship Studies* (2011)

B.M.E., University of Louisville
M.M., Belmont University

BLANKENSHIP, CANDACE, *Accounting* (2010)

B.S., David Lipscomb College
M.A., Belmont University

BOGERT, KASEY, *English* (2005)

B.A., Oklahoma State University
M.A., Oklahoma State University

CUMBEE, JIM, *Business* (2012)

J.D., Kansas City School of Law
M.B.A. Harvard University

DENDY, NATALIE R., *General Education* (2010)

B.B.A., Belmont University
M.A.T., Belmont University

DYCUS, STEVE, *Marketing* (2012)

B.S., Central Michigan University
M.S.A., Central Michigan University
M.A., The Southern Baptist Theological Seminary

FRAZIER, ROB, *Ministry Leadership* (2010)

B.A. The King's College
M.A. Regent University

GUICE, WILLIAM (2012), *Ministry Leadership* (2012)

B.S., University of Louisiana Monroe
M.A., Fuller Theological Seminary
D.Miss., Fuller Theological Seminary (ABD)

HARVEY, JAMES, *Ministry Leadership* (2003)

B.A., University of Oklahoma
M.Div., Southwestern Baptist Theological Seminary
D.Min., Golden Gate Baptist Theological Seminary

KETRING, BRENT, *Psychology/Counseling* (2012)
B.A., The Baptist College of Florida
M.Div., The Southern Baptist Theological Seminary

KING, CHERYL, *Management* (2004)
B.A. Trevecca Nazarene University
M.A. Trevecca Nazarene University

KING, MONTE, *Psychology/Counseling* (2012)
B.A., Bryan College
M.A.B.C., Colorado Christian University
Th.M., Dallas Theological Seminary

LANDHAM, BOB, (2012)
B.S., Auburn University
M.R.E., Southwestern Baptist Theological Seminary

MADDOX, MARY, *Ministry Leadership* (2004)
B.A., Liberty University
M.Div., Southern Baptist Theological Seminary
Ph.D., Southern Baptist Theological Seminary

MCKAY, DAVID, *Music* (2010)
B.M., Heidelberg College
M.M., University of Cincinnati, College- Conservatory of Music

MCLELLAND, KRISTI, *Ministry Leadership* (2006)
B.S., Delta State University
M.A.C.E., Dallas Theological Seminary

PAILY, RUTH, *Mathematics* (2005)
B.B.A., The University of Iowa
M.B.E., Georgia State University
M.S.T., Middle Tennessee State University

RIGGS, KEVIN, *Sociology, Ministry Leadership* (2000)
B.A., Free Will Baptist Bible College
M.A., Trevecca Nazarene University

ROBINSON, LAUREN, *General Education* (2011)
B.A., Calvin College
M.S., Memphis State University

SMITH, CAROL, *Psychology* (2007)
B.S., University of Mobile
M.Div., Southeastern Baptist Theological Seminary
M.M.F.T. Trevecca Nazarene University

WAGGONER, ERICA, *Earth Science* (2009)
B.A., Northwest University
M.S., Mississippi State University

WATKINS, LARRY D., *Psychology (2003)*
B.S., Bethel College
M.A., Tennessee State University

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