

WILLIAMS BAPTIST COLLEGE

**Educate, Equip, and Enrich
for Christ**

**Catalog
2005-2006**

**Volume 45
Number 1**

Accreditation:

Higher Learning Commission of
the North Central Association

National Council for Accreditation
of Teacher Education

Institutional Memberships:

Association of Southern Baptist Colleges
and Schools

Council for Christian Colleges and Universities

Independent College Fund of Arkansas

Independent Colleges of Arkansas

National Association of Independent
Colleges and Universities

National Association Intercollegiate Athletics

National Christian College Athletic Association

INTRODUCTORY INFORMATION

STUDENT RESPONSIBILITY

Students are responsible for knowing the policies and procedures stated in this catalog. Policies and procedures are frequently reviewed and are subject to change without notice.

INTRODUCTORY INFORMATION

Corporate Name: Williams Baptist College

Type: Private, Co-educational, four-year Liberal Arts College

Origin: Founded in 1941 by Baptists of Northeast Arkansas and Southeast Missouri.

Governing Body: A 24-member board, elected by the Arkansas Baptist State Convention.

Enrollment: Approximately 600 students, approximately 90% from Arkansas, 10% from other states and countries.

Cost: Tuition and fees: 12-17 hours - \$4,300 per semester; Room and Board - minimum cost - \$2,100 per semester; Student Activity Fee - \$100; Library Fee - \$75; Computer Resource Fee - \$125; Accident Insurance Fee - \$25. Total minimum cost per semester; \$6,725.

SUMMARY INFORMATION

Calendar: Semester Plan: Fall and spring semesters, May term and one five-week summer term.

Degrees: **Bachelor of Arts** - Church Music, English, History, General Studies, or Music;

Bachelor of Fine Arts - Studio Art; **Bachelor of Science** - Biology, Family Psychology, Psychology;

Bachelor of Science in Business Administration; **Bachelor of Science in**

Computer Information Science; **Bachelor of Science in Finance;** **Bachelor of Science in**

Education - Art, Early Childhood, Middle Level, English, Music, Health and Physical

Education, Social Studies; **Bachelor of Arts in Christian Ministries** - Biblical-Theological

Studies, Biblical-Linguistic Studies, Youth Ministry, Religious Education, and Christian

Missions; **Associate in Arts** - Theology; **Associate in Arts.**

Accreditation: Higher Learning Commission of the North Central Association

www.ncacihe.org

(312) 263-0456

Entrance Requirements: SEE ADMISSIONS.

Financial Aid: The Pell Grant; The Supplemental Education Opportunity Grant (SEOG); Work Study Program; Stafford Student Loan Program; and the Arkansas Academic Challenge are available to students who qualify. Academic, Athletic, Music, Ministerial, Church-Matching, Private, and Institutional Grants are provided for qualifying students.

For Further Information Contact:

Director of Admissions

Williams Baptist College

P.O. Box 3737

Walnut Ridge, AR 72476

Phone: 870-759-4120 Fax: 870-759-4163

e-mail: Admissions@WBCOLL.EDU

CONTENTS

Introductory Information	2
Academic Calendar.....	5-6
General Information.....	7-117
Vision and Mission Statement	8
Purpose Statements	8
Institutional Academic Goals.....	9
Faculty.....	9
Location	10
Buildings and Grounds	10-11
Admissions.....	12-16
Admission of Student.....	12
Freshman Student Criteria	13
Transfer Student Admission	13
Transfer Credit.....	14
International Student Admission.....	14
Readmission of Former Students	15
Transient Student Admission.....	15
Non-Degree, Audit, or High School Student Admission.....	16
Student Life and Activities.....	17-24
Office of Student Affairs	17
Orientation	17
Counseling Center/Career Services	17
Learning Center/Tutoring	17
Residence Life	18
Health Services	18
Spiritual Life	19
Student Activities.....	19
Athletics	21
Clubs and Organizations	21
Health Information and Insurance Requirements	22
Food Service	23
Vehicle Registration.....	23
College Policy	23
Administrative Intervention/Withdrawal	23
Alcohol/Drugs.....	23
Sexual Harassment	24
Disability Policy.....	24
Financial Information.....	25-43
Tuition, Room, Board	25
Security Deposits	26
Payment of Accounts	27
Refunds	27
Student Financial Assistance	28
Scholarships	31
Grants and Loans	41

Academic Regulations	44-52
Catalog Change and Student Responsibility	44
Full Time Student Definition	44
Student Classification	44
Advisor.....	45
Change of Schedule	45
Degree Plan.....	45
Junior/Senior Level Course Requirements	45
Grading System.....	46
Academic Honesty Policy.....	46
Intent to Graduate	47
English Proficiency Examination	47
Academic Distinction.....	47
Graduation with Honors.....	47
Academic Probation and Suspension.....	48
Withdrawal.....	48
Transcripts.....	49
Repetition of Courses.....	49
Extension, Correspondence, and Transfer Credit	50
Auditing Courses	50
Class Attendance.....	51
Freshman Focus Program	51
Graduation Requirements.....	53-56
Associate in Arts	53
Baccalaureate Degree.....	53
General Education Requirement	54
Minor.....	56
Curriculum	57-148
Art	57
Business	61
Christian Ministries.....	72
Education	82
English, Journalism, Language, and Speech.....	98
Health and Physical Education	105
History and Government.....	109
Liberal Arts/ General Studies.....	115
Music.....	118
Natural Sciences and Mathematics	129
Psychology and Sociology	135
Special Programs	142
Board of Trustees.....	149
Administration and Faculty	150-155
Index.....	156-161

ACADEMIC CALENDAR

2005-2007

FALL SEMESTER

August 30, 2005 - December 15, 2005

August 25 (Thursday)	Faculty Seminar
August 30 (Tuesday)	Registration
August 31 (Wednesday)	Classes Begin
September 05 (Monday)	Labor Day Holiday
September 08 (Thursday)	Last Day for Registration and Adding Classes
October 17-20 (Monday-Thursday)	Mid Term
October 21 (Friday)	Fall Break
November 07-18 (Monday-Friday)	Pre-Registration
November 18 (Friday)	Last Day to Drop A Class
November 23-25 (Wednesday-Friday)	Thanksgiving Holidays
December 09 (Friday)	Last Day to Withdraw
December 12-15 (Monday-Thursday)	Semester Examinations
December 15 (Thursday)	Christmas Vacation Begins Following Last Exam

SPRING SEMESTER

January 09, 2006 - May 03, 2006

January 06 (Friday)	Faculty Seminar
January 09 (Monday)	Registration
January 10 (Tuesday)	Classes Begin
January 17 (Tuesday)	Last Day for Registration and Adding Classes
February 27 – March 03 (Monday-Friday)	Mid Term
March 20-24 (Monday-Friday)	Spring Break
April 03-13 (Monday-Friday)	Pre-Registration
April 07 (Friday)	Last Day to Drop A Class
April 14 (Friday)	Good Friday Holiday
April 27 (Thursday)	Last Day to Withdraw
April 28-May 03 (Friday-Wednesday)	Semester Examinations
May 06 (Friday)	Baccalaureate & Graduation

SUMMER SEMESTERS

May 08, 2006 - June 30, 2006

May 08 (Monday)	May Term Begins
May 26 (Friday)	Semester Examinations and May Term Ends
May 29 (Monday)	National Holiday
May 30 (Tuesday)	Summer Term Begins
June 30 (Friday)	Semester Examinations and Summer Term Ends

FALL SEMESTER**August 29, 2006 - December 14, 2006**

August 24 (Thursday)	Faculty Seminar
August 29 (Tuesday).....	Registration
September 30 (Wednesday)	Classes Begin
September 04 (Monday)	Labor Day Holiday
September 07 (Thursday).....	Last Day for Registration and Adding Classes
October 16-20 (Monday-Friday).....	Mid Term
October 27 (Friday).....	Fall Break
November 06-17 (Monday-Friday).....	Pre-Registration
November 17 (Friday).....	Last Day to Drop A Class
November 22-24 (Wednesday-Friday)	Thanksgiving Holidays
December 08 (Friday)	Last Day to Withdraw
December 11-14 (Monday-Thursday)	Semester Examinations
December 14 (Thursday)	Christmas Vacation Begins Following Last Exam

SPRING SEMESTER**January 08, 2007 - May 02, 2007**

January 05 (Friday).....	Faculty Seminar
January 08 (Monday)	Registration
January 09 (Tuesday).....	Classes Begin
January 16 (Tuesday).....	Last Day for Registration and Adding Classes
February 26-March 02 (Monday-Friday).....	Mid Term
March 19-23 (Monday-Friday).....	Spring Break
April 02-13 (Monday-Friday).....	Pre-Registration
April 05 (Thursday)	Last Day to Drop A Class
April 06 (Friday).....	Good Friday Holiday
April 26 (Thursday)	Last Day to Withdraw
April 27-May 02 (Friday-Wednesday)	Semester Examinations
May 05 (Saturday)	Baccalaureate and Graduation

SUMMER SEMESTERS**May 07, 2007 – June 29, 2007**

May 07 (Monday)	May Term Begins
May 25 (Friday)	Semester Examinations and May Term Ends
May 28 (Monday)	National Holiday
May 29 (Tuesday).....	Summer Term Begins
June 29 (Friday)	Semester Examinations and Summer Term Ends

General Information

HISTORY

In 1936, during the bleak days of the Great Depression, Dr. H. E. Watters, former President of Georgetown College in Kentucky and Union University in Tennessee, made a heroic but futile effort to re-open Jonesboro Baptist College in Jonesboro, Arkansas. The Jonesboro school succumbed to financial exigencies in the early 1930s after only a few years of life. Jonesboro Baptist College had not been the first Baptist educational venture in Northeastern Arkansas. In 1899, Baptists established the Maynard Baptist Academy in Randolph County, and Woodland Baptist College had flourished briefly in Jonesboro from 1902 to 1911. Despite the tradition of Baptist education in Northeastern Arkansas and Watters' diligent efforts, there was to be no revival of Jonesboro Baptist College. Yet, Watters had not failed entirely. His dramatic appeal for Baptist education inspired others, notably H. E. Williams.

In 1941, Williams, the pastor of the First Baptist Church in Pocahontas, led in the establishment of Williams Baptist College (originally Southern Baptist College) in that town. For several years Williams had been building support for such a venture and in the spring of 1941 when he learned of the availability of a suitable building he pressed forward with an organizational meeting. On June 10, 1941, several hundred people from Northeast Arkansas and Southeast Missouri gathered in Pocahontas to establish a college. Among those in attendance were alumni of Jonesboro Baptist College and Maynard Academy. The new college, which opened on September 10, 1941, was in a very real sense the descendent of the earlier colleges. Indeed, Williams Baptist College ultimately inherited the large library of the Jonesboro school and the first dean of the College was an alumnus of Maynard Academy.

For five years the College experienced steady growth at Pocahontas, but on December 26, 1946, the administration building with much valuable equipment was destroyed by fire. The College was then moved to Walnut Ridge.

A milestone was reached in the history of the institution in 1948 when the Arkansas Baptist State Convention voted to include the College in its budget. Another significant development occurred in 1968 when the Arkansas Baptist State Convention officially adopted Williams Baptist College as a member of its family of institutions; the College is now owned and operated by the Convention.

At the commencement in the spring of 1973, the College Trustees announced that H.E. Williams, who had served as President for thirty-two years, had been appointed President-Emeritus and that D. Jack Nicholas had been elected the second President of the institution. On July 1, 1991, Jimmy A. Millikin assumed the Presidency of the College. On August 1, 1993, Gary C. Huckabay became the fourth President of Williams Baptist College. Dr. Jerol B. Swaim's tenure as President began in July 1995. Prior to his selection as the College's fifth president, Dr. Swaim had served at Williams for more than thirty years as Professor of History and Academic Dean.

WILLIAMS BAPTIST COLLEGE VISION STATEMENT

Williams vision is to be an exemplary Christian college with an integrated curriculum of liberal arts and professional studies shaped by a caring people committed to Biblical precepts and values.

To fulfill our vision, we will:

Provide meaningful opportunities for spiritual enrichment.

Provide superior student-centered educational programs.

Provide the means for personal enhancement and professional development.

Value and respect the contributions of each individual.

Provide an optimal and aesthetically pleasing physical environment.

Be receptive to better ways of fulfilling our mission.

WILLIAMS BAPTIST COLLEGE MISSION STATEMENT

Williams mission is to recruit actively, admit responsibly, instruct effectively, and influence positively both traditional and non-traditional students seeking intellectual, social, emotional, physical, and spiritual growth within the philosophical orientation of a conservative Christian world view, the Judeo-Christian heritage, and Western culture. Fulfilling its mission to educate, equip, and enrich students to be articulate and contributing members of a global society, Williams requires a general curriculum of arts and sciences with opportunities to pursue liberal arts and professional degrees. Williams accomplishes its mission through a wide range of student services, a qualified faculty and staff, athletic programs, an aesthetically-pleasing campus, appropriate facilities, current technological support, opportunities for cultural encounters, and a spiritual atmosphere which emphasizes faith and family values.

WILLIAMS BAPTIST COLLEGE PURPOSE STATEMENTS

To provide opportunities to profess, practice, and strengthen one's faith and to encounter Biblical values.

To provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

To provide an aesthetically pleasing campus glorifying to God's creation.

To provide and execute a plan which secures adequate resources to sustain and advance the institution.

To provide a positive image of the quality programs, faculty, students, staff, and graduates of the College.

To provide serviceable facilities which sustain the mission of the College.

To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

To provide cultural experiences, thought provoking events, and educational enrichment for the campus community and the community at large.

To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

To provide desirable housing for students and faculty.

INSTITUTIONAL ACADEMIC GOALS

To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

To produce students who demonstrate the ability to communicate effectively across the curriculum.

To produce students who demonstrate the ability to reflect critically upon the environment, society, and self.

To produce students who demonstrate the ability to apply the principles of scientific method to become more effective problem solvers.

To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

To produce students who demonstrate a competence in at least one particular body of knowledge.

FACULTY

A dedicated and professional faculty is the salient attribute of a strong college. Academic life is governed by the faculty who determine entrance requirements for students, define courses of study, establish degree requirements, teach and advise students, and recommend for degrees those students who have completed their studies.

The influence of the Williams faculty reaches beyond the campus. Faculty members are active in church, civic, professional, and academic organizations; frequently they speak to various off-campus groups; and they write for denominational and secular publications. Most faculty members are widely traveled and many have lived in other sections of the United States and foreign countries.

LOCATION

Williams is located at Walnut Ridge in northeast Arkansas. The campus offers the peace and security of a rural setting with easy access to larger communities. Walnut Ridge/Hoxie has a population of about 8,000, and Pocahontas, eight miles to the north, has 6,000 residents. The larger city of Jonesboro, with a wide array of dining, entertainment and shopping, is 33 miles away. Little Rock and Memphis are within a two-hour drive.

Williams is located three miles north of downtown Walnut Ridge, just off U.S. Highway 67. The campus is nestled between the Ozark Mountains and Crowley's Ridge, with ample outdoor activities available.

BUILDING AND GROUNDS

Williams has an attractive campus of 180 acres with excellent academic, recreational, and housing facilities.

Administration: The Jerol B. Swaim Administration building houses most of the College's administrative offices. Offices in the administration facility include admissions, financial aid, business affairs, academic affairs, advancement, public relations and president.

Apartments: Williams has modestly priced apartments for married students, as well as a limited number of honors apartments for single students who qualify.

Athletic/Recreation Complex: The Southerland-Mabee Athletic/Convocation Center consists of a standard gymnasium, weight room, racquetball courts, jogging track, whirlpools, and stage area for concerts.

Cafeteria: The Mabee-Gwinup Cafeteria seats approximately 500. Students typically dine in the Sulcer Dining Hall. The Moody Dining Room is utilized primarily for special dinners and banquets. The Harty-Missouri Room is designed for special meetings and groups consisting of less than 50. The President's Dining Room will seat 12 guests.

Chapel: The WBC Chapel is one of the few buildings left on campus from the former Walnut Ridge Army Flying School. The chapel, which has undergone extensive renovation, seats 200 people and is used frequently for dramas and lectures.

Classrooms: Approximately 35 classrooms are available for use by students and faculty for academic and co-curricular activities.

Counseling Center: The Billie Harty Counseling Center is located in the Sloan Center. Academic, vocational, and personal counseling are available without cost to all students. Tutoring services are also available through the counseling center.

Dormitories: Residence halls include dormitories for both men (Cash & Wilson Halls) and women (Southerland Hall & Shell Wing). Special features in residence halls include either a private bath or a shared bath throughout the facilities. All residence halls have lounges.

Education Curriculum Lab: This facility, housed in the Sloan Center, provides an array of resources specifically intended to benefit students preparing for careers in education.

Faculty Housing: Williams owns 27 houses used by faculty and their families.

Library: The Felix Goodson Library is a comfortable and well-equipped facility at the heart of campus academic life. It is a conducive place for study, containing more than 70,000 volumes and a broad spectrum of scholarly and popular periodicals. It provides online reference services,

interlibrary loan services, along with CD-ROM, microfiche, and microfilm resources. These library resources can be accessed electronically from any workstation on campus. Included in the library building is a classroom equipped with a computer, multimedia projector, TV, VCR, and DVD.

Maddox Center: The Maddox Fine Arts Center houses the academic areas of music, art, communications, English, history, religion, speech, and business. The Maddox Center also contains a number of classrooms, music rehearsal rooms, a large choral room and a gallery.

Media Center: The Learning/Media Center is located in the Sloan Center. The center provides audio-visual materials and equipment, and listening and viewing labs. The center schedules the use of audio-visual materials and equipment, prepares instructional aids, and provides duplicating services.

Post Office and Bookstore: The Founders Bookstore and the United States Post Office are housed in a spacious building to the east of Wilson Hall. The bookstore provides textbooks, academic supplies, and College memorabilia. The post office is a full-service branch facility that provides mailboxes for students and staff.

Sloan Center: The Sloan Center houses offices for education, psychology, natural sciences and mathematics. It also features a computer lab, counseling center, lecture hall, science labs, classrooms, conference room and a greenhouse.

Student Center: The Mabee Student Center provides a recreation area for students, including ping pong and pool tables, as well as air hockey and other games, and a fitness room.. The center also includes a snack bar, coffee shop, and lounge. The Office of Student Affairs, the Director of Campus Ministries, and other student activity offices are located in the center. The Student Center has a small computer lab and study area.

Technology: Williams students have access to a substantial technology infrastructure at the College. The Felix Goodson Library catalog is on-line and accessible from any workstation on campus. Comprehensive Internet services are available to students through the College's two computer labs and workstations in the library, residence halls, and the Student Center. The College also provides, through its web site, an array of electronic journals and other resources.

ADMISSIONS

ADMISSION OF STUDENTS

Williams Baptist College welcomes applications from persons seeking a Christian education with high academic standards. All persons seeking admission must complete the application forms provided by the Admissions Office. Application forms may be obtained by writing to the Director of Admissions, Williams Baptist College, or by telephoning (870) 759-4120, or 1-800-722-4434, or apply on-line at www.wbcoll.edu.

The admission decision is based on a number of factors: academic records, class standing, scores on standardized tests (ACT or SAT), personal recommendations and extracurricular activity participation. The college seeks to determine, on the basis of the candidate's academic record, character, purpose and aptitude, whether he or she is compatible with the purposes of the institution and demonstrates potential to benefit from one of its programs. However, Williams reserves the right to restrict or deny admission to any applicant who is considered not to be an appropriate admissions candidate as determined by its officers. These admissions decisions will be made in a manner consistent with state and federal non-discrimination laws.

Students may be admitted to Williams Baptist College according to one of the plans detailed below.

FRESHMAN STUDENT ADMISSION

Williams invites applications from qualified students who have graduated or expect to graduate from an accredited secondary school. Students who apply as regular freshman enrollees must have graduated from high school or have satisfactorily completed the General Education Development examination (GED). Students who were educated at home are also invited to apply and are subject to the same qualifications and requirements. A personal interview with an admissions representative is recommended for all students entering college for the first time. A tour of the campus and information on financial aid will be available. The following must be submitted by all freshman applicants:

1. A fully completed admissions application form.
2. A non-refundable \$20 application fee.
3. For applicants desiring to live on campus, a completed residence hall application and \$75 housing fee.
4. For applicants planning on studying full-time and/or those desiring to live on campus, an immunization record.
5. An official high school transcript including the official seal of the school. A final high school transcript showing final class rank with the seal of the school is also required upon high school graduation. At least 16 high school units are required, 12 units of which must be in English, mathematics, and the social and natural sciences. Remedial credits (special education, resource room, vocational, etc.) do not satisfy the unit requirements.
6. Official scores of either the American College Testing Program examination (ACT) or the Scholastic Aptitude Test (SAT) of the College Examination Board.

Note: If a student applies on-line, there is no application fee required.

FRESHMAN ACCEPTANCE CRITERIA

The following criteria are considered when selecting candidates for unconditional admission. However, other factors also taken into consideration are recommendation letters, extracurricular activities, church involvement, and a personal interview.

1. Satisfactory scores on either the American College Test (ACT) or Scholastic Aptitude Test (SAT). No particular score is a guarantee of admittance, however, priority is given to students who score an ACT composite of at least 19 or an SAT I score of at least 910.
2. Graduation from an accredited U.S. high school or satisfactory completion of the General Education Diploma (GED) examination. The student's transcript should demonstrate the following:
 - A. At least a 2.5 average on a 4.0 scale.
 - B. A satisfactory class rank based on the standards of the particular high school attended.
 - C. The minimum specified units including those units of English, mathematics, social and natural sciences.

Applicants deficient in either one of the admission criteria may be admitted under condition or probation and will have restrictions placed on their enrollment. Students admitted under probation will be required to participate in the Freshman Focus Program (*see Academic Regulations- Freshman Focus Program*). If the probationary student fails to achieve a GPA of 1.5 or above on 12 semester hours at the end of the first semester, the student will face academic suspension.

Admission will be denied if an applicant's composite score on the ACT is less than 16 OR the high school GPA is less than 2.25.

TRANSFER STUDENT ADMISSION

A transfer student is defined as one who has been out of high school for at least one full semester and has attempted some college or university work for credit. Students with transfer credit who apply to Williams must submit the following:

1. A fully completed application form.
2. A non-refundable \$20 application fee.
3. Official transcripts of all previous college work. Applicants must have a cumulative grade point average of at least 2.0. Note: Students who are on academic suspension from another institution will not be considered for admission at Williams Baptist College until the suspension is lifted from the other institution.
4. Applicants with less than 24 hours of acceptable credit must furnish high school transcripts or official GED scores and results of an ACT or SAT examination.
5. For applicants desiring to live on campus, a completed residence hall application and \$75 housing fee.
6. For applicants planning on studying full-time and/or those desiring to live on campus, an immunization record.

An interview with an admissions officer is required for students with less than a satisfactory academic record. In addition, the student's credentials may be referred to the admissions committee before an admission decision is made.

TRANSFER CREDIT

Transfer credit will be accepted on all regular college credit courses taken at a regionally accredited institution. Admission cannot be completed nor credits granted until all necessary transcripts and information have been forwarded and evaluated. It is the applicant's responsibility to submit necessary materials for the adequate evaluation of any transcripts. Official transcripts from all previously attended colleges or universities must be on file in the Registrar's Office before a student may be granted any transfer credit or receive any grades from WBC.

No more than 66 semester hours will be accepted from an accredited junior college. Up to 30 hours may be accepted from a regionally accredited theological seminary. A total of 30 semester hours of extension and correspondence credit from regionally accredited institutions may be accepted. Of such credit, no more than 12 hours may be from correspondence courses. A maximum of 6 hours of such credit may be counted toward a major. Only correspondence credit with a grade of C or above may be accepted. Up to 30 hours may be accepted in transfer from educational institutions not accredited by a regional accrediting agency only after the student has achieved a 2.00 GPA on at least 12 hours during the first semester at Williams. Highly specialized and technical courses such as vocational and paramedical courses will not be accepted.

Specific credits granted will depend upon the accreditation status of the institutions involved, upon course equivalencies and upon grades earned. Courses accepted must be consistent with the curriculum of WBC. All grades from acceptable college-level courses will be used in calculating the GPA. Students may repeat at WBC those compatible courses for which they have received a D or F.

All education majors refer to Specialization Requirements note concerning transfer credit in the **EDUCATION DEPARTMENT** and in each department offering a **Bachelor of Science in Education**.

INTERNATIONAL STUDENT ADMISSION

Williams encourages students from other nationalities to apply for admission. Non-residents of the United States desiring admission to Williams should write to the attention of the International Admissions Counselor in the Admissions Office. To qualify for admission to Williams, international students must provide evidence of a good scholastic background, satisfactory proficiency in English, and adequate financial support to cover the cost of their education. Applicants are required to submit the following:

1. A fully completed application form.
2. A non-refundable \$20 application fee.
3. For applicants desiring to live on campus, a completed residence hall application and a \$75 housing fee.
4. An immunization record.
5. A completed Financial Statement or official letter from a bank stating the applicant possesses adequate financial resources to fund each academic year of planned attendance.
6. Official academic records. All documents must be official and in English. Photocopies are not accepted unless they are certified by the proper academic official, complete with an original signature and seal. If possible, they should be sent directly to the Admissions Office by the appropriate education official.

7. An official score report of the Test of English as a Foreign Language (TOEFL). Williams Baptist College defines a satisfactory score on the TOEFL as 500 or above (paper-based) or 173 or above (computer-based) for unconditional admission. The test must have been taken within 2 years immediately preceding the requested semester of admission. ELS Level 109 or satisfactory scores on either the ACT or SAT I may be submitted in lieu of TOEFL scores.
8. A tuition deposit of \$5,000 for the first semester must be sent in full before the student can enroll at Williams. Contact the Williams International Admissions Counselor at Williams Baptist College, P.O. Box 3665, Walnut Ridge, Arkansas 72476 for further information regarding where to send the deposit.

Applicants transferring from another U.S. college or university must also adhere to Transfer Student Admission procedures as well as submit a Non-Immigrant Transfer Clearance form.

Form I-20A, Certificate of Eligibility for Nonimmigrant F-1 Status, will not be issued until all necessary admission forms are on file in the Admissions Office.

International applicants will be notified by the Director of Admission concerning the status of their application within 30 days after receiving the necessary admission documents. Applicants admitted under a conditional status will be advised of any special requirements. International students will be informed when to arrive and where to report upon arrival. They should bring with them, and keep in their possession, all notifications from the College such as those regarding admission and housing as well as pertinent immigration documents. This will greatly expedite registration. Classes begin immediately after registration.

Each semester's tuition, fees, and other charges, including housing and board, are due at the time of registration.

READMISSION OF FORMER STUDENTS

Students previously enrolled and in good academic standing in a degree program who wish to re-enter Williams after absence of a full fall or spring semester are required to submit an application for re-admission. No application fee is required; however, all students applying for re-admission to the College must have no outstanding financial obligation to Williams Baptist College and must be current on all student loans. Official transcripts from each college or university attended since the last enrollment at Williams must be submitted. Any student who has been out of Williams for five years or more must resubmit transcripts of college/university work completed prior to attendance at Williams. If re-admission is granted, the students are expected to fulfill the degree requirements of the catalog under which they are re-admitted.

TRANSIENT STUDENT ADMISSION

Students who are continuing students at another college or university may be admitted to Williams as transient students. A photocopy of the applicant's most recent grade report must be submitted with a completed application and the \$20 application fee.

Transient students are admitted for ONE SEMESTER. If they wish to continue at Williams, they must return to the Admissions Office and reapply to be admitted as transfer students.

OTHER ADMISSION CATEGORIES

Non-Degree Seeking Students. Students interested in taking courses but who are not seeking a degree from Williams may be admitted for non-degree study. Non-degree students are held to the same admission policies as degree seeking students and should follow the admission procedures listed for Transfer Students. Non-degree status would apply to students who already hold a bachelor's degree and those who do not hold a bachelor's degree but who are interested in taking courses for credit.

Audit Student. An audit student is one who visits in a course and has the privilege of hearing or observing only. The privilege does not include evaluation of work or participation in discussion or laboratory practice. No credit is given for an audited course. A student may also be regularly enrolled in other courses. All arrangements for auditing classes are to be made in the Registrar's Office.

High School Student. High school students may take college courses while in high school. Requirements for admission include an official high school transcript indicating completion of the junior year (six semesters), a letter of recommendation from the applicant's counselor or principal, a cumulative high school GPA of at least 3.0, and a 19 composite score on the ACT.

CAMPUS VISITS

Williams strongly encourages prospective students to visit the campus. A campus visit includes a tour of the campus, an opportunity to attend a class, lunch in the Mabee Gwinup Cafeteria, a meeting with a member of the Williams faculty, and a meeting with the financial aid director.

Williams hosts special preview days for high school seniors in the fall called WOW! Days. High School seniors who are considered honor students and/or score a 23 composite score on the ACT will be invited to attend an Honor's Preview Day in October. In order to schedule a visit, please call the Admissions Office at 1-800-722-4434 one week in advance.

STUDENT LIFE AND ACTIVITIES

STUDENT LIFE

Williams Baptist College deliberately seeks to foster an atmosphere of student life that is conducive for students' personal and academic development. Student life is defined by the policies, curriculum, programs, and activities of the College. Students at Williams are encouraged to become participants in that aspect of campus life where they are best able to explore their talents, learn skills, develop relationships, form a personal value system, and discover a personal identity. All students are expected to conform to the policies and regulations of the institution.

OFFICE OF STUDENT AFFAIRS

A Christian liberal arts college has dual responsibilities in faith and learning. At Williams Baptist College, Christian faith not only forms the foundation for education, but it is also a goal in itself. Fulfilling its mission as a "campus of Christian purpose," the College promotes and teaches Christian faith and values hoping to instill in students a commitment to serve God and man. The Office of Student Affairs oversees student life and is committed to the objectives of a Christian liberal arts college and seeks to provide a living-learning environment that will foster the individual growth and development of each student.

ORIENTATION

Williams Baptist College requires all students attending college for the first time to participate in orientation. The New Student Orientation program is a series of events designed to assist students in adjusting to college life. The program, which combines large and small group sessions, class registration, recreation, and entertainment, is intended to be an enjoyable and informative experience. Administrators, faculty, staff, and students combine their efforts to provide a positive experience for students who are new to the college. Students who have been properly oriented to the College have an advantage for success in the classroom, in the residence halls, and in extracurricular activities.

COUNSELING CENTER AND CAREER SERVICES

Williams attempts to help students develop holistically. Students needing assistance with personal problems should consult the Director of Counseling. The College offers a full-time counselor who provides personal and confidential counseling service to students. In addition, other faculty and staff are trained as ministers or counselors. The College has convenient access to local and regional mental health services. All students have access to a comprehensive array of vocation/career services provided through the Counseling Center.

LEARNING CENTER/TUTORING

The Learning Center serves students by providing assistance in improving study and listening skills, memory, and reading. Supplementary instructional materials and individual tutoring are available through the center which is in the Sloan Science and Professional Studies Center. Tutoring is also available through the Counseling Center. The tutors work under the Director of Counseling to provide tutoring in math and English. Assistance in other disciplines may also be requested.

RESIDENCE LIFE

Studies reveal that living on campus positively affects academic performance and overall satisfaction with the college experience. Williams Baptist College therefore encourages all students to live on campus. Accommodations exist for both single and married students that are available to students on a first-come basis. Completed housing applications and security deposits are necessary in order to process applications. Married student housing is especially limited, so early applications are advised.

Single students are assigned to Southerland, Shell, or Cash-Wilson Halls. Trained staff administer a program of residential living to create an environment that is conducive for students' personal development. Educational programs and social opportunities are offered to resident students. Each residence hall has a council that oversees the coordination of these programs and the development and enforcement of residence hall policy.

Residence Requirement. All unmarried, full-time students who do not live at home with their parents or guardians are required to live in the residence halls. Students requesting authorization to commute, must fill out a form available either in the Office of Student Affairs or at registration verifying their residential status. This authorization must be renewed each semester.

In order to commute, students must be at least 23 years of age or older before the last day of classes of the current semester OR meet the following three requirements: 21 years of age or older before the last day of classes of the current semester, have 60 or more hours, and have a cumulative GPA of 3.00 or above. Students who fail to comply with this requirement are subject to dismissal from the College.

Residence Halls. Each residence hall has lounge areas and laundry facilities. Southerland and Shell halls are residence halls for women equipped with fully-furnished rooms and semi-private baths. Wilson Hall is a residence hall for men equipped with fully furnished rooms and private baths. Cash Hall is another facility for men with semi-private baths.

Apartments. Unfurnished two-bedroom apartments are available for married students. A description of these units is available in the Office of Student Affairs.

HEALTH SERVICES

The Health Clinic, located in the Mabee Student Center, is staffed by a registered nurse and is available for the following: health education and information, physician referral, assorted health screenings, B12 injections, allergy injections and personal consultations. The clinic is open throughout the school year on a part time basis.

In addition, Williams Baptist College is located close to many health providers in Walnut Ridge. In the event of emergencies, resident students who become ill or injured should notify the residence director who will either call 911 or arrange for transport to the Lawrence Memorial Hospital emergency room. The College assumes no financial responsibility for hospital, physician, or other medical charges. First aid supplies for minor injuries are available in the residence halls, gymnasium, Student Center, health clinic and the Office of Student Affairs.

SPIRITUAL LIFE

The foundation of student life at Williams is the spiritual development of each individual. Many formal and informal opportunities exist for Bible study, worship, and other aspects of spiritual growth. Some of these opportunities include:

Campus Ministries. The Campus Ministries organization promotes the spiritual welfare of all students, regardless of their denominational preference. Numerous events, retreats, and mission opportunities are provided.

Chapel. Students are required to attend weekly chapel programs. A variety of presentations with a spiritual emphasis, including lectures, music, and drama, are presented each week.

Fellowship of Christian Athletes. An organization for any student who is interested in spiritual growth and service to Christ.

Moms & More. Moms & More is a ministry designed for students, staff, and faculty with children. The purpose of Moms & More is to provide encouragement, support, and opportunities for spiritual growth. Moms are invited to monthly luncheons, group outings with children, ladies night out, and prayer groups.

Spiritual Emphasis Week. Each fall, Campus Ministries brings talented and respected Christian leaders to campus to speak, perform, lead discussion groups, and inspire persons to grow spiritually.

Ministry Team. Representatives of Campus Ministries, FCA, and other campus areas serve to advise, recommend, and implement plans to instill greater spiritual awareness on campus.

STUDENT ACTIVITIES

A variety of activities and events are provided each year to promote leadership development, to supplement academics, and to develop interpersonal skills. Student take active roles in planning and implementing a diverse program of student events. The Office of Student Affairs oversees the student activities program.

COMMUNITY SERVICE

Williams believes in the duty and responsibility of each individual to contribute to the needs of the community. To support this ideal, clubs and organizations that wish to be officially recognized by the College and to be eligible for awards, participate in some form of community service. Efforts to encourage the objective of service are continuously being reviewed and expanded.

CONCERTS

Several concerts featuring Christian contemporary artists are held each year. Rebecca St. James, Third Day, Tree 63, Building 429 and Paul Coleman are among recent past artists.

STUDENT GOVERNMENT ASSOCIATION

SGA is a body of students elected by their peers who meet regularly to address various campus issues. All students are considered members of SGA and may vote and communicate their concerns to their representatives. SGA also sponsors several events that include Homecoming, Community Service Day, and Blood Drives.

STUDENT ACTIVITIES BOARD

Students must apply to be on this board. SAB plans campus-wide activities. The board meets regularly to plan and to coordinate events for entertainment and recreation.

CONVOCATIONS AND LECTURESHIPS

Each year, several chapel experiences are designated for special services and recognitions. Traditionally, Spiritual Emphasis Week guest speakers are scheduled to speak during a chapel service. Other traditions include:

Formal Opening. The Formal Opening is on the first Wednesday of the fall semester to signify the beginning of a new year. The address is usually by a faculty member.

Honor's Day. The last chapel of the spring semester is devoted to recognizing students who have distinguished themselves in leadership, service, and academic achievements.

Mondy-Carroll Lecture. Through the generosity of Dr. Nell Mondy, Professor Emeritus, Cornell University, the Department of Natural Sciences sponsors a lectureship/seminar series each year featuring a distinguished scientist.

Jim and Wanda Vaughn Lectureship in the Humanities. This endowed lectureship, funded through the generosity of the Vaughns, and sponsored by the Division of Arts and Sciences, brings distinguished speakers to the campus who represent excellence in scholarship in the humanities.

FIRST WEEK

The fall semester is initiated by a series of events designed to welcome new and returning students back to the campus. One of the highlights is FirstFair. This event brings in dozens of local businesses and campus-based organizations in a festival-like atmosphere.

SPRING FLING

Spring Fling is a series of events held each April sponsored by the Student Activities Board to celebrate the beginning of spring. The events include many outdoor recreational activities.

MISS WBC PAGEANT

The Miss WBC Pageant is held in the spring. Contestants are judged on beauty, poise, and talent. The pageant is directed by the Office of Student Affairs.

HOMECOMING

The homecoming celebration at Williams spans several days in November. Alumni, students, faculty, friends and supporters of the College enjoy receptions, basketball games, and the presentation of the Homecoming King and Queen and their court.

RECREATION AND INTRAMURALS

The Mabee Student Center and the Southerland-Mabee Convocation Athletic Center provide various forms of recreation and entertainment. Pool tables and a snack bar are among the amenities available in the Student Center. The Student Center can be reserved by student groups for parties and other events. The Convocation Center contains two racquetball courts, weight room, and indoor track, in addition to the gymnasium. Various sports are also offered through the intramural program with competitions in softball, volleyball, basketball, and flag football each year. Information about intramurals is available in the Office of Student Affairs.

ATHLETICS

Intercollegiate Sports. Williams holds membership in the National Association of Intercollegiate Athletics and is a member of the American Midwest Conference. Williams sponsors teams in men's and women's basketball, baseball, golf, women's volleyball, women's softball, and men's soccer.

Intramural Sports. The Intramural program provides competitions in softball, volleyball, basketball, and flag football.

Cheerleading. This organization is sponsored by the Office of Student Affairs. Try-outs for the squad are held each spring.

CLUBS AND ORGANIZATIONS

Many organizations provide students with opportunities to enhance their personal, social, and academic development. These include:

Art Club - To promote the appreciation of the visual arts

Alpha Chi Honor Society - National Honor Society

Alpha Psi Omega - National Theatrical Honor Fraternity

Art Club - Student club for Art majors and minors

Beta Alpha Kappa - Religious Honor Society

Beta Beta Beta - National Biological Honor Society

Campus Ministries - Provides avenues for Christian leadership, fellowship, and missions

College Republicans - Republican Party Supporters

Fellowship of Christian Athletes - Christian Athletic Group

International Club - Promotes brotherhood and cultural awareness

Music Educators National Conference - National Music Education Organization

Mu Phi Epsilon – International Music Fraternity

Phi Alpha Theta - International Historical Honor Society

Phi Beta Lambda - Business Club

Pi Lambda Theta - Education Honor Society

Psi Chi - National Honor Society of Psychology

Professional Psychology Club - Promotes leadership in the field of Psychology

Sigma Beta Delta - Business National Honor Society

Sigma Tau Delta - English International Honor Society

Student Activities Board - Opportunities for student leadership and planning of student activities

Student Ambassadors - Students who serve as representatives of the student body for various campus functions

Student Government Association - Students elected to represent peers regarding various campus issues

AWARDS AND RECOGNITION

Students who have distinguished themselves in academics, athletics, service, and leadership are recognized in a variety of ways.

FOUNDER'S AWARD

Founder's Award recipients are selected by the faculty and administration as the best representatives of Williams Baptist College and its esteemed ideals of integrity, leadership, and intellect. Only graduating seniors are eligible. One gentleman and one lady are chosen each year as recipients.

OUTSTANDING STUDENT LEADER

Nominations from the Faculty and Administrators are accepted to give recognition to the student who has best exemplified leadership qualities.

WHO'S WHO AMONG AMERICAN COLLEGES AND UNIVERSITIES

The faculty nominates students for this honor recognizing academic and extracurricular achievement.

OUTSTANDING CLUB/ORGANIZATION

This is awarded to the club/organization that has best demonstrated leadership, service, and the College's mission.

ACADEMIC AWARDS BANQUET

Each spring semester, at a formal banquet, the Faculty honors selected students for their conspicuous academic achievements. The event is sponsored by the Academic Dean's office.

ATHLETIC BANQUET

Students who achieved in athletics are recognized at this annual banquet. Also, athletes who maintain a high level of academic performance are formally recognized.

HEALTH INFORMATION AND INSURANCE REQUIREMENTS

After fulfilling admissions requirements, certain prerequisites must be satisfied before being allowed to register for classes.

- 1. Immunization records.** Arkansas state law requires every student enrolled in public or private school to be immunized against measles and rubella. A record of immunization must be submitted before registering for classes.
- 2. Health form.** A completed form must be submitted to the Office of Student Affairs. This information is used in case of a medical emergency, so, it is vital that all the information requested be provided.
- 3. Health insurance.** Students must have insurance coverage for accidents and hospitalization. International students must purchase a student health insurance plan specifically for internationals. Information about health insurance is available in the Office of Student Affairs.

CONTAGIOUS DISEASE POLICY

The College reserves the right to restrict campus access and on-campus activities of any student diagnosed as having a contagious disease or virus. Restrictions would be determined by the Dean of Students in consultation with a College-approved physician.

FOOD SERVICES

Sodexo Management Services operates the College cafeteria. All resident students are required to purchase the meal plan that offers 19 meals per week. (No Saturday breakfast or Sunday supper is served.) Students who commute may purchase individual meals at a reasonable cost whenever the cafeteria is open. The room and board fees are for actual days the College is in session and do not include holidays or between semesters.

VEHICLE REGISTRATION

Students may have vehicles on campus if properly registered in the Office of Student Affairs. A parking decal is issued for a fee of \$20.00 on an annual basis. Students are assigned to designated parking areas.

COLLEGE POLICY

As a Christian institution, the College seeks to provide an environment that best promotes and fosters the holistic development of each student. A student who enrolls at WBC, whether personally committed to Christian ethical and moral values or not, assumes an obligation to conduct him/herself in a manner that is compatible with the College's goals, purposes, and functions and to abide by the policies and guidelines that govern the institution. In addition, Williams Baptist College has the right and responsibility to provide an environment that is conducive to a student's freedom to grow and to learn and to take necessary measures to preserve that environment. To safeguard this freedom, the College defines and delineates a general statement of Standards of Conduct. Violations of the Standards of Conduct will be subject to disciplinary proceedings.

ADMINISTRATIVE INTERVENTION/WITHDRAWAL

Students who exhibit inappropriate behavior resulting from psychological or emotional difficulties or behavior that poses a potential threat to themselves, others, or property will be referred to the Dean of Students. The Dean, after consultation with the Director of Counseling and other appropriate personnel, may mandate counseling or another form of intervention. In extreme cases, the student may be administratively withdrawn from the College.

ALCOHOL/DRUGS

Williams Baptist College does not tolerate the use, possession, or distribution of alcohol and other drugs. It endorses the official position of total abstinence from these substances. Violation of this policy is handled by the Office of Student Affairs according to the disciplinary procedure described in the Student Handbook.

The College seeks to provide education and information about substance use and abuse to each student. Sessions are held during new student orientation, in several academic courses, and in special programs and events throughout the year.

SEXUAL HARASSMENT

Williams Baptist College is committed to providing its faculty, staff, and students with an environment free from explicit and implicit sexual behavior used to control, influence, or affect the well-being of any member of the College community. Sexual harassment by any person is inappropriate and unacceptable. Complete information about sexual harassment, reporting and procedural guidelines is available in the Office of Student Affairs or the Office of the Academic Dean.

DISABILITY POLICY

Williams Baptist College is an independent, non-profit, church related institution which does not discriminate on the basis of disability in the provision of educational services. Although Williams does not provide separate programs for students with disabilities, accommodations for class presentation, evaluation, and access will be determined on a case-by-case basis once the student has disclosed a disability and appropriate documentation supporting the request for the accommodations has been provided to the College. For further information, contact Dr. Gary Gregory, Director of Counseling at 870-759-4178. All students, regardless of disability, must meet the same admission and graduation requirements.

FINANCIAL INFORMATION

The generous support of the Arkansas Baptist State Convention and endowments and gifts from alumni and friends of the College enable Williams to maintain a tuition among the lowest to be found in any accredited private senior college in the nation. Students at Williams usually receive some form of institutional or public financial assistance. Such assistance is allocated regardless of students' religious affiliation.

Students are encouraged to review carefully the financial information which follows.

EXPENSES

The College reserves the right to adjust or revise charges at any time.

Application Fee: (Due with application).....\$ 20.00

General Expenses Per Semester

Tuition

12-17 hours..... \$ 4,300.00
 1-11 hours (per semester hour)..... 360.00
 Per semester hour above 17 hours..... 290.00
 Audit (per semester hour)..... 75.00
 May/Summer Term (per semester hour)..... 75.00

Student Activity Fee..... 100.00
 (Covers College athletic events, P.O. Box, Lecture/Concert Series,
 student government fee, identification card.)

Library Fee.....75.00

Computer Resource Fee..... 125.00

Accident Insurance..... 25.00

Senior Citizen Tuition. Senior citizens (age 60 and above) are charged one-half of the regular tuition charges.

ROOM AND BOARD

All residence hall students are required to take their meals in the cafeteria. Meals are furnished for actual days College is in session, except Saturday morning, Sunday evenings, holidays, and periods between semesters. Students, who need a special diet, as certified by a physician, may be required to pay an additional charge for meals. The charges below include both room and meals.

Cash-Wilson Residence Hall:

Non-Private..... \$ 2,100.00
 Private (when available)..... 2,300.00

Southerland Hall:

Non-Private.....	\$ 2,100.00
Private (when available).....	2,300.00
Honor Apartments.....	2,100.00

Summer School Rooms.....Contact the Office of Student Affairs

EXTRA EXPENSES WHERE APPLICABLE (DUE WHEN ASSESSED)

Course Change: Cash.....	\$ 7.00
Charge.....	12.00
Dishonored Check: First check.....	10.00
Second check (no checks cashed after second check).....	20.00
Independent Study Fee (per hour).....	400.00
English Proficiency Exam Fee.....	15.00
Graduation Fee.....	75.00
Late Registration (after opening day).....	100.00
Music Fees:	
One private lesson per week	95.00
Two private lessons per week.....	185.00
Class Piano.....	65.00
Class Voice.....	55.00
Handbells.....	35.00
Senior Recital.....	50.00
Appliance Fee.....	20.00
Bowling Fee.....	30.00
Golf Fee.....	30.00
First Aid.....	8.00
Science Lab, per course.....	50.00
Special Examination or Make-up Test (per exam or test).....	10.00
Studio Art Fee, per course.....	70.00
Student Teaching Fee	135.00
Transcript, per each after the first.....	5.00

SECURITY DEPOSITS FOR STUDENTS

Residence Hall.....	\$ 75.00
Family Housing.....	Equivalent to First Month's Rent

FAMILY HOUSING

Family housing is available on campus for those who qualify. Rental rates vary from approximately \$275.00 to \$310.00, depending on the type of housing. Inquiries regarding family housing should be addressed to the Office of Student Affairs.

All rent for family housing is due in advance on the first day of each month.

PERSONAL EXPENSES

Students should allow about \$3,000.00 per year for textbooks, clothing, travel, entertainment, and laundry.

BOOKSTORE

The bookstore is operated by Founder's Bookstore. The student should plan to pay for all books at the time of purchase. Book purchases may, in some special circumstances, be billed to the student's account. Major credit cards are accepted.

PAYMENT OF ACCOUNTS

All charges for tuition, fees, and room and board are due in full at the beginning of each semester. Students unable to pay the full balance at the time of registration must make satisfactory arrangements for payment with the Business Office. A deferred payment plan is available if necessary, with a down payment of \$1,500.00 or one-fourth of the total bill; whichever is larger, due and payable at registration. The balance will be divided into three equal payments, with the three installments due at approximately monthly intervals. Due dates will be October 10, November 10, and December 1, for the fall semester, and February 10, March 10, and April 10 for the spring semester. A finance charge at the rate of .833% per month will be levied on any unpaid balance.

Security deposits and family housing rent cannot be included in the deferred payment plan.

Any student who is delinquent in payments to the College is subject to dismissal. A student may take no final examinations in any semester unless the student's account is settled before examinations begin; nor may the student receive grades, obtain a transcript, or enroll for another semester until all accounts are settled.

REFUNDS OR PAYMENT DUE

WITHDRAWAL DURING:	PAYMENT DUE	REFUND DUE
First Week	20%	80%
Second Week	30%	70%
Third Week	40%	60%
Fourth Week	60%	40%
Fifth Week	80%	20%
After Fifth Week	Pro rata refund of unused cafeteria services only.	

Withdrawal from College. A student who officially withdraws from the College will be notified at the time of withdrawal as to whether further payments are due the College or whether a refund is due the student. **The official withdrawal procedure begins in the Registrar's office.** The rate of refund will be as follows. Should the student fail to officially withdraw, all semester charges will become immediately due and payable.

Federal Financial Assistance Policy Relating to Withdrawal from College. The following procedure will be used to determine the percentage of federal financial aid, which may be applied to the student's account, and the percentage which must be returned to the Federal

Financial Aid (Title IV) Programs. The percentage of the Federal Financial Aid Package which may be applied to the student's account is as follows:

$$\begin{aligned} & \text{The total number of calendar days completed (date of withdrawal)} \\ \div & \text{The total number of calendar days in the semester} \\ = & \text{Total Percentage of Enrollment} \end{aligned}$$

The above percentage will be used to calculate the amount the student has earned in his or her Financial Aid package. Federal financial aid packages (such as Pell and loans) must be applied to the student's account prior to withdrawal before they can be included in the percentage earned. If the student withdrawal occurs after the 60 percent point, the student will have 100 percent of his or her federal financial aid package applied to his or her account.

Tuition Refunds for Withdrawal from a Class. Withdrawal from a class during the first five weeks of a semester may result in a partial refund or reduction of tuition charges. The reduction or refund rate will be the same as stated above in the Withdrawal From College section. The official withdrawal procedure begins in the Registrar's Office.

Federal Financial Assistance Policy Relating to Withdrawal from a Class.

Withdrawal from a class during the first five weeks of school may result in a reduction in a student's Financial Aid Package. Reducing the course load below 12 hours results in a reduction of the Pell grant and loss of all institutional, state and other scholarships and grants.

Refund of Credit Balances. In the event a combination of grants, loans, and/or payments creates a credit balance to the student's account, the business office will refund the credit balance to the student by means of a check. The refund check will be placed in the student's campus mailbox or mailed to the student's residence.

Refund of Security Deposits. The security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, and all accounts have been cleared. Requests for the residence hall security deposit refund must be made to the Director of Housing. Requests for the family housing deposit refund must be made to the Office of Student Affairs.

SPECIAL ASSESSMENTS

The College reserves the right to make special assessments. In addition, the student agrees to accept any special assessments voted by the Student Government Association and approved by the administration.

STUDENT FINANCIAL ASSISTANCE

A college education is one of the most important investments a person can make, but the cost of higher education is increasing, making it difficult for many students to attend. During the most recent year, 97 percent of the WBC student body received some form of financial aid. The following information is designed to show various avenues of financial assistance available at Williams.

Anyone receiving financial aid will receive an award letter that lists sources of aid, amounts, and conditions governing these awards. Scholarships, grants, and loans are normally applied to the student's account at the beginning of each semester, provided all the necessary documents are accurate and on file. (Awards from employment are applied to the student's account only after

the student has worked the hours designated.) These documents would include, but are not limited to, the Free Application for Federal Student Aid (FAFSA), documentation of income (such as 1040 tax return, Social Security letter, non-taxable income form, Veteran's Administration award letter), and Selective Service Draft Registration Acknowledgment. Fulfillment of specified citizenship requirements and demonstrated financial need are also requirements for the federal financial aid programs.

DETERMINATION OF NEED

Williams uses the Free Application for Federal Student Aid (FAFSA) to determine the financial need of each student. This statement must be submitted to the Financial Aid Office to assess properly a student's need and provide adequate financial assistance. The statement becomes part of the student's financial aid file. The FAFSA forms may be secured at most high schools or by contacting the Financial Aid Office at Williams.

The following regulations govern the awarding of aid:

1. The student must meet all admission requirements to attend Williams.
2. The student must be attending Williams on at least a half-time basis. (Certain aid requires full time enrollment.)
3. The student must observe all College regulations governing social and academic life.
4. Financial assistance is renewable each semester provided the appropriate requirements are met.
5. Williams reserves the right to cancel any aid if the student does not show satisfactory academic progress or does not fulfill obligations to the College as specified as a condition of the aid.
6. Williams reserves the right to adjust any financial aid awards depending on the availability of federal, state, institutional, and/or restricted funds. Adjustments may also be necessary to prevent over-awards.
7. All institutional and private scholarships may be revoked if the student does not satisfactorily discharge their financial obligations to the College.
8. All applications should be filed in the Financial Aid Office by the time of registration each semester.
9. A student cannot be in default on a Perkins Student Loan (formerly National Direct Student Loan) or Stafford Student Loan or owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant and receive financial aid.

Williams has set a priority date of May 1 for awarding financial aid for the fall semester.

STANDARD OF SATISFACTORY ACADEMIC PROGRESS TO MAINTAIN FINANCIAL ELIGIBILITY

The Federal Higher Education Amendments of 1976 require the College to define and enforce standards for Satisfactory Academic Progress. Students receiving financial aid from federal, state, private, and institutional sources must conform to the College's definition of satisfactory progress. The guidelines are established to encourage the student to successfully complete courses for which aid is received. To receive financial assistance, a student must be enrolled as a regular student in an eligible program. A regular student is defined as one who enrolls in 6 or more hours in an eligible program for the purpose of obtaining a degree,

certificate, or credits in a transfer program. Students must complete requirements within a reasonable length of time and maintain a minimum cumulative grade point average.

Eligibility for Financial Aid is generally limited to one and one-half times the published time frame to complete the academic program. Example: Students enrolled in a four-year degree program will be allowed to receive Financial Aid up to 6 years. Students attending less than full time will have required credits earned prorated and their length of eligibility extended respectively.

Students enrolled full-time must maintain and successfully complete each academic year with the following respective credit hours earned and cumulative grade point average.

First Year	18	1.25 CGPA
Second Year	39	1.65 CGPA
Third Year	60	2.00 CGPA
Fourth Year	81	2.00 CGPA
Fifth Year	105	2.00 CGPA
Sixth Year	129	2.00 CGPA

Successful completion is defined as earning A, B, C, or D on course work. I or W received on course work will be used in determining hours attempted for the semester.

With the exception of institutional scholarships, satisfactory academic progress will be reviewed once a year, at the end of the spring term. Scholarship requirements are reviewed each semester according to the renewal guidelines of the respective scholarships. Progress of students not maintaining the minimum academic levels, as described above, will be evaluated by the Financial Aid Committee and the Financial Aid Director. Based upon merit, academic performance and mitigating circumstances, the student will either be placed on financial aid probation for the following semester or be placed on financial aid suspension. A student placed on financial aid probation will be evaluated at the end of the following semester. If the student fails to meet the academic progress policy requirement after the semester of financial aid probation, the student will no longer be making satisfactory academic progress and will not be eligible to receive federal, state, or institutional aid.

If the student does not make satisfactory academic progress and is suspended from receiving Financial Aid, the student may reapply for financial aid after having made sufficient academic progress to satisfy the terms of the stated policy. A student may be paid for the payment period in which he or she regains satisfactory progress, but not for any payment periods in which the student did not meet the standards.

The summer term may be used to make up hours dropped during the fall or spring terms and will be included as part of the prior academic year. Students making up hours will not be eligible for Financial Aid during this period.

Students placed on Financial Aid suspension may appeal the suspension if they feel that mitigating circumstances prevented them from making satisfactory progress. This appeal must be made in writing and must include the reason(s) minimum academic requirements were not met and the reason(s) why financial aid should not be terminated. After review of the appeal by the Financial Aid Committee, the student will be advised of the decision.

SCHOLARSHIPS

There are two types of scholarships, private and institutional.

INSTITUTIONAL/PRIVATE SCHOLARSHIP GUIDELINES

Funds for these scholarships are provided by the institution, churches, individuals, and/or other concerned groups. Guidelines for these scholarships are described below:

1. Anyone who receives the benefits of an institutional or private scholarship administered by the College is expected to maintain a sympathetic and cooperative attitude toward the purpose and policies of Williams.
2. Students who enter into their second Section A behavioral contract in one semester forfeit institutional and/or private scholarships immediately and become ineligible for institutional/private scholarships for the following semester. Future eligibility will be determined on an individual basis by the Financial Aid Committee.
3. In the event of withdrawal, dismissal, or a reduction in course load to less than 10 semester hours that student forfeits institutional and/or private scholarship for the current semester. In certain situations, scholarship benefits may be prorated.
4. If a student withdraws voluntarily from an activity for which he/she is receiving scholarship assistance, then the student forfeits the scholarship for the entire current semester. If a student is dismissed from an activity for disciplinary reasons, then the student's scholarship assistance will be discharged on a prorated basis.
5. The amount of the institutional/private scholarship and other financial aid awards (such as Pell Grant, SEOG, etc.) may not exceed the student's direct college cost which includes tuition, fees, room, board, and books.
6. No student may receive institutional/private scholarship funds for more than eight semesters.

INSTITUTIONAL ACADEMIC SCHOLARSHIPS

Freshman Academic Scholarships are available to full-time students with academic abilities and exceptional leadership potential. A student may not be awarded two academic scholarships. To receive an academic scholarship the student needs to make application for admission, send an official high school transcript, and an official ACT/SAT score to the admissions office. All scholarships are subject to availability and there are a limited number of scholarships in each category. Early application is encouraged.

Trustee's pays up to full tuition and residence hall semi-private room and board charges. This four-year scholarship is awarded to one freshman completing an admissions application for one of the academic programs of Williams, who has a composite score of 30 or higher on the ACT and a minimum sixth or seventh-semester high school CGPA of 3.5. The Trustee's Scholarship deadline is March 1. The scholarship may be renewed by maintaining a minimum cumulative GPA of 3.25 on at least 15 credit hours per semester.

President's Select pays up to \$2000 per semester for students living in College housing or up to \$1500 per semester for commuter students. This four-year scholarship is awarded to freshmen completing an admissions application for one of the academic programs of Williams who have a minimum composite score of 27 on the ACT and a sixth or seventh-semester high school CGPA of 3.0 or Valedictorian of their high school class. The scholarship may be renewed by maintaining a minimum cumulative GPA of 3.0 on at least 14 credit hours per semester.

President's pays up to \$1,500 per semester for students living in College housing or up to \$1125 per semester for commuter students. This four-year scholarship is awarded to freshmen completing an admissions application for one of the academic programs of Williams who have a composite score of 24-26 on the ACT and a sixth or seventh-semester high school CGPA of 3.0 or salutatorian of their high school class. The scholarship may be renewed by maintaining a minimum cumulative GPA of 3.0 on a least 14 credit hours per semester.

Dean's pays up to \$1,000 per semester for students living in College housing and up to \$750 per semester for commuter students. This four-year scholarship is awarded to freshmen that have a composite score of 22-23 on the ACT and a sixth or seventh semester high school CGPA of 2.5 or higher. The scholarship may be renewed by maintaining a minimum cumulative GPA of 2.75 on at least 12 credit hours per semester.

Top 10% pays up to \$1,000 per semester for students living in College housing and up to \$750 per semester for commuter students. This four-year scholarship is awarded to freshman who have a composite score of less than a 23 on the ACT, a minimum seventh semester high school CGPA of 3.5, and are in the top 10% of their high school class. This scholarship may be renewed by maintaining a minimum cumulative GPA of 2.75 on at least 12 credit hours per semester. Students will need their high school counselor to send written proof of class standing. This scholarship may not be combined with other academic scholarships.

Leadership pays up to \$750 per semester for students living in College housing and up to \$500 per semester for commuter students. This four-year scholarship is awarded to freshmen that have a composite score of 19-21 on the ACT and a minimum high school GPA of 2.25. This scholarship may be renewed by maintaining a cumulative GPA of 2.5 on at least 12 credit hours per semester.

TRANSFER ACADEMIC SCHOLARSHIPS

Dean's pays up to \$1000 per semester for students living in College housing and up to \$750 per semester for commuter students. This four-year scholarship is awarded to transfer students with a minimum GPA of 3.0 on 24 hours of college credit. All Phi Theta Kappa members are eligible for this scholarship. The scholarship may be renewed by maintaining a cumulative GPA of 2.75 on at least 12 credit hours per semester.

Williams Summit pays up to \$1320 per semester for students from Black River Technical College, Ozarka College, or University of Arkansas Community College in Batesville with a minimum cumulative GPA of 3.0 on 45 hours of college credit from those institutions. This three-year scholarship may be renewed by maintaining a cumulative GPA of 3.0 on at least 12 hours. Williams will waive the application fee for qualified applicants under the terms of the WSSP. This scholarship cannot be stacked with the Dean's Scholarship or the Institutional Grant. Students must enroll immediately upon the completion of their program at one of the above named institutions.

Phi Theta Kappa pays up to \$500 per semester for full-time students who are members of Phi Theta Kappa and have a minimum cumulative GPA of 3.5 on 24 hours of transferable college credit. Students must enroll immediately following a two-year college. Students receiving the Summit Scholarship may receive up to \$250 per semester for the Phi Theta Kappa Scholarship. Only five scholarships are awarded per semester.

Institutional Grant pays up to \$500 per semester for students living in College housing and up to \$350 per semester for commuter students. This scholarship is awarded to transfer students

who have a minimum GPA of 2.5 on 24 hours of college credit. This scholarship may be renewed by maintaining a minimum cumulative GPA of 2.5 on at least 12 credit hours per semester.

MINORITY STUDENT SCHOLARSHIPS

Minority Student Scholarships may be awarded to students who are members of traditionally designated ethnic minority groups (African-American, Hispanic, Asian-Pacific Islander, or Native American) and have a cumulative seventh-semester high school GPA of at least 2.25 and an ACT composite score of at least 19. Scholarship amounts may vary.

Minority Educator's Scholarship - This scholarship is designed to supplement other financial aid a candidate may have, and it may be used for books, fees, or other needs related to costs associated with a major in education at Williams. An applicant must: **(1)** Have at least a 2.5 GPA (4.0 scale); **(2)** plan to complete a major in education at Williams; **(3)** be recommended as one having potential for life success as a classroom teacher; **(4)** be recommended as one with moral integrity suitable for Williams Teacher Education Program's view of a professional educator; **(5)** demonstrate maturity and a desire to become an effective classroom teacher who personifies a professional educator; **(6)** exhibit a willingness to make a time commitment to all aspects of the education requirements of his/her specific degree program, both in and out of the classroom.

The Minority Educator's Scholarship deadline is June 15. Applications and more information are available in the Williams Financial Aid Office, P.O. Box 3661, Walnut Ridge, AR 72476.

PERFORMANCE

Athletic Scholarships are available for both men and women in several sports. Scholarships range in value up to the full cost of tuition, room, and board. Cheerleading scholarships are also available. **For more information contact:**

**Athletic Director
Williams Baptist College
P.O. Box 3633
Walnut Ridge, AR 72476**

An **Art Scholarship** is given annually by the Art Department and is awarded to a freshman Art Education or BA Art major. The amount of the Art scholarship will vary depending on other financial aid and the individual student's eligibility, but may range up to \$3000 per semester. This scholarship can be stacked with other academic and/or institutional scholarships. **For more information contact:**

**Chairman, Department of Art
Williams Baptist College
Walnut Ridge, AR 72476**

Student Ambassador Scholarship is administered by the Office of Institutional Advancement. Students serve as campus hosts. **For more information contact:**

**Office of Institutional Advancement
P.O. Box 3736
Walnut Ridge, AR 72476**

MUSIC SCHOLARSHIPS

Director Instrumental Ensemble Scholarship: Awarded to a student majoring in music who has experience in organizing and directing an instrumental ensemble. The amount of this scholarship will range up to \$2000 per semester, depending on other financial aid and individual student eligibility. This scholarship may not be combined with other academic scholarships.

Music Accompanying Scholarship: Awarded to a student majoring in music who demonstrates exceptional skill in keyboard accompanying? The amount of this scholarship will range up to \$2,000 per semester, depending on other financial aid and individual student eligibility. This scholarship may not be combined with other academic scholarships.

Williams Singers Scholarships: Awarded to students with musical abilities who become members of the Williams Singers. This scholarship is awarded on an audition basis upon the recommendation of the music faculty. Students must be enrolled full time to receive this scholarship.

Music Talentship: Awarded to a full time student majoring in music and exhibiting outstanding musical abilities. The amount of the Music Talentship will vary depending on other financial aid and individual student eligibility, but may range up to \$1,000 per semester for students living in College-owned housing and up to \$750 per semester for commuter students. This scholarship may not be combined with other music scholarships. **For more information contact:**

**Chairman, Department of Music
Williams Baptist College
Walnut Ridge, AR 72476**

PRIVATE SCHOLARSHIPS

These are funds made available through gifts of individuals, groups, churches, and/or organizations. Recipients must meet certain restrictions to qualify for these scholarships.

Baker, made available by funds from Mrs. B.C. Baker, is for deserving students; preference is given to students from Wynne, Arkansas.

Dale Barnett is awarded to ministerial students with a minimum 3.0 GPA who are from north Arkansas and White River Baptist Association.

Harry A. Belford Memorial, established by Mrs. Neil Belford and Mrs. Carol Belford-Lewallen, is used to assist students majoring in elementary education with a minimum 3.0 GPA who are from Randolph County. Scholarships are awarded by the Education Department.

Harry and Mary Belk, established by Harry and Mary Belk, is awarded to students with a minimum 3.0 GPA and financial need who are from Lawrence County, Arkansas.

Douglas and Helen Bradley Ministerial, established by Mr. and Mrs. Douglas Bradley, is used to assist students training for rural and/or bi-vocational ministry.

Burleson China Fund, established by Mrs. Frances Burleson to assist students from the Peoples Republic of China.

Lewis Burris Memorial, established by Frances Burris in memory of her husband, used to assist ministerial students.

Burton assists students with financial need through funds given by the late Mr. I.S. Burton.

P.D. Chat Caldwell Memorial, established by Jerry and Peggy Caldwell, assist students with average incoming grades, but showing academic promise, and who demonstrate a financial need. Priority will be given to those students who profess to be Christians.

Refus and Minnie Lea Caldwell is awarded to Southern Baptist students with a GPA of 2.5 or better who are seeking a religious vocation.

Cannon-Harrelson Fund, established by Mrs. Carroll Cannon, is used to assist students planning to spend their lives on the home or foreign mission field.

Joan Carter, given in honor of Mrs. Joan Carter by Mr. and Mrs. James Carter, is awarded to students demonstrating financial need, with first preference given to students coming from single mother homes.

Carter's Corner Work, a work scholarship established by James L. Carter, Sherry Carter, and Karen Carter.

Eric Clairday Memorial, established in memory of Eric Clairday by his parents, for students entering church related vocations.

H.E. and Verbeth Coe Endowed, established by H.E. and Verbeth Coe. Priority is to be given to students from the north one-half of Jackson County, Arkansas.

Hugh Cooper, endowed by Mrs. Hugh Cooper and friends, is used to assist deserving ministerial students.

Cossey Memorial was established by Mrs. J.I. Cossey in memory of her late husband for students with financial need.

Don and Ruth Ann Cox, give first preference to a Randolph County, Arkansas student.

Crabb Endowed Ministerial, established by Mr. and Mrs. Bob Crabb, is used to assist married ministerial students.

Crane Fund for Widows and Children, is awarded to needy and deserving widows and children of men who, at their death, have left their widows and children without adequate means of support. For deserving wives and/or children of men upon whom they are dependent for support, but, because of age or disability, are unable or, for other reasons, fail or neglect to adequately support their respective wives and/or children.

Jackson and Grace Crouch Endowment, a work scholarship established by Mr. and Mrs. Jackson Crouch, for students with financial need.

Marissa Crow Memorial Fund, is for an English major with first preference given to students from Fulton County, Arkansas. Student must maintain a 3.0 GPA.

Dr. Albert H. Cullen Endowed Memorial, for students with financial need.

Max and Patsy Dacus Endowed, endowed by Max and Patsy Dacus, is used to assist married ministerial students.

Eugene and Opal Davis, established by Thomas and Joy Davis, is awarded to junior/senior level students majoring in Business and is awarded by the Business Department. Students must maintain a 3.0 GPA.

Thomas and Joy Davis Church Music, is awarded to a sophomore, junior, or senior level student majoring in Church Music. Student must maintain a 3.0 GPA.

Ralph Douglas, for students with financial need.

J.D. Dryer, established by Mr. and Mrs. J.D. Dryer, is used to assist ministerial students training on the preaching field.

William and Gladys Farris Memorial, established by Dr. Roy Farris, is for students from Norfolk High School, Norfolk, Arkansas.

First Generation, for Arkansas resident students with a high school GPA of 3.0, who represent the first generation of family to attend college and demonstrate financial need. Recipient shall be designated as a UPS Scholar. Student must maintain a 3.0 GPA.

Formosa Baptist Church Endowed was established by members of Formosa Baptist Church for students with financial need.

Frankum Fund, established by Dr. and Mrs. Jerry Frankum, is used to assist students training for the ministry.

Fuller Fund, a work-scholarship established by Mr. and Mrs. Sherman Fuller, is for students from the Ozark Mountain area.

Glendale, provided by the estate of Miss Glen Kirkland, is for ministerial students and is administered by the Religion Department.

Grace Fellowship is to be awarded to an orphaned, abandoned, or neglected student going into a Christian vocation.

Greenway Baptist Church, is for students from Greenway Baptist Church or surrounding area.

Gregory, a work-scholarship established by Nathan Gregory, is used to assist students with financial need.

N.B. Harty International Student, established by Mr. and Mrs. N.B. Harty, to assist students from Kenya.

Mary Lee Haynes Endowed, established in memory of Erman and Mayme Haynes and Lt. Col. James Ray, for students from northeast Arkansas, with preference given to students from First Baptist Church, Pocahontas, and/or Randolph County, Arkansas.

Mr. and Mrs. Paul Henry gives first priority to students from the Rocky-Bayou Baptist Association.

Earl and Mable Humble Endowed

Robert W. and Drucilla Lam Inman Endowed was established by Robert W. and Drucilla Lam Inman.

International Student Fund, to assist international students with first preference given to students from Kenya.

John Jenkins Family, established by John F. And Delores B. Jenkins, is for needy students from Hot Springs, Arkansas area.

William T. Jessen was established by the Jessen family for hill area students from Lawrence County or Northeast Arkansas.

Janie M. Johnson Memorial Endowed, was established by B. Harold Johnson for students with financial need.

Harvey and Bernice Jones Endowed was established by Mrs. Bernice Jones in memory of her late husband, Harvey Jones, through foundations established by her and Mr. Jones prior to his death.

Stella King Estate Fund, for students with financial need.

Barry A. Lamar Endowed, established by Mrs. Audrey Lamar Bray and Mrs. Virginia Lamar Swaim, is awarded to junior level students majoring in English, history, or secondary education English or social studies. Preference is given to students from Southeast Missouri.

Delmar and Lola Lemarr Endowed, is awarded to a deserving student showing academic promise and has a need for financial assistance.

Rozella Lewis Preacher's Wife, established by Reverend Bill Lewis to assist the wife of a preacher.

Judge and Mrs. Edward Maddox is awarded to students with a GPA of 3.0 or better who demonstrate financial need.

Sylvia L. Maddux Memorial was established by her husband, the late Roy Maddux and her son, Dale Maddux. Music student with financial need.

Bob and Dolores Magee, established by friends of the Magee's, is awarded to Music majors with a 3.0 GPA and is administered by the Music Department.

Otta J. Mathers Endowed was established by her grandson, Frank E. Sansone for students with financial need.

Minnie Mays is for students from Randolph County in Arkansas. Students who are members of First Baptist Church, Pocahontas, Arkansas are given first priority.

Meyer Endowed Fund, established by Wayne and Doris Meyer, assists students from the Arkansas Baptist Children's Homes and Family Ministries who work on campus.

Ministerial, to assist ministerial students.

Ethel and Nell Mondy, established by Dr. Nell Mondy, is awarded to a junior science major with the highest GPA in the class and is awarded by faculty committee.

Moody, is made available through funds given by Mr. and Mrs. J.H. Moody for students with financial need.

Moreland was provided by the late Dr. W. H. Moreland for students with financial need.

Clara Murray, for students with high moral standing and financial need.

Roy E. Nowell, for students with financial need.

Opdyke is for Southern Baptist students from mountain areas.

Pippen, established by the late Mr. Earl Pippen, assists ministerial students or students entering mission work.

B.A. Rand/Central College was established by a friend and business associate in honor of Mr. Rand. First priority is given to the children and grandchildren of Central College alumni.

W.O. and Rosamond Reece Ministerial, established by Mr. Don Reece, is awarded to ministerial students by the Religion Department.

Harold and Cora Rhoads Endowed, established by Paul and Lana Rhoads, is awarded to a junior Psychology major with a 3.0 GPA and is awarded by the Psychology Department.

Richardson Married Ministerial Student is awarded to junior or senior status married ministerial students with families.

Riley-Frazier, established in memory of Mrs. W.C. Riley by Mr. W. C. Riley and Mrs. Quanita Frazier, is used to assist students going into the foreign mission field. Priority is given to students from East Side Baptist Church in Paragould.

Ida Thomas Robbins was established by Mr. Wiley Robbins for students with financial need.

Marion Eugene Robert Memorial was established by Mr. and Mrs. John Robert in memory of their son for students with financial need.

Chappel Rogers, made available by W. Carey and Elizabeth B. Rogers is based on financial need for students from Greene County and adjacent counties in Arkansas.

Lila W. Rorie, for students with financial need.

Dr. Fred and Nellie Savage Memorial, given in memory of Dr. Fred and Mrs. Nellie Savage for the wife of a Southern Baptist ministerial student.

Carolyn Shell Memorial, established by the North Central Baptist Association, is awarded to a deserving young lady with an interest in either music or missions.

A. J. and Ethel Pumphrey Stephens, is for students with above average academic abilities, leadership and character with a GPA of 3.0 or above. A special consideration for students from middle-income families who demonstrate need.

Leland and Irane Stratton Endowed was established for students with financial need.

Student Leader, degree completion scholarships for junior or senior students who are Arkansas residents with a GPA of 3.0 or above, who have demonstrated campus leadership, concern for home community, and financial need in order to complete degree. Recipient shall be designated as a UPS Scholar. Student must maintain a 3.0 GPA.

Jerol and Virginia Swaim Endowed, given in honor of Dr. and Mrs. Swaim, by friends from Randolph County in Arkansas.

Taylor Work, a work-scholarship made available by donations from Reverend W.O. Taylor, is used to assist students with financial need.

Teacher-Ed, is awarded to an Arkansas resident student studying to be a K-12 classroom teacher. Recipient shall be designated as a UPS Scholar. Student must maintain a 3.0 GPA.

H. R. and Beauton Thurman, established by Thomas and Joy Davis, is awarded to students majoring in psychology and maintaining a 3.0 GPA and is awarded by the Psychology Department. First priority given to employees of Families, Inc.

Reverend and Mrs. Fred Varner, established by Marjorie Psalmonds, is for ministerial or education majors, sophomore or above.

Wal-Mart Foundation, is awarded to students majoring in Merchandising, Business Administration, Information Services, Finance, Marketing, or Retail Management.

Wasson Fund, established by Bill L. Wasson, is used to assist ministerial students.

H. L. Waters Fund, established in memory of Dr. H. L. Waters by his children, is awarded to ministerial students.

H. E. Williams International Student, established by the founder of the College, Dr. H. E. Williams, to aid Baptist foreign students.

Nora Wright, for students with financial need.

Lela Ziegenhorn Endowed, established by Mrs. Lela Ziegenhorn of Jonesboro, Arkansas, assists students of above average high school grades with a priority given to students from Poinsett and Craighead counties.

OFF CAMPUS SCHOLARSHIPS

These scholarships also have restrictions; however, in most cases the award is made by the donor or contributing group and not by Williams.

Nancy Cooper, is for students entering a church-related vocation and is awarded by the WMU.

Hammons Charitable Foundation, established in memory of Mr. and Mrs. O.P. Hammons by their son, Dr. Edward P. Hammons. Freshman or sophomores from eastern Arkansas or

western Tennessee are eligible to apply. Applications and more information are available in the Financial Aid Office. Deadline is February 1.

Harriet Elizabeth Pryor, is awarded by the Arkansas Baptist State Convention and is for students entering mission work.

A. O. Smith Emergency Fund for married ministerial students was established by Mr. A. O. Smith.

COMBINATION SCHOLARSHIPS

Missionary Dependents' Scholarship is awarded to qualifying Southern Baptist students. Each missionary's dependent that is eligible for the School Allowance-Post Secondary from the International Mission Board of the Southern Baptist Convention and meets Williams admissions standards will receive a full tuition, fees, semi-private room, and board award through a combination of federal, state, private funds, and the MK School Allowance-Post Secondary. The scholarship may be renewed by maintaining a minimum cumulative GPA of 2.0 on at least 12 credit hours per semester.

Family and Child Scholarship is awarded to single students from the Arkansas Baptist Family and Child Care Services. This scholarship assures the recipient of a full tuition, fees, resident hall semi-private room and board award through a combination of federal, state, and private funds. The Family and Child Care Agency provides books and a personal expenses allowance. Student must maintain a 2.0 GPA.

CHURCH RELATED SCHOLARSHIPS

Church-Matching: Williams will match contributions up to \$200 per semester from the student's church, regardless of denomination. The student may receive this scholarship for both semesters during the academic year. Forms are available in the Financial Aid Office.

Pastoral Ministry Fund: Provided in large part by the Arkansas Baptist State Convention. For a ministerial student and his wife to receive this aid the following must be observed:

1. Student must be a Christian Ministry major.
2. Student must be involved in some form of ministry on a consistent basis while receiving the scholarship.
3. The student's home church must contribute the appropriate amount each semester.
4. The student must provide a copy of his ministerial license or ministerial ordination papers to the Chair of the Christian Ministries Department.
5. Students must sign a promissory agreement indicating they will repay the scholarship if they discontinue in a vocational ministry sponsored by the Southern Baptist Convention.
6. Students must be a member of the campus Christian Ministries Association and must attend a specified number of meetings.
7. Student must fill out/update a "ministries form" with the Department of Christian Ministries.

A ministerial student, enrolled full-time, is eligible for a \$825 ministerial loan-scholarship per semester if a sponsoring church contributes \$125 per semester. If the ministerial student is married, his wife, if enrolled full-time, is eligible for a \$325 scholarship per semester if a sponsoring church contributes \$75 per semester.

Ministerial students and wives enrolled less than full-time are also eligible for the scholarship. Students should contact the Financial Aid Office to determine the church's portion and the scholarship amount.

The church's contribution should be made by check payable to the "Arkansas Baptist State Convention" and sent to: Arkansas Baptist State Convention, Ministerial Scholarship Fund, P.O. Box 552, Little Rock, AR 72203. A notation should accompany the check indicating the following: (1) the student's name; (2) the semester covered - Fall, Spring, or Summer; (3) the name of the College - Williams Baptist College; and (4) the name and address of the sponsoring church.

Baptist Associational: The Baptist Associational Scholarship is made available to Baptist students who are nominated by Directors of Associational Missions. The Director of Missions of each Arkansas Baptist Association is encouraged to recommend one high school senior from their association for the scholarship. Students selected must enroll full-time at Williams for the semester following their selection. The award is valued at \$500 per year and is offered for one year only.

Ministerial Dependent: This scholarship is made available to dependent children of Southern Baptist ministers. Students receiving this award must be enrolled full-time at the College and must be financially dependent on their parent. Additionally, the parent must be (1) employed as a minister in a Southern Baptist Church; or (2) employed as a denominational employee of the Arkansas Baptist State Convention; or (3) a retired or deceased Southern Baptist minister; or (4) employed as an Associational missionary. The award of the Ministerial Dependent Scholarship is valued at \$800 per year and is renewable.

GRANTS

Federal Pell Grants: This is the basic grant available to undergraduate students. Funding is provided by the federal government, which also determines eligibility and award amounts. Awards are expected to range from \$400 to \$4,050 for the 2005-2006 academic year. Application is made through the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grants (SEOG): The SEOG program provides grant funds for needy undergraduate students who have not completed their first baccalaureate or professional degree. Awards of SEOG funds must be made first to students who show exceptional financial need, and priority must be given to Pell Grant recipients. The minimum annual SEOG award is \$200, and the maximum annual award is \$2000.

LOANS

Federal Direct: This loan program allows a student who demonstrates financial need to borrow up to \$2,625 for the first year of undergraduate study, \$3,500 for the second, and \$5,500 per year for subsequent undergraduate years. Total loans are not to exceed \$23,000 as a dependent undergraduate or \$46,000 as an independent undergraduate. Repayment of principal and interest (variable interest rate, not to exceed 8.25%) begins six months after the student ceases to be enrolled at least halftime. A 3% origination fee is assessed by the lender. The following examples show typical monthly payments and total interest charges for eight percent loans of varying amounts, with typical repayment periods.

The loan calculator is located at <http://www.ed.gov/DirectLoan/RepayCalc/dlentry1.html>.

Total Loan Amount	No. Of Payments	Monthly Payment	Total Interest Charges	Total Repaid
\$ 2,625	65	\$ 50.00	\$ 616.63	\$ 3,241.63
5,250	120	63.70	2,394.00	7,644.00
9,250	120	112.23	4,217.60	13,467.60
13,250	120	160.76	6,041.20	19,291.20
17,250	120	209.29	7,864.80	25,114.80

Unsubsidized Direct Loans are available regardless of income. Students are charged an origination fee of 3 % and must pay the interest on the loan during in-school and deferment periods. This loan plus the subsidized Direct loans, in combination, may not exceed the limitations as stated above, nor can the cost of education be exceeded.

Federal Plus (PARENT LOANS TO UNDERGRADUATE STUDENTS): Parents of undergraduate students may borrow up to the cost of education minus other aid. The interest is variable, not to exceed 9% and repayment begins 60 days after the loan is made. The amount of the loan payment is determined by the amount borrowed with \$50 monthly being the minimum. The loan calculator is located at: <http://www.ed.gov/DirectLoan/RepayCalc/dlentry1.html>.

EMPLOYMENT

Federal Work-Study: College work-study is a federal program that allows a student to earn money to help pay educational expenses. College work-study is based on the student's need, the amount of money the College has for the program, and the amount of aid that the student receives from other programs. The student earns minimum wage and is paid monthly. Eligibility is determined by the Free Application for Federal Student Aid (FAFSA).

ARKANSAS DEPARTMENT OF HIGHER EDUCATION PROGRAMS

Arkansas Academic Challenge Scholarship: This grant is awarded to Arkansas high school seniors with financial need. Students must meet the ACT and GPA requirements established by the Arkansas Department of Higher Education.

Governor's Scholarship Program: The Governor's Scholars Program provides \$4,000 merit grants each year to 100 of Arkansas academically superior high school graduates to assist them in their undergraduate studies at approved colleges or universities in Arkansas. Students must have a 3.0 grade point average and/or an ACT Composite Score of 24 or above.

State Teacher Assistance Resource (STAR) Program is for students willing to teach Math, Science, Special Education, or Foreign languages, and/or willing to teach in an area of Arkansas that has a critical shortage of teachers. Eligible students may receive up to \$6,000 per year or a total of up to \$18,000 in scholarship money for a five-year education degree program.

Detailed information concerning these programs is available by contacting Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201-3818, telephone (501) 324-9300 or 1-800-54Study or visit their website at <http://www.arkansashighered.com>.

Students desiring more specific information on scholarships, work, grants, loans, or any general questions regarding student financial assistance are invited to contact the Financial Aid Office, Williams Baptist College, P.O. Box 3734, Walnut Ridge, AR 72476, telephone (870) 759-4112.

ACADEMIC REGULATIONS

CATALOG CHANGE AND STUDENT RESPONSIBILITY

It is the student's responsibility to know and comply with catalog regulations governing admission, registration, degree plans, graduation requirements, payment of tuition, withdrawal, academic probation, academic suspension, etc. Each student will complete the requirements for graduation in the catalog in effect on the date of College entrance. If a subsequent decision is made to follow a later catalog, through a *bona fide* change in major or for other causes, the requirements in effect at that time must be met. A student who withdraws and subsequently returns to Williams may be required to fulfill the requirements of the most recent catalog or catalog addendum. The Academic Dean will assist in such cases. The semester in which a course is offered, as listed in the catalog, is subject to change. Every effort is made to achieve fair and reasonable adjustments for students affected by curricular change. The curriculum, policies, and procedures of the College are under continuing evaluation and review, and a given catalog does not constitute a contract with the student.

FULL-TIME STUDENT DEFINITION

Any student enrolled for at least 12 semester hours of credit is considered a full-time student. Williams recommends that full-time students take the normal load of 16 semester hours in order to meet graduation requirements within 4 academic years.

No student is permitted to enroll for more than 16 semester hours on a three day schedule (MWF), or more than 16 semester hours on a two day schedule (TTH), without special approval of the Academic Dean. No student may schedule more than 18 semester hours without the permission of the Academic Dean and in no case is a student allowed to enroll for more than 20 semester hours. A student must have a cumulative average of no lower than a "B" to schedule a load of more than 18 hours. If a student is concurrently enrolled in another college or university, the above policy still applies.

STUDENT CLASSIFICATION

A student who is regularly enrolled and who has less than 30 semester hours of credit is classified as a freshman. One who has earned a minimum of 30 semester hours of credit but less than 60 is classified as a sophomore. A student who has earned at least 60 hours of credit but less than 90 hours of credit is classified as a junior. A student who has earned 90 hours or more is classified as a senior. A student is classified as a special student if registered for less than 8 semester hours, or if the student is not pursuing a degree program.

DEFINITION OF SEMESTER HOUR

The unit of credit is the semester hour, which is the credit given one lecture period (50 minutes) per week, or equivalent, for the duration of the semester.

The first digit of the four used in each course number indicates the level of the course: a "1" indicates freshman level, a "2" indicates sophomore level, a "3" indicates junior level, and a "4" indicates senior level. The last digit indicates the number of semester hour credits for the course.

COURSES OFFERED ON DEMAND

The course will be offered when interest is demonstrated by a sufficient number of students.

ADVISOR

Students are personally responsible for completing all requirements established for their degree by the College and the department. It is the student's responsibility to know the requirements for the appropriate degree program. Faculty advisors will assist students in preparing schedules, completing degree plans, and generally will counsel students on academic matters, but advisors may not assume responsibility for the student's academic progress and ultimate success or failure in a given program of study.

Any substitution, waiver, or exemption for any established requirement or academic standard may be accomplished only with the approval of the department chairperson and the Academic Dean.

CHANGE OF SCHEDULE

With the permission of the Academic Dean, a student may add a course or courses up to the end of the first full week of the semester, or drop a course or courses up to the end of the twelfth week of the semester. To drop a course, the student must obtain a drop slip from the Registrar and have it properly executed in the allotted time. A grade of "W" (Withdrawal) will be recorded if the course is officially dropped by or in the twelfth week; otherwise, a grade of "F" will be recorded. Refunds for dropped courses will be made according to the Refund of Fees Schedule. Anyone who is not properly enrolled in a course cannot receive credit, and anyone who is not officially dropped from a course cannot receive a refund.

DEGREE PLAN

Each student pursuing the bachelor's degree is expected to file a degree plan as soon as the degree objective is decided. This plan should be filed in the Office of the Academic Dean no later than the end of the second semester of the sophomore year. Transfer students entering as sophomores, juniors, or seniors must file during the first semester of attendance. The degree plan form, which may be obtained in the Academic Dean's Office, must be completed in consultation with the student's academic advisor and the department chairperson and must be approved by the Academic Dean. The student is responsible for the content and successful completion of the degree plan. If no satisfactory plan can be agreed upon, the student may not be allowed to continue in the program. This degree plan provides the program which, if completed successfully, becomes the basis for the conferring of the degree. Any change in the degree program must be approved by the academic advisor, departmental chairperson, and Academic Dean. A student may not graduate without an approved degree plan on file in the Academic Dean's office.

JUNIOR-SENIOR LEVEL COURSE REQUIREMENTS

Typically, students should expect, as part of their degree programs, to complete *not less than 40 hours* of junior-senior level course work. (The atypical instances where a degree program or major requires fewer upper level hours will be off-set usually by very substantial requirements of applied or other rigorous specialized courses.) Students will often be required to complete more than 40 hours of upper level course work depending upon their major and specific departmental or program requirements. To earn a bachelor's degree a student must complete all course/hour requirements of a major or program of studies as described in the Catalog, including all required upper level hours of instruction. (Note: A student must have completed 45 hours to earn junior-senior credit for 3000/4000 (junior/senior) level courses.)

GRADING SYSTEM

Letter Grades

The letters A, B, C, D, F, and W are used in indicating the following qualities:

- A- Excellent
- B- Above Average
- C- Average
- D- Below Average
- F- Failure to attain a minimum level of achievement, or unofficial withdrawal from a course.
- * I - Incomplete (given only if circumstances beyond the student's control prevent the completion of the course during the semester). The student receiving an "I" has three months from the date the "I" is received to complete the course work; otherwise the "I" is automatically changed to an "F".
- AU- Audit
- W- Withdrawal from a class or for complete withdrawal from the College.

Any appeal for change of grade must be made within six weeks of the end of the semester or term in question.

***Students requesting "I" grades must first consult their advisor and the advisor must recommend the same to the Dean's Office (in writing). Students requesting "I" grades must come to the Dean's Office and complete a "compliance" form before an "I" grade can be issued.**

Grade Points

- A - 4 points per semester hour
- B - 3 points per semester hour
- C - 2 points per semester hour
- D - 1 point per semester hour
- F - 0 points per semester hour

A student's grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted. Excess quality points earned on work taken elsewhere will not be allowed to make up for a deficiency in quality points on work taken at WBC.

ACADEMIC HONESTY POLICY

Williams considers cheating to be the basis for disciplinary action. Students are to avoid giving or receiving information on tests or examinations, using any unauthorized aids on tests or examinations, or submitting someone else's work for their own. Faculty members are encouraged to be alert to cheating. Faculty will initiate the disciplinary action appropriate for all acts of observed dishonesty, as well as file a report of the incident and intended disciplinary action with the Academic Dean. Any appeal by the student should be made in writing to the Academic Dean. If the Academic Dean stipulates, the student may appear before the Academic Dean and the instructor. A written report of this hearing and decision will become a part of the student's permanent academic and/or disciplinary file. An appeal of this action by either the student or the

instructor will follow the appeals process as stipulated in the Student Handbook, *Disciplinary Procedures and Sanctions*.

INTENT TO GRADUATE

Students must complete the Dean-Registrar's Intent to Graduate Form before the last day of pre-registration for their final fall semester at Williams. Normally, this means that second semester juniors will complete and submit the form before or during the spring pre-registration of the *year* preceding their intended date of graduation. The Intent to Graduate Form must be completed in the Dean-Registrar's Office with the assistance of the office staff.

FINAL CHECK

The Registrar will conduct a Final Check of all students planning to graduate. The Final Check process will involve a close scrutiny of a student's course work and all graduation requirements (English Proficiency Test, GPA, etc.). Deficiencies in any area will result in the delay or denial of graduation.

ENGLISH PROFICIENCY EXAMINATION

All students seeking a baccalaureate degree must demonstrate a proficiency in basic English grammar and usage by passing an English Proficiency Examination. Students should take the English Proficiency Examination as soon as they have completed Composition I and II with a grade of "C" or higher. Transfer students should take the examination during the first semester of attendance at Williams.

The English Department will administer the test once each semester. The test will consist of 50 objective questions (concerned with grammar, punctuation, sentence structure, and diction) and a five-paragraph essay to be written on a topic chosen by the English faculty. Students who do not make a passing score on the English Proficiency Examination may audit EN1113 and/or seek tutorial help from the Director of Counseling Services prior to taking the examination a second time. Students who do not make a passing score on the second testing must 1) retake and complete English Composition I, earning a "C" or higher grade **OR** 2) continue to take the regularly scheduled EPE until a passing score is achieved. If a student chooses (1) and succeeds in the course as stipulated, there will be no need to retake the EPE.

ACADEMIC DISTINCTION

President's List

Students taking 12 semester hours or more of degree credit and earning a GPA of 4.0 will be recognized by placement on the President's List.

Dean's List

Students taking 12 semester hours or more of degree credit and earning a GPA of 3.5, but less than 4.0 at the end of a semester, will be distinguished by placement on the Dean's List.

GRADUATION WITH HONORS

Bachelor's Degree. Students earning an average of 3.5 or above in all college courses graduate as honor students as follows: 3.5-3.69, cum laude; 3.70-3.84, magna cum laude; 3.85-4.00, summa cum laude. The student graduating summa cum laude and having earned the highest GPA will be recognized as graduating with Highest Honors.

Associate Degree. Students earning an average of 3.5 or above in all college courses graduate as honor students as follows: 3.50-3.89, with Distinction; 3.9-4.00, with Special Distinction.

ACADEMIC PROBATION AND SUSPENSION

Students are placed on academic probation if their cumulative GPA is less than 1.5 at the end of any semester on hours attempted at WBC.

Students who enroll under academic probation will be suspended after one semester if their current GPA on hours attempted at WBC falls below a 1.5. Students placed on academic probation whose GPA on work attempted the following semester is less than 1.65 will be suspended for one semester.

Students attempting at least 60 semester hours of credit will be placed on academic probation any time the cumulative GPA falls below 2.00.

A student will be academically suspended if the following applies:

A cumulative GPA of 1.65 or less on 60 through 75 attempted hours.

A cumulative GPA of 1.80 or less on 76 through 89 attempted hours.

A cumulative GPA of 1.90 or less on 90 attempted hours and above.

The purpose of academic suspension is to provide students with time away from college to examine and re-evaluate their academic problems and goals. Students who are suspended must submit an application for readmission.

WITHDRAWALS

Students withdrawing from school during a semester must fill out a withdrawal permit, have it properly executed by the Registrar, and present it to the Business Office in order to leave a clear record and receive refunds from Williams according to the Refund of Fees Schedule. A student completing this process before the beginning of the final examination period will have a "W" recorded on the permanent record. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially and each grade will be recorded as an "F", and no fees will be refunded. Students cannot officially withdraw from school after the last day of classes prior to final examinations or while under disciplinary investigation.

STUDENT RECORDS

The provisions of the Federal Education Rights and Privacy Act of 1974 prohibit the College from issuing transcripts or other personally identifiable student records without that student's written consent, except as indicated below:

- (a) Williams officials will have access to the records.
- (b) Grades reports will be mailed to parents of dependent children.
- (c) Records may be released in connection with a student's application for or receipt of financial aid.
- (d) Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the College without written consent unless the College is instructed to withhold such information from the public. Items of public information are: name, address, telephone listing, parents names, date of birth, religious denomination, field of study, enrollment status, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance,

degrees and awards received, and previous educational institutions attended. Any student who does not want this information released by the College must communicate this in writing to the Registrar by the end of the first week of classes each semester. A copy of the WBC policy concerning the Federal Education Rights and Privacy Act of 1974 is available in the Registrar's Office.

TRANSCRIPTS

Transcript requests should be addressed to the office of the Registrar. All requests must be in writing. One official transcript will be furnished without charge. A fee of \$5.00 will be charged for each additional copy and must accompany the request. No transcript will be issued until the Business Office reports all accounts settled.

REPETITION OF COURSES

A course in which a student has made a grade of "D" or "F" may be repeated to raise the grade, provided the student has not in the meantime completed a more advanced course for which the repeated course is a prerequisite. A written request for recomputation of the GPA must be completed with the Registrar during the registration of the semester the course is being repeated in order to have only the last grade counted. Otherwise, both courses will be used in computing the GPA. The course grade in the first attempt will remain on the transcript and be marked with an "R". The grade earned on subsequent repetitions of a course will be averaged into the overall grade point average. **All "repeat" courses must be taken at WBC.** The institution to which the student transfers will have the option of averaging or accepting the higher grade.

CREDIT BY DIRECTED INDIVIDUAL STUDY

Students may apply to the Academic Dean requesting permission to take a course not currently offered but included in the curriculum. Such directed individual study courses are subject to the following provisions:

- (1) The student must prove that such an arrangement is a matter of academic necessity.
- (2) The student has never been enrolled in the class previously.
- (3) The student and instructor shall draw up a program of study which the student must complete satisfactorily, subject throughout to review and approval by the Academic Dean and an inter-disciplinary committee appointed by the Dean.
- (4) The tuition fee for directed individual study will be in addition to the regular per semester tuition charge.

CREDIT BY EXAMINATION

WBC grants degree credit on the basis of a number of advanced-standing examinations. The total credit by examination which may be counted toward a degree may not exceed 30 hours, and not more than 9 of these may be counted in the major, nor 6 in the minor.

WBC Credit Examination: Credit by examination is available for a limited number of courses as determined by the respective departments and/or divisions. If, on the basis of previous training and experience, a student believes he or she can pass an examination for credit on a course offered at Williams, the student may petition the chairperson of the department to take such an examination. A student may not receive credit by examination for any course which has been audited previously or after having taken a more advanced course.

Application forms for credit by examination may be obtained from the Academic Dean. The examinations are planned and supervised by the chairperson of the department in which the student desires to receive credit or by the instructor appointed by the chairperson. Application forms must be signed by the instructor who administers the test, the chairperson of the department, the Academic Dean, and the Registrar.

Half of the regular tuition fee per semester hour for each examination must be paid to the Business Office and the receipt presented to the instructor before the examination may be taken.

After the examination is completed, the instructor must submit the examination papers, the signed application, and the fee receipt or the fee receipt number to the Academic Dean who is responsible for having the credit recorded in the office of the Registrar. The examination must be completed with a grade of "C" or above. Tests will be offered on a departmental basis once each semester on a designated Saturday.

CLEP Credit: A student may earn up to 30 college credits through the College-Level Examination Program (CLEP). Credit may be earned through the General Examinations or the Subject Examinations by scoring at the 50th percentile or above. No CLEP credit will be recorded on the student's official transcript until the student has earned at least 15 semester hours of credit at Williams.

Advanced Placement: The College accepts credits established by a grade of three or higher in the Advanced Placement program of Educational Testing Service. Scores should be reported to the Office of the Registrar.

EXTENSION, CORRESPONDENCE AND TRANSFER CREDIT

A total of 30 semester hours of extension and correspondence credit from accredited institutions may be accepted. No more than 12 hours may be from correspondence courses. A maximum of 6 hours of extension and/or correspondence courses may be counted toward a major. Only correspondence courses with a grade of "C" or above may be accepted.

Students currently enrolled at Williams who wish to take courses (traditional, correspondence, computer-based, etc.) at another institution and who wish to transfer those credits back to Williams must obtain written permission from the Dean-Registrar's Office before pursuing course work at another institution. Students needing transfer credits to graduate must make certain that those transcripts are on file in the Registrar's Office by 12:00 noon on the official day for posting grades prior to their scheduled graduation date. Failure to comply with this rule will result in the denial of graduation and participation in commencement exercises.

AUDITING COURSES

Enrollment as an auditor is permitted in most courses, subject to approval of the Academic Dean and the course instructor. Courses in studio art and applied music may not be audited. The fee for auditing a course is \$75.00 per semester hour. An auditing status may be changed to credit status if the change is requested by the 5th week of the semester and providing the student has done all work required by the instructor. The auditing fee will then apply to the regular course fee. However, a student enrolled for credit cannot change to audit status after the add/drop period.

Though an audited course carries no academic credit, the auditing student's transcript will show that particular courses were audited, provided the student conforms to the audit requirement for the course as indicated by the instructor.

CLASS ATTENDANCE

Students are expected to attend every class session. Each instructor will maintain current records and will, upon request, furnish an accurate report of any student's attendance pattern to the Dean of Students, Academic Dean, Academic Affairs Committee, or other persons having legitimate interest in this record. Attendance is checked from the first class meeting; therefore, late registrants will have some absences when they first meet a class. When students are absent, for any reason, they are still responsible for the content of the missed lecture and for any assignments. If the absence causes the student to miss a major examination, that examination may be made up if the instructor is convinced that the absence was justified. A student's attendance record is a legitimate part of the criteria which the instructor may use in assigning a grade for the course. It is the responsibility of students to be aware of the attendance policies for their classes.

After a student has missed the equivalent of one week's work, the student may be required to justify any further absences to the Academic Dean or the Academic Affairs Committee. If the student is unable to do so, the student may be required to withdraw from school. If a student is negligent or dilatory in class attendance or assignments, the instructor may, after consultation with the Academic Dean, suspend the student from class without the privileges of attendance or credit. The student may apply for reinstatement, but may be reinstated only with the consent of the instructor and the Academic Dean and the payment of a change of course fee. A letter grade of "W" will be entered for the course if suspension occurs prior to the 13th week; an "F" will be entered if suspension occurs after the 12th week.

FRESHMAN FOCUS PROGRAM

The Freshman Focus Program recognizes that students considered at risk need personal and separate attention. The Admissions Office places these students in the Freshman Focus Program as a condition of their admissions to the College. Students generally selected for the program are those who are admitted under probation (see page 17 for Freshman Admission Criteria.) The terms of the Freshman Focus Program and the student's involvement are as follows:

- a. The student is only allowed to take 12 hours during their first semester and possibly the second semester and must hold at least a 1.5 overall grade point average.
- b. The student is required to meet with the counselors and/or the Director of Admissions before enrolling in the next semester so that an assessment can be made of his or her academic progress.

Advisor Selection and Assignment

Students are assigned to an advisor, but it is not a requirement for the student to be placed with an advisor in their proposed area of study. Once the student transitions out of the program, a new advisor may be assigned in the major subject area.

Counseling Services

The Counseling Center will contact all faculty at the beginning of the semester to notify them of students who are admitted under the program. Students involved in this program will be required to meet with a tutor, assigned through the Counseling Center, two hours per week. Students will also be required to meet with a counselor every two weeks during an assigned time to evaluate the student's progress. A career inventory test will be administered to the student during the semester by the counseling office.

End of Semester Meeting

At the end of the semester, each student will be required to meet with the Director of Admissions and the counselors to assess the student's academic progress and to decide on the necessary action for the coming semester. Alternative actions include:

1. If the student maintains a 2.0 during the semester and shows successful assimilation into a collegiate lifestyle, then the student will be released from the program and given full admissions status.
2. The student may need to remain in the program if his or her performance during the semester is an indication that aid is still necessary. Conditions for the continuation in the program may be changed to facilitate the student's scheduling needs.
3. The student may be suspended from the College based on failure to comply with the terms of their probationary enrollment.

GRADUATION REQUIREMENTS AND DEGREES

GRADUATION REQUIREMENTS AND DEGREES

At Williams a student may choose any one of the following degrees and certificates: Bachelor of Arts (Church Music, English, History, Music or General Studies); Bachelor of Arts in Christian Ministries (Biblical-Theological Studies, Biblical-Linguistic Studies, Youth Ministry, Religious Education, and Christian Missions; Associate in Arts-Theology); Bachelor of Science (Biology, Family Psychology, or Psychology); Bachelor of Science in Business Administration; Bachelor of Science in Computer Information Science; Bachelor of Science in Finance; Bachelor of Science in Education (Art, Early Childhood, Middle Level, English, Music, Health and Physical Education or Social Studies); Associate Degrees in Arts.

To be eligible for a degree or certificate the student must be of good moral character and must fulfill the academic requirements set forth in the respective degree or certificate programs. Departmental requirements may exceed the minimum requirements set forth below.

Degrees are awarded once each year at the close of the spring semester.

To qualify for an associate degree the candidate must:

1. Satisfactorily complete at least 60 semester hours of approved work.
2. Earn a cumulative grade point average of at least 2.00.
3. Complete Composition 1113 and Composition 1123 with a grade of "C" or better.
4. Earn at least 15 semester hours of credit at Williams Baptist College.
5. Initiate an Intent to Graduate form (*see Academics, Intent to Graduate*).

To qualify for a baccalaureate degree the candidate must:

1. Satisfactorily complete at least 123 semester hours of approved work.
2. Satisfactorily complete all required upper level work in the student's major or program of study.
3. Complete Composition 1113 and 1123 with a grade of "C" or better and pass the English Proficiency Examination.
4. Participate in the required outcomes assessment programs for general education and area of major.
5. Earn a cumulative grade point average of at least 2.00. Transfer students must also earn a cumulative GPA of at least 2.00 on all course work completed at Williams.
6. Earn a cumulative grade point average of at least 2.00 in the major or field of specialization.
7. Complete an academic major. Courses counted toward completion of requirements in any major may not be counted toward completion of any minor or another major.
8. Earn at least 32 semester hours of resident credit at Williams. Furthermore, the last 30 hours submitted for a degree must include 24 hours completed in residence. Prior approval of the Academic Dean is required for those hours within the last 30 which will not be earned in residence.
9. Execute and file with the Academic Dean a degree plan. This should be done during the 4th semester or, if a transfer student, no later than the beginning of the junior year.
10. Initiate an Intent to Graduate form (*see Academics, Intent to Graduate*).

To qualify for a second baccalaureate degree the candidate must:

1. Satisfactorily complete all degree requirements for both degrees with a minimum of 32 hours beyond the first degree. (Note: Completion of all requirements for the second degree may require more than the additional 32 hours.)
2. Complete all requirements for qualifying for the first baccalaureate degree as detailed above.

GENERAL EDUCATION REQUIREMENT

Fulfilling its mission to educate, equip, and enrich students to be articulate and contributing members of a global society, Williams requires a general curriculum of arts and sciences. The Williams General Education Program is among the most substantial of its kind. A salient feature of the College's academic culture, the General Education Requirement engages students deeply, thoroughly in ideals and disciplines associated with the liberal arts tradition. Significantly, students progressing through the Williams General Education Requirement will also encounter the essential theological nexus of the College's mission interlaced throughout the various courses in the program and especially in the biblical studies component of the curriculum. Moreover, the General Education Requirement involves a conscious commitment on the College's part to ground all students in those fundamental skills of synthesis, inquiry, written and verbal communication so important for achievement in all of their postgraduate endeavors.

Solidly wedded to meaningful content, (great books, important events and individuals, influential ideas) the General Education Requirement is intended also to help students consider and embrace different *ways of knowing*--represented in the substantial course work in various disciplines. Taken together, the General Education Requirement should lead students to a fuller appreciation of their individual and *God-given* potential and to a heightened sense of responsibility to others and to the larger world.

The General Education Requirement includes 21 hours of humanities, 18 hours of social science, history and religion, 11 hours of natural science, and 4 hours of health and physical education for a total of 54 hours. The General Education Requirement is designed to be completed in the first two years of study. Students should enroll in English Composition I and English Composition II, sequentially, until they pass each course with a grade of "C" or better. Students who have not completed English Composition I and English Composition II before accumulating 60 degree hours must enroll in a composition class until the composition requirements are completed.

ASSOCIATE IN ARTS DEGREE

Course Requirements

Humanities - [12 Hours]	Sem. Hours
Composition 1113 and 1123	6 hours
World Literature 1123 or 2213	3 hours
Humanities elective (Choose from the following):.....	3 hours
AR 2143, EN 2213, EN 2223, LG 1143, LG1153, MU 2143, PH 2253, or SP 2153	
Religion, History, & Social Science - [15 Hours]	
Biblical Studies	6 hours
U.S. History	3 hours
Western Civilization	3 hours

Social Science Elective3 hours
 (Must be chosen from Economics, Government, Psychology, or Sociology)

Natural Science - [11 Hours]

Physical Science.....4 hours
 (May be chosen from any Physical Science offering)
 Biological Science4 hours
 (May be chosen from any Biological Science offering)
 Mathematics3 hours
 (MT 1123 or any higher level).....3 hours
 Physical Education Activity.....2 hours
 (Veterans are exempt)
 General Electives20 hours

TOTAL 60 HOURS

**BACCALAUREATE DEGREE
 GENERAL EDUCATION REQUIREMENT**

Humanities - [21 Hours]Sem. Hours

Composition 1113 and 11236 hours
 World Literature 2213 and 2223.....6 hours
 Humanities elective (Choose from two of the following)6 hours
 Art Appreciation, Music Appreciation, Theatre Appreciation, or Intro to Philosophy
 Speech and Communication3 hours

Religion, History, and Social Science - [18 Hours]

Bible History and Interpretation6 hours
 U.S. History3 hours
 Western Civilization.....3 hours
 Social Science (Choose from two of the following).....6 hours
 Sociology, Government, Psychology, or Economics

Natural Science - [11 hours]

Physical Science.....4 hours
 (May be chosen from any physical science or chemistry offering)
 Biological Science4 hours
 Mathematics (MT 1133 or any higher level)3 hours

Health & Physical Education - [4 hours*]

Physical Education (Minimum of 2 hrs. activity**)
 (Optional courses: PE 2222 or PE 2213)

TOTAL 54 HOURS

**These general requirements may be modified to meet specific degree requirements. See department sections in this catalog for details.*

***Students over the age of 30 are exempt from the activity requirement except students pursuing the BSE degree.*

MINOR

A minor consists of a substantial body of specified course work. Students should consult the appropriate department for details on minor requirements in that area.

CURRICULUM

The courses in the curriculum are organized by academic departments or disciplines. These ten departments are as follows: Art, Business, Education, English and Communication Arts, Health and Physical Education, History and Government, Music, Natural Science, Psychology and Sociology, and Christian Ministries. For administrative purposes these departments are divided into two major divisions: the Division of Arts and Sciences and the Division of Professional Studies. The Division of Arts and Sciences is composed of the Departments of Art, English and Communication Arts, History and Government, Music, Natural Science, Psychology and Sociology, and Christian Ministries. The Division of Professional Studies is composed of the Departments of Business, Education and Health and Physical Education.

DEPARTMENT OF ART

Division of Arts and Sciences

David A. Midkiff, Chair
Gima Mickey

The Department of Art is designed to enrich the artistic understanding of all students, to develop greater proficiency in art, to supply the art training required by various disciplines, and to prepare teachers of art. The Department has as its mission the preservation, transmission, and advancement of knowledge and practice in the visual arts.

The Department of Art offers courses leading to the bachelor's degree for students pursuing professional and academic career objectives in art with a concentration in a choice of fields. Two degrees are offered: Bachelor of Arts with an emphasis in an area of studio art; and Bachelor of Science in Education with teacher certification in art, preschool through grade twelve.

ART REQUIREMENTS FOR BA AND BSE DEGREES

AR 1103 Design I	3 hours
AR 1113 Design II	3 hours
AR 1123 Drawing I	3 hours
AR 1133 Drawing II	3 hours
AR 2113 Ceramics	3 hours
AR 2223 Painting	3 hours
AR 2313 Printmaking	3 hours
AR 4213 Art History Before 1900	3 hours
AR 4223 Modern Art History	3 hours
Choose two of the following	6 hours
AR 3113 Advanced Ceramics	

AR 3223 Advanced Painting
 AR 3313 Advanced Printmaking

TOTAL 33 Hours

Each Art Major is required to enroll in AR 2143 Art Appreciation as a humanities elective.

As a graduation requirement, each art major will present a senior exhibition as a component of his/her final studio course. BA exhibits will be presented during the final semester, and BSE exhibits will be presented during the final semester before directed student teaching.

DEGREE REQUIREMENTS FOR BA IN ART

General Education Requirements (See Baccalaureate Degree General Education Requirements)	55 hours
Art Requirements	33 hours
Foreign Language	6 hours
General upper-Level Electives.....	9 hours
Minor.....	18-21 hours

TOTAL	<u>121-124 HOURS</u>

DEGREE REQUIREMENTS FOR BSE IN ART P-12

General Education Requirements (See Baccalaureate Degree General Education Requirements)	55 hours
Art Requirements	33 hours
Education Requirements (See below).....	24 hours
Directed Student Teaching	16 hours
TOTAL	<u>128 HOURS</u>

Education Requirements

ED 2203 Introduction to Teaching	3 hours
ED 2253 Introduction to the Exceptional Child	3 hours
PY 3113 Child Development and Learning Process.....	3 hours
PY 3123 Adolescent Development and Learning Process	3 hours
AR 4113 Art Education I.....	3 hours
AR 4123 Art Education II.....	3 hours
ED 4113 A Study of the School.....	3 hours
ED 4133 Measurement and Evaluation	3 hours
TOTAL	<u>24 HOURS</u>

MINOR IN ART

AR 1103 Design I	3 hours
AR 1113 Design II	3 hours
AR 1123 Drawing I	3 hours
AR 1133 Drawing II	3 hours
Choose three of the following:	9 hours
AR 2113 Ceramics	
AR 2223 Painting	
AR 2313 Printmaking	
AR 4213 Art History before 1900	
AR 4223 Modern Art History	

TOTAL **21 HOURS**

Each Art Minor is required to enroll in AR 2143 Art Appreciation as a humanities elective.

ART COURSE DESCRIPTIONS**AR 1103 Design I**

Two-dimensional studio problems in the use of the elements of art and principles of design and their interrelationships. **Fall**

AR 1113 Design II

Three-dimensional studio problems in the use of the elements of art and principles of design, with emphasis on technical and conceptual development. Prerequisite: AR 1103 Design I. **Spring.**

AR 1123 Drawing I

An introductory course in drawing technique and media. Principles of line, form, value, and perspective in object, landscape, and figure drawing. **Fall.**

AR 1133 Drawing II

Development of skills concerning objective and subjective representation and the ability to communicate visually through a variety of media. Emphasis is on refinement of technique and personal expression. Prerequisite: AR 1123 Drawing I. **Spring.**

AR 2113 Ceramics

Introduction to ceramic materials and techniques, handbuilt and wheel-thrown forms, glazing, and firing. Prerequisite (Art Majors/Minors): AR 1113 Design II and AR 1133 Drawing II. Open to Non-Majors. Studio fee. **Spring.**

AR 2143 Art Appreciation

Introduction to visual art for all students regardless of major or background, designed to develop effective criteria for criticism and for the appreciation of artistic expression. **Fall, Spring.**

AR 2223 Painting

Fundamentals in painting materials and techniques, including varied supports and media. Work from still life, landscape, and figure. Prerequisite (Art Majors/Minors): AR 1113 Design II and AR 1133 Drawing II. Open to Non-Majors. **Fall.**

AR 2313 Printmaking

Designed to introduce the student to fundamental techniques, principles, and concepts used in the art of printmaking. Prerequisite (Art Majors/Minors): AR 1113 Design II and AR 1133 Drawing II. Open to Non-Majors. Studio Fee. **Spring.**

AR 3113 Advanced Ceramics

Further exploration of the ceramic form with emphasis on technical refinement and individual expression. May be repeated for credit. Prerequisite: AR 2112 Ceramics. Studio fee. **Fall, Spring.**

AR 3223 Advanced Painting

Further development in painting techniques with emphasis on individual selection of content and media. May be repeated for credit. Prerequisite: AR 2223 Painting. **Fall, Spring.**

AR 3313 Advanced Printmaking

Exploration of further possibilities in the printmaking process with emphasis on technical refinement and individual expression. May be repeated for credit. Prerequisite: AR 2313 Printmaking. Studio fee. **Fall, Spring.**

AR 4113 Art Education I

Prepares students to teach children the fundamentals of art. Emphasis on integrating concepts from Discipline-Based Art Education with studio methods and techniques. Prerequisite: AR 2143 Art Appreciation. **Fall.**

AR 4123 Art Education II

Curriculum development for teachers of art in the secondary school, integrating concepts of Discipline-Based Art Education with studio methods. Prerequisite: AR 2143 Art Appreciation. **Fall, odd years.**

AR 4213 Art History Before 1900

A study of the great originative styles and developments in Western art from the Paleolithic period to the *fin de siecle* of 19th century Europe. **Fall, even years.**

AR 4223 Modern Art History

A study of artists, styles, influences, and development of American and European art of the 20th century. **Spring, odd years.**

DEPARTMENT OF BUSINESS

Business Administration, Computer Information Science, Finance

Division of Professional Studies

Summer DeProw, Chair

Steve Corder, Sloan Professor of Business

Bob Culbreath

Grant Deprow

Chris Lawrey

Joy Ring

The Department of Business offers a Bachelor of Science in Business with a choice of majors in Business Administration, Business Administration with an emphasis in Information Technology Management (ITM), Computer Information Science (CIS), or Finance. In addition to the bachelors degree, students may seek a minor in Business Administration or Computer Information Science. The Department of Business also offers instruction in data processing, economics, accounting and marketing.

FOUNDATION FOR ALL BUSINESS MAJORS

The business degree programs require students to take a prescribed set (45 hours) of foundation courses. Students earning a business degree must take MT 1133 College Algebra, or a higher level mathematics course and Macroeconomics to satisfy the General Education Social Science requirement. *

General Education Requirement

(See Baccalaureate Degree General Education Requirement)54 hours

Business Foundation Courses -[45 hours]

BA 2243 Principles of Accounting I.....	3 hours
BA 2253 Principles of Accounting II	3 hours
BA 2313 Business Statistics	3 hours
BA 3213 Principles of Marketing.....	3 hours
BA 3223 Organizational Management	3 hours
BA 3283 Business Law.....	3 hours
BA 3323 Business Communication Skills.....	3 hours
BA 3423 Operations Management.....	3 hours
BA 4333 Business Ethics.....	3 hours
BA 4913 Business Policy.....	3 hours
CS 2113 Management Information Systems	3 hours
DP 2253 Microcomputer Applications I.....	3 hours
EC 2273 Principles of Macroeconomics*.....	3 hours
EC 2283 Principles of Microeconomics	3 hours
FN3293 Fundamentals of Financial Management	3 hours

Total Foundation Hours.....42 hours

**Macroeconomics must be taken as a Social Science Requirement in the General Education Requirement.*

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

When majoring in Business Administration, students will be exposed to a broad-based curriculum that focuses on producing strong generalists in business. The Business Administration major includes 45 hours of foundation classes and 9-12 business elective classes.

Options for business electives include human resource management, real estate, advanced software applications, international business, investments, managerial accounting, taxation, promotion, small business management, consumer finance, money and banking, and computer networking.

The remaining 18-21 hour requirement allows Business Administration majors to complete a minor in another area of study. (It is not required that a student selects a specific minor.)

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE REQUIREMENTS

General Education Requirements	54 hours
<i>(See Baccalaureate Degree General Education Requirements)</i>	
Business Foundation (See page 61)	42 hours
<i>(See Foundation for All Business Majors)</i>	
Upper Level Business Electives	9/12 hours
*General Electives (can be taken outside the Division of Business).....	18/21 hours
TOTAL REQUIRED HOURS	126 hours

Note: Any student considering a graduate degree in business is strongly urged to take a course in calculus. This course is generally a prerequisite to graduate business study, and may be used as an upper-level business or general elective.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION EMPHASIS IN MANAGEMENT INFORMATION TECHNOLOGY

The Business Administration major with an emphasis in Information Technology Management (ITM) is for those students who have an interest in technology, but not an interest in the development aspects of programming and operating systems. This curriculum is designed to educate the student that wants to assist end users, and provide a technology support role for any organization.

The ITM emphasis requires the student to complete the business foundation courses and thirty hours of end-user application and management courses.

BUSINESS ADMINISTRATION MAJOR WITH AN EMPHASIS IN INFORMATION TECHNOLOGY MANAGEMENT DEGREE REQUIREMENTS

General Education Requirement	54 hours
<i>(See Baccalaureate General Education Requirements)</i>	
Business Foundation Courses (See page 61)	42 hours
<i>(See Foundation for all Business Majors)</i>	
Information Technology Management Degree Requirements [24 hours]	
BA 3233 Human Resource Management	3 hours
BA 3613 Organization Behavior	3 hours
CS 2133 Database Management	3 hours
CS 3113 Help Desk.....	3 hours
CS 3113 Systems Analysis and Design	3 hours
CS 3343 Networking I	3 hours
CS 4223 Information Resource Management.....	3 hours
DP 3113 Microcomputer Applications II	3 hours
Electives (can be taken outside Department of Business)	6 hours
TOTAL REQUIRED HOURS	126 hours

BUSINESS ADMINISTRATION MINOR REQUIREMENTS (18 Hours)*

BA 2243 Principles of Accounting I
 BA 2253 Principles of Accounting II or BA 2323 Business Statistics
 BA 3323 Business Communication Skills
 BA 3223 Organizational Management
 EC 2273 Macroeconomics
 Upper level Business Administration or Finance elective

**Note: Any student wanting to complete the minor is strongly urged to discuss the requirements with the department chair. Accommodation will be given to students with course scheduling conflicts.*

COMPUTER INFORMATION SCIENCE

The CIS program provides students with the technical skills for employment as systems analysts, software engineers, network administrators, and related professions.

The CIS program combines the business foundation classes, computer science programming languages, and system management theories to develop the necessary computer skills required for today's job market.

Current programming languages are taught, and the following required classes are offered: database management, operating systems, networking, web based design and development, and information resource management. Twenty-one hours of CIS courses are required and six hours of electives are also required.

CIS DEGREE REQUIREMENTS

General Education Requirements	54 hours
<i>(See Baccalaureate Degree General Education Requirements)</i>	
Business Foundation Hours (See page 61)	42 hours
<i>(See Foundation for All Business Majors)</i>	
Calculus Requirement - [3 hours]*	
MT 2153 Survey of Calculus	3 hours
<i>(may substitute MT 2214 Analytic Geometry and Calculus I)</i>	
Computer Information Science - [21 Hours]	
CS 2133 Database Management	3 hours
CS 2213 Programming Language I	3 hours
CS 3213 Programming Language II	3 hours
CS 3313 Systems Analysis and Design	3 hours
CS 4243 Operating Systems	3 hours
CS 3343 Networking I	3 hours
CS 4113 Web Based Design and Management	3 hours
Electives (can be taken outside Department of Business)	6 hours
TOTAL REQUIRED HOURS	126 hours

**Students with a significant math background may elect to omit taking MT 1133 and move directly to MT 2153 or MT 2214. See advisor or department chair for details.*

CIS MINOR REQUIREMENTS [18 HOURS]

CS 2113 Management Information Science
 CS 2213 Programming Language I
 CS 3313 Systems Analysis and Design
 CS 3343 Networking I
 CS 4113 Web Based Design and Management
 CIS Elective

FINANCE

The Finance program emphasizes the relationship between economics, accounting, and financial decision-making. Finance graduates enter careers in corporate finance, investments, banking, real estate, and insurance. The finance program also promotes the development of entrepreneurial skills.

Students will study theories and practice skills that prepare them to become better financial stewards in their careers and personal lives. In addition to the business foundation classes, 15 hours of required courses include capital management, investments, working capital management, institutions and markets, and advanced accounting concepts. Six hours of finance electives are also required, and may be taken from subjects including small business

management, international business, managerial accounting, taxation, personal finance, or real estate.

FINANCE DEGREE REQUIREMENTS

General Education Requirements	54 hours
<i>(See Baccalaureate Degree General Education Requirements)</i>	
Business Foundation Hours (See page 61)	45 hours
<i>(See Foundation for All Business Majors)</i>	
Calculus Requirement - [3 hours]*	
MT 2153 Survey of Calculus	3 hours
<i>(may substitute MT 2214 Analytic Geometry and Calculus I)</i>	
Finance - [15 hours]	
BA 3523 Intermediate Accounting	3 hours
FN 4113 Capital Management	3 hours
FN 4213 Working Capital Management.....	3 hours
FN 4303 Principles of Investments.....	3 hours
EC 4113 Money and Banking.....	3 hours
Finance Electives [Select 6 hours from the following]	6 hours
BA 3123 Consumer Finance	
BA 3513 Managerial Accounting	
BA 4123 Principles of Taxation	
BA 4343 Survey of International Business	
BA 4353 Small Business Management	
FN 3263 Principles of Real Estate	
FN 4613 Internship	
General Electives (can be taken outside the Department of Business)	6 hours
TOTAL HOURS REQUIRED	126 hours

**Students with a significant math background may elect to omit taking MT 1133 and move directly to MT 2153 or MT 2214. See advisor or department chair for details.*

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

BA 2243 Principles of Accounting I

Introduction to Accounting theory and practice in the analysis of business transactions and recording of business data. **Fall.**

BA 2253 Principles of Accounting II

Continuation of BA 2243 emphasizing the partnership and corporate forms of the business entity. Prerequisite: BA 2243. **Spring.**

BA 2313 Business Statistics

Introduces quantitative interpretation of data for business purposes. Includes descriptive statistics, probability theory, hypothesis testing, chi-square, and linear regression. Prerequisite: MT 1133 or higher. **Fall.**

BA 3123 Consumer Finance

A study of economic factors influencing consumer welfare such as banking, debt management, taxation, insurance, investments, and retirement plans. **Fall, even years.**

BA 3213 Principles of Marketing

A study of the system of activities that constitute marketing: Product or service development, pricing, promotion and distribution. Emphasis is placed on the principles, policies, and strategies utilized to satisfy the needs and wants of customers. **Spring.**

BA 3223 Organizational Management

Introduction to the managerial process. Topics focused on include the philosophy of management, planning, decision making, organization structure, group behavior, leadership, motivation, control, business ethics, and current management issues. **Fall.**

BA 3233 Human Resource Management

Study of recruitment, selection, employment, training and evaluation of human resources. Emphasizes human side of organization, personnel efficiency and productivity, individual and group labor relations. Prerequisite: BA 3223 or permission of professor. **Spring, even years.**

BA 3283 Business Law

Introduction to the fundamental principles of law as it applies to business. Topics include court systems, litigation, and alternative dispute resolution; constitutional and administrative law; tort law and, product liability; contract law and, agency law; business organizations; and government regulation of businesses including antitrust law, employment law, and securities regulation. **Spring.**

BA 3323 Business Communication Skills

Emphasize proper usage of the English language in the context of business. Preparation of business presentations, memos, letters, short reports, and resumes in a clear, concise, and correct manner. Prerequisite: EN 1123. **Spring.**

BA 3423 Operations Management

Study of "input-output" transformation process in public and private organizations. Planning and controlling the operational elements of this transformation process including work standards, scheduling, materials management and quality control. Prerequisite: BA 2313. **Fall.**

BA 3513 Managerial Accounting

Surveys cost accounting principles and methods used for planning, budgeting, and control. Introduces the use of accounting information for management decision making. Prerequisite: BA 2253. **Fall, odd years.**

BA 3523 Intermediate Accounting

An intensive review of the accounting process and financial statements. Topics covered include cash flow evaluations, time value concepts, working capital analysis, inventory valuation, and operational assets. Prerequisite: BA 2253. **Fall, even years.**

BA 3613 Organizational Behavior

An overview of the key topics of organizational behavior, including motivation, feedback and rewards, groups and teamwork, ethics, diversity, and organizational culture. Both theoretical understanding, and practical application of the concepts are emphasized. Prerequisite: BA 3323 or permission from professor. **Spring, odd years.**

BA 4123 Principles of Taxation

Introduction to federal income taxation and its theory and role in a modern industrialized society. Emphasis on business and investment income and deductions, property transactions, and other topics related to personal income taxation. Prerequisite: BA 2243. **On demand.**

BA 4313 Promotion

Surveys theories and practices in advertising and promotion. Includes a study of the inputs required to present a company and its products to prospective customers. Prerequisite: BA 3213. **Fall, odd years.**

BA 4333 Business Ethics

Develops decision-making criteria for Christian ethical concerns and their application to the major issues of ethical conduct in business. **Fall.**

BA 4343 Survey of International Business

An overview of international business practices that encompasses the functional areas of management, marketing, and finance. Economic theory and history of international trade will also be discussed. Prerequisite: EC 2273 or permission from professor. **Spring, odd years.**

BA 4353 Small Business Management

A study of the organization and operation of a small business with emphasis on entrepreneurial qualifications, capital requirements, promotional strategies and sources of assistance. Prerequisites: BA 2253 and BA 3223. **Fall, even years.**

BA 4513 Individual Study

Study in specific area of student interest. Progress is closely supervised by a faculty member.

BA 4613 Business Internship

Provides practical job experience in an industry or other business establishment of special vocational interest to the student. Students will be assigned to work with a regional employer and supervised by an experienced professional to gain real world training. Prerequisites: Junior or senior standing and permission from department chair. **Fall, Spring, Summer.**

BA 4913 Business Policy

Capstone course which integrates the various areas of business administration. Examines organizational mission, objectives, and policies. Teaching methodology includes case studies and strategic management studies. Prerequisites: Completion of ninety (90) hours of course work including BA 3213, 3223, 3283, 3293, 4333. **Spring.**

CIS COURSE DESCRIPTIONS**CS 2113 Management Information Systems**

Study of the indispensable role of information systems in business operations, management decision-making and the strategic success of organizations. Goal is to help students become managerial end-users who can propose and participate developing information system solutions to business problems. **Spring.**

CS 2133 Database Management

This course introduces the fundamental concepts and implementation of the relational database system. The student will be exposed to SQL methodology and Entity-Relationship models. **Spring.**

CS 2213 Programming Language I

A study of programming logic, data structures, and program analysis. Topics will include screen development, report processing, data representation, debugging, and file processing. **Fall.**

CS 3213 Programming Language II

Second course in programming, emphasis on data abstraction. Introduction to abstract data types, linked lists, stacks, queues and binary tree. Searching and sorting techniques. **Spring, odd years.**

CS 3313 Systems Analysis and Design

Covers the basic techniques used in the analysis, design, and implementation of computer based information systems. Provides an understanding of the systems study, project evaluation, planning, and systems design. Prerequisite: Competency in a programming language or permission from professor. **Fall, odd years.**

CS 3343 Networking I

Design, construction, and maintenance of local and wide area networks. Topics include using Internet and intranet clients, servers and languages to support electronic commerce, organizational communication, team collaboration, and business education. Prerequisite: Management Information Systems. **Fall, even years.**

CS 4113 Web Based Design and Development

Deals with the basic design principles of building a web page; includes complete site design, scripting languages, dynamic HTML, CGI, ASP, and similar type file creation. Also, design pages for multiple browser environments. Prerequisite: Competency in programming language. **Spring, odd years.**

CS 4213 Networking II

Advanced networking concepts in LAN management. Topics include: time synchronization, backup/recovery, global management, and design of local area network. Prerequisite: Networking I. **On demand.**

CS 4223 Information Resource Management

Examines management information technology in the modern business environment. Emphasis is placed on planning for, organizing, directing and controlling information technology to meet organizational information needs. **Fall, odd years.**

CS 3113 Help Desk and User Support

An exploration of the dimensions of the user support function in an organization, including response, user education, desk-top technology and tracking technologies. Prerequisite DP 2253 Microcomputer Applications I. **Fall, even years.**

CS 4233 Information Technology Seminar

Intensive investigation of selected developments in computer information science and systems hardware, software, and organization having current impact on computer information science and systems design and application. Offering an extension of lower-level CIS courses through individual student research of advanced topics. Topical selection made with each course offering. Prerequisite: Programming Language I, and Systems Analysis and Design. **On demand.**

CS 4243 Operating Systems

Operating system design and implementation. Topics include process control and synchronization, memory management, processor scheduling, file systems, and security. Course projects implement parts of an operating system. **Spring, even years.**

CS 4263 IT Internship

Provides practical information technology experience in a CIS setting. Students will be assigned to work with an outside organization by the Internship Director to gain real-world training. Prerequisite: Permission from the department chair. **On demand.**

DATA PROCESSING COURSE DESCRIPTIONS**DP 1013 Word Processing**

This course will begin with the fundamentals of mastering the computer keyboard by touch and will end with the production of documents using current word processing software. Topics covered will include memos, papers, letters, flyers, etc. **Fall, Spring.**

DP 2253 Microcomputer Applications I

Topics include the use of microcomputers within both a business and a personal context, including purchasing a computer, installing software, and using a computer for personal decision support. Assignments reinforce the application of computers to home and business functions;

applications include Windows operating system, intermediate-level word processing, spreadsheet and database usage, electronic presentations and the Internet. **Fall, Spring.**

DP 3113 Microcomputer Applications II

A computer applications course providing the tools necessary for manipulating, sharing, and presenting data to support business decision making and entrepreneurship. Topical coverage includes multiple applications linking, presentation graphics, data analysis, beginning web page design, and interoffice communications. Prerequisite: DP 2153. **Spring, even years.**

DP 3123 Special Problems in Data Processing

Individual problems in data processing arranged in consultation with the instructor. **On demand.**

ECONOMICS COURSE DESCRIPTIONS

EC 2273 Principles of Macroeconomics

An introduction to the analysis of the aggregate economy. Emphasizes inflation, unemployment, economic fluctuations, and international trade and finance. The fiscal role of the government and the Federal Reserve System is examined from the perspective of their combined effects on the economy. **Fall.**

EC 2283 Principles in Microeconomics

An introduction to microeconomic theory. Emphasizes supply and demand relationships, market structure, product and factor pricing, distribution and public finance. Develops the interrelatedness of business and economics. **Spring.**

EC 4113 Money and Banking

Surveys monetary policy in theory and practice. Discusses the history of the financial intermediary. Emphasizes the role of the Federal Reserve System in controlling the money supply. Prerequisite: EC 2273, EC 2283, FN 3293, and MT 2153 or MT 2214. **Spring, even years.**

FINANCE COURSE DESCRIPTIONS

FN 3263 Principles of Real Estate

Study of deeds, titles, liens, leases, real estate markets, advertising, appraisals, regulatory environment, taxes and assessments, and the real estate cycle. **On demand.**

FN 3293 Fundamentals of Financial Management

An introduction to financial analysis, planning, and control. Includes the study of financial statements, cash flows, working capital and budgeting. Prerequisite: BA 2253, BA 2313, and EC 2273 or EC 2283. **Fall.**

FN 4113 Capital Management

Analysis of the management aspects relating to the inflows and outflows of permanent capital in

business enterprises. Examines the management of long-term assets, long-term credit, equity and internal financing. Prerequisite: FN 3293. **Spring, odd years.**

FN 4213 Working Capital Management

A short-term financial management course that focuses on cash management. The study of cash management includes material on financial institutions, payments systems, forecasting, short-term investments, borrowing, collection systems, bank products, electronic commerce, financial risk management, and international cash management. Prerequisite: FN 3293. **Spring, even years.**

FN 4303 Principles of Investments

Surveys investment risk and return principles. Develops portfolio policies for individual and institutional investors. Explains role of the investment markets and the participants within those markets. Prerequisite: FN 3293. **Spring, odd years.**

FN 4613 Internship

Provides practical job experience in the financial service industry. Students will be assigned to work with a regional firm, and supervised by an experienced professional to gain real world training. Prerequisites: Junior or senior standing and permission from department chair. **On demand.**

DEPARTMENT OF CHRISTIAN MINISTRIES

Religion, Religious Education, Ancient Languages, Philosophy

Division of Arts and Sciences

Ken Gore, Chair

Robert Foster

Walter Norvell

Courses in this department are designed to introduce the student to the historical, cultural, and social world of the Bible, to equip the student with the necessary skills to understand the message of the Bible, to introduce the student to critical philosophical and theological issues, and to enable the student to engage in competent expressions of Christian Ministry.

All students are required to take courses in Biblical Studies for graduation (*see Baccalaureate Degree General Education Requirements*). Transfer students may present acceptable equivalent courses.

The department offers the baccalaureate degree in Christian Ministries as well as minors in Religion and Religious Education

(a) A minor in Religion (18 hours) must include six hours of Biblical Studies, six hours of Theological Studies, three hours of Ministry Studies, and three hours of Religious Education.

(b) A minor in Religious Education (18 hours) consists of the following specific courses: RE 1133, RE 2133, RE 3133, RE 3153, RL 2143, and PY 3233.

BACHELOR OF ARTS DEGREE IN CHRISTIAN MINISTRIES

The Christian Ministries program is designed to meet the varied needs of churches and of those who serve them as pastors, educational directors, and youth directors. It is built around a core of solid courses in general education, Bible study, theology, and practical studies which address the knowledge and skills essential to an effective ministry in the church. The program is flexible enough to offer various possibilities for specialization, with degree plans that prepare students for further educational preparation at a seminary or in graduate school, or that equip a student for a variety of ministries in the local church.

BACHELOR OF ARTS IN CHRISTIAN MINISTRIES DEGREE REQUIREMENTS

General Education Requirement

(*See Baccalaureate Degree General Education Requirement*)54 hours

Christian Ministry Core Requirements

(All Christian Ministry majors at Williams Baptist College, regardless of specialization, are required to take Christian Ministry Core Requirements.)

RL 2113 Introduction to Christian Ministry3 hours

RL 2143 Biblical Interpretation for Preaching and Teaching.....3 hours

Either RL 2153 Evangelism

or PH 2253 Philosophy3 hours

Either RE 2113 Introduction to Religious Education or RE 3153 Church Administration	3 hours
Either RL 3153 Church History, RL 3163 Baptist History, or RL 3123 Christian Doctrine	3 hours
RL 4003 Supervised Ministry	3 hours
Total	18 hours

DEGREE SPECIALIZATIONS

The Christian Ministries degree program core requirements provide students with the opportunity to become equipped for a broad range of ministerial vocations. Williams provides students with the opportunity to prepare for a number of possible avenues for future ministry. Students may choose from one of five areas of specialization, depending on their future educational and ministerial goals.

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:
BIBLICAL-THEOLOGICAL STUDIES**

This degree specialization provides for the broadest range of future educational and ministerial opportunities. This program serves to prepare for future study in seminary or graduate school and equips those who are preparing for pastoral ministry but are not planning on attending seminary. It also prepares for a broad set of possible ministerial vocations and is thus appropriate for students who feel called of God to serve as ministers, but are not yet certain as to the specific type of ministry. This degree is designed to prepare students to enter Christian ministry immediately upon graduation or to serve as a seminary preparation degree.

General Education Requirement

See Baccalaureate Degree General Education Requirement54 hours

Christian Ministries Core Requirements

See Christian Ministry Core Requirements. 18 hours

Biblical-Theological Studies - [15 hours]

Upper Level Biblical Studies

[One Old Testament; one New Testament]6 hours

Upper Level Theology or Ministry Studies6 hours

Upper Level Biblical, Theology, or Ministry Studies.....3 hours

Minor 18 hours

General Electives.....20 hours

Total	125 hours
--------------	------------------

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:
BIBLICAL-LINGUISTIC STUDIES**

While any of Williams Christian Ministry degree plans prepares the student for entry into Seminary, some Seminary programs emphasize studies in New Testament Greek and urge students to take basic elementary Greek at the college level. The Biblical-Linguistic degree specialization is designed for those who are planning to enter a seminary for a master’s degree training for ministry that includes a study of the biblical languages. This degree specialization is also appropriate for the student who plans to enter into pastoral ministry immediately upon graduation but seeks some familiarity with biblical languages.

General Education Requirement

See Baccalaureate Degree General Education Requirement.....54 hours

Christian Ministries Core Requirements

See Christian Ministry Core Requirements 18 hours

Biblical-Linguistic Specialization - [21 hours]

Upper Level Biblical Studies

[One Old Testament; one New Testament]6 hours

Upper Level Theology or Ministry Studies3 hours

New Testament Greek.....6 hours

Biblical Hebrew or Intermediate Greek.....6 hours

Minor 18 hours

General Electives..... 14 hours

Total 125 hours

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:
YOUTH MINISTRY**

This degree specialization is designed for those students who are confident that God has called them into youth ministry. While all specializations prepare students for ministry, this degree program includes courses specifically targeting youth ministry.

General Education Requirement

See Baccalaureate Degree General Education Requirement.....54 hours

Christian Ministry Core Requirements

See Christian Ministry Core Requirements 18 hours

Youth Ministry Specialization - [24 hours]

Upper Level Biblical Studies

[One Old Testament; one New Testament]6 hours

Upper Level Theology or Ministry Studies3 hours

RE 4113 Introduction to Youth Ministry.....3 hours

RE 3113 Faith Development.....3 hours

Psychology.....3 hours

(Select from PY 3123, PY 3253, PY 3233)

Minor	18 hours	
General Electives	17 hours	
		Total
		125 hours

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:
RELIGIOUS EDUCATION**

This degree specialization is designed for those students who are confident that God has called them into the educational ministry. While all religion degrees prepare students for ministry, this degree program includes courses specifically targeting educational ministry.

General Education Requirement

See Baccalaureate Degree General Education Requirement.....54 hours

Christian Ministry Core Requirements

See Christian Ministry Core Requirements 18 hours

Religious Education Specialization - [24 hours]

Upper Level Biblical Studies

[One Old Testament; one New Testament]6 hours

Upper Level Theology or Ministry Studies3 hours

Religious Education6 hours

Psychology3 hours

(Select from PY 3113, PY 3123, PY 3253, PY 3243 or PY 3233)

Minor18 hours

General Electives.....17 hours

Total **125 hours**

**BACHELOR OF ARTS IN CHRISTIAN MINISTRIES:
CHRISTIAN MISSIONS**

This degree specialization is designed for those students who are confident that God has called them into Christian missions. While all specializations prepare students for ministry, this degree program includes courses specifically targeting Christian missions.

General Education Requirement

See Baccalaureate Degree General Education Requirement.....54 hours

Christian Ministry Core Requirements

See Christian Ministry Core Requirement s 18 hours

Christian Missions Specialization - [19 hours]

Upper level Biblical Studies

[One Old Testament; one New Testament]6 hours

Upper level Theology or Ministry Studies.....3 hours

RL 3313 Missiology3 hours

RL 2001-3 Missions Practicum4 hours (See course description)	
Psychology/Sociology.....3 hours (Select from PY 3123, PY 3223, PY 3243, SC 3323, or SC 4113)	
Minor	18 hours
General Electives	16 hours
	Total
	125 hours

ASSOCIATE IN ARTS: THEOLOGY

The Associate in Arts in Theology degree program, instituted in the fall of 1980, is designed for the needs of the more mature student who by reason of age and responsibilities needs a course of study more immediately relevant to the needs of the church field. The program consists of a total of 66 semester hours with a heavy concentration in religious studies ranging from a Biblical and doctrinal content to practical and administrative concerns.

This program is not intended as a substitute for a bachelor's degree or seminary training but provides a viable option for certain students. Since this is a terminal degree and as such is not transferable, those anticipating entering a bachelor's degree program are advised to consider another program.

The various courses in this program are open to all, but students should note that some of these courses may not readily apply to a baccalaureate degree.

General Requirements – [18 Hours]

EN 1113-1123 English Composition I and II	6 hours
HT 1113 or 1123 Western Civilization.....	3 hours
HT 2233 or 2243 U.S. History.....	3 hours
PY 3233 Introduction to Counseling Psychology.....	3 hours
SC 3283 Marriage and the Family	3 hours

Religion Requirements - Group I - [18 Hours]

RL 1113 Bible History and Interpretation	3 hours
RL 1123 Bible History and Interpretation	3 hours
RL 2113 Ministerial Orientation.....	3 hours
RL 2143 Biblical Interpretation for Preaching and Teaching.....	3 hours
RL 3123 Christian Doctrine or RL 3153 Church History.....	3 hours
PH 3253 Ethics	3 hours

Religion Requirements - Group II - [24 Hours]

RL 2133 Intro Religious Education	3 hours
RL 2153 Evangelism.....	3 hours
RL 3113 Music and Worship.....	3 hours
RL 4233 New Testament Theology.....	3 hours
Old Testament Biblical Studies	6 hours
New Testament Biblical Studies.....	6 hours

Electives

General Electives.....

Total	66 hours
--------------	-----------------

BIBLICAL STUDIES COURSE DESCRIPTIONS

RL 1113 Bible History and Interpretation-Old Testament

A narrative study of the historical background and literature of the Old Testament. The material is presented with the clear intention of enabling the student to make moral and spiritual application. **Fall, Spring.**

RL 1123 Bible History and Interpretation-New Testament

A narrative study of the historical background and literature of the New Testament, including the Intertestamental Period, the life of Christ, and the early church. The material is presented with the clear intention of enabling the student to make moral and spiritual application. **Fall, Spring.**

RL 3143 Old Testament Studies: The Writing Prophets

An exegetical and theological study of the times, life, and thought of the writing prophets, with a detailed exegesis of selected passages or books. Prerequisite: RL 1113 or consent of the instructor. **On demand; summer.**

RL 3253 New Testament Studies: Life of Christ

A study of the life, ministry, and teaching of Jesus, including an examination of contemporary critical issues. Prerequisite: RL 1123 or consent of the instructor. **Spring, odd years.**

RL 3263 New Testament Studies: The Pauline Epistles

A historical and theological study of the life, ministry and letters of Paul, including a detailed exegesis of selected passages. Prerequisite: RL 1123 or consent of the instructor. **Spring even years.**

RL 3273 New Testament Studies: Selected Books

A historical and theological study of one subdivision of the New Testament, such as the Synoptic Gospels, the General Epistles, or the Revelation, including a detailed exegesis of selected passages. Prerequisite: RL 1123 or consent of the instructor. **On demand.**

RL 3283 Old Testament Studies: Selected Books

A historical and theological study of one subdivision of the Old Testament such as the Monarchical period, the Wisdom Books, or the post-exilic period, including a detailed exegesis of selected passages. Prerequisite: RL 1113 or the consent of the instructor. **On demand.**

RL 4113 Old Testament Studies: The Poetry of the Old Testament

An exegetical, theological, and devotional study of selected or books of poetry, with an emphasis upon their place in the life of the Hebrew people, and with a detailed exegesis of selected passages. Prerequisite: RL 1113 or consent of instructor. **Fall, odd years.**

RL 4123 Old Testament Studies: Pentateuch

An exegetical and theological study of the history and religion of Israel as expressed in the Pentateuch. Prerequisite: RL 1113 or consent of the instructor. **Fall, even years.**

RL 4223 New Testament Studies: Johannine Literature

A historical and theological study of the life, ministry and writings of John, including a detailed exegesis of selected passages. Prerequisite: RL 1123 or consent of the instructor. **On demand. Summer.**

MINISTRY COURSE DESCRIPTIONS

RL 2001-3 Summer Missions Practicum

Provides supervision and evaluation of a student in a missions setting, focused particularly upon preparation for missions experience. While the majority of the course setting is on the mission field, the student will receive training in a classroom setting. Earned credit dependent upon length of missions project. May be repeated for credit.

RL 2113 Introduction to Christian Ministry

An introduction to the issues related to ministry including basic discipleship, the minister's call, leadership, and the relationship between ministers and their congregation and other denominational agencies. Recommended to be taken during the Freshman/Sophomore year. **Fall.**

RL 2143 Biblical Interpretation for Preaching and Teaching

A study of the main methods of biblical interpretation as applied to the distinct literary genres of the Bible--narrative, poetry, prophecy, law, wisdom, Gospel, letter, and apocalyptic--and application of this study in formulating a biblical theology to be expressed in a contemporary context through preaching and teaching. **Spring.**

RL 2153 Evangelism

A study of the principles and practices of evangelism in light of the New Testament. The roles and responsibilities of both individuals and churches in evangelism are stressed, and attention is given to designing and adapting programs and procedures. **Spring.**

RL 3113 Music and Worship

A study of the meaning of worship and the role of music in worship with an emphasis on relating music to the total ministries of the church. Students are introduced to the church music program of the local church and denomination, to basic hymnology, and the basic elements of hymn directing. **Spring, even years.**

RL 3243 Sermon Preparation and Delivery

A study of the various methods of sermon building and the most effective means of communicating the Christian message from the pulpit. Prerequisite: RL 2143. **Spring, odd years.**

RL 3313 Missiology

A study of the modern missions movement with an emphasis on the pragmatic approach to missions. Students are introduced to a brief history of missions, the work of the local church and denomination in missions, and the basic strategies of a missionary. Prerequisite: RL 2153 or consent of the instructor. **Spring, odd years.**

RL 4003 Supervised Ministry

Provides supervision and evaluation of a student in a ministry setting, focused particularly on ministerial skills, consistency of theological doctrine, and the personhood of the minister.

Prerequisite: Senior standing. Fall.

RL 4006 Supervised Hospital Ministry

A supervised practicum designed to help students in religion to increase proficiency in interpersonal skills and ministry in a hospital environment. The course is offered at Baptist Medical Center, Little Rock, AR. **Prerequisite: Junior standing and Department approval.**

RL 4013 Pastoral Ministry

A practical study of pastoral leadership, focusing attention upon life of the minister from the call to a church to the conclusion of a pastorate and subsequent life and service. **Fall, even years.**

THEOLOGY COURSE DESCRIPTIONS**RL 3123 Christian Doctrine**

A study of the great doctrines of the Bible, with particular attention given to the doctrines of God, man, sin, salvation, Christ, the church, and last things. **Spring, odd years.**

RL 3133 Church History

A Survey of the history of Christianity from its founding and early development to the present, with primary emphasis upon theological developments and the church's impact upon world civilization. (This course does *not* satisfy General Education history requirements.) Prerequisite: Western Civilization recommended. **Fall, odd years.**

RL 3163 Baptist History

An examination of the history and heritage of the Baptist denomination from the English Baptists of the early seventeenth century to the creation and development of the Southern Baptist Convention. **Spring, even years.**

RL 3213 Basic Christian Ethics

An introduction to the study of moral philosophy. Attention is given in the first half of the course to the construction of a personal ethic, through the insight of various philosophical methodologies. The second half of the course speaks of the Christian perspective in this construction, through the use of the Bible and Christian ethicists. The student is equipped to deal with the ethical aspects of Christian character in understanding various contemporary concerns. **Spring, even years.**

RL 4133 Old Testament Theology

A study of the thought of the Old Testament in its historical setting, with attention being given to the concrete situation in which its ideas emerged and to which these ideas were related. Attention is focused on those elements of revelation which were given to Israel during the period of the Old Testament. Consideration is given to the questions of unity, levels of development, permanent value, and the place of the Old Testament in the total scheme of revelation. Prerequisite: RL 1113 and RL 3123 or consent of the instructor. **On demand; summer.**

RELIGIOUS EDUCATION COURSE DESCRIPTIONS**RE 1133 Principles of Church Recreation**

An introduction to the interpretation, objectives, history, and philosophy of recreation in the church and its relationship and contribution to the total church ministry. An investigation of leisure and a survey of the various areas of church recreation are included. **Fall, odd years.**

RE 2133 Introduction to Religious Education

An introduction to the aims, methods and principles of Christian education, with special note given to Southern Baptists in the field. Includes practice in planning the religious educational activities of the rural church. **Fall.**

RE 3133 Faith Development in Children and Youth

An examination of issues, principles, and methods utilized in the conversion and spiritual development of children and youth with emphasis given to preparation for ministry with children and youth in the local church. **Spring, odd years.**

RE 3153 Church Administration

A study of administration procedures and principles in the local church. Consideration is given to such matters as duties and relationships of church offices, committees and staff members, constitutions and by-laws, and budgeting. **Spring, even years.**

RE 4113 Introduction to Youth Ministry

An introductory study in the historical development of youth ministry with a critical emphasis in the formation of a Biblical theology and philosophy of ministry to adolescents. Attention will be given to the related study of contemporary postmodern culture, understanding the unique needs of adolescents, and the application of basic programming models of ministry to youth in grades 6-12. **Spring, even years.**

RE 4123 Advanced Youth Ministry

This course is an advanced study in the Biblical theology and philosophy of youth ministry. Special attention will be given to educational methods of spiritual formation in adolescents and management principles of youth ministry. In addition, the course will focus on the critical ministry strategies of leadership development, ministry praxis, and related special issues in youth ministry. Prerequisite: RE 4113. **On demand.**

SPECIAL STUDIES COURSE DESCRIPTIONS*

RL 4513 Special Studies in Religion

Selected topics of interest in the area of religion. May be repeated for credit. **On demand.**

**Counted only as Religion electives.*

ANCIENT LANGUAGES

LG 2213-2223 Elementary New Testament Greek

Intensive study of elementary Greek grammar, syntax, vocabulary, and translation, with selected readings from the Greek Testament during the second semester. Two semesters. Prerequisite: sophomore standing or consent of the instructor. **Begins in the fall of even years.**

LG 3213-3223 Intermediate New Testament Greek

After a brief review of elementary grammar and syntax, a comprehensive and more exhaustive survey of the chief features of the grammar and syntax of the Greek Testament is undertaken, using selected and extensive readings in the Greek Testament. Two semesters. Prerequisite: LG 2213-2223. **Begins in the fall of odd years.**

LG 3313-3323 Biblical Hebrew

An intensive study of the Hebrew language, covering grammar, syntax, vocabulary, and translation, with selected readings from the Hebrew Old Testament during the second semester. **Begins in the fall of odd years.**

PHILOSOPHY COURSE DESCRIPTIONS

PH 2253 Introduction to Philosophy

An introduction to the field of philosophy, its methods, and its problems. A study of the most prominent philosophical systems of the past and present. **Fall.**

PH 3253 Basic Christian Ethics

An introduction to the study of moral philosophy. Attention is given in the first half of the course to the construction of a personal ethic, through the insight of various philosophical methodologies. The second half of the course speaks of the Christian perspective in this construction, through the use of the Bible and Christian ethicists. The student is equipped to deal with the ethical aspects of Christian character in understanding various contemporary concerns. **Spring, even years.**

DEPARTMENT OF EDUCATION

Division of Professional Studies

Paige Jones, Chair

Faye Haney

Betty Neeley

Nedra Nichols

The Department of Education offers courses and field experiences that provide opportunities for conceptual development based on findings from both historical and contemporary research, best practices, teacher effectiveness studies that model appropriate interactions and methods of establishing relevant relationships. The Department of Education and the Williams Teacher Education Program (WTEP) offer preparation of excellent quality to individuals who demonstrate sufficient interest and potential for teaching. The WTEP's philosophy is consistent with Williams' institutional motto: Educate, Equip, and Enrich for Christ, and it is founded in the belief that each teacher candidate, through sequential, and systematic preparation, becomes a *professional educator who effectively communicates, integrates, and cares*.

Appropriate experiences that meld educational and developmental theory with professional practice for effective teaching ensure that teacher candidates begin to construct an understanding of the performances, dispositions, and knowledge base that are prerequisite to success in the education profession.

In compliance with state and federal law, the Williams Teacher Education Program provides full disclosure of key program characteristics. These characteristics and summaries reflect the most recent reporting period, the *Academic Year 2002-2003*.

During the reporting period: 18 WTEP completers passed the state mandated examinations (Praxis I/II). Williams reported a 100% pass rate on the Basic Skills/Professional Knowledge/Content Areas sections of the required examinations. **(NOTE: For ALL education majors, passing the Praxis II examination(s) is a requirement for completion of the WTEP. More information on WTEP policies involving standardized tests may be found in the following discussion of program requirements.)**

Other important program characteristics are available in the *Williams WTEP Facts* appendix. Information is provided in this section concerning the demographics of the WTEP.

BACHELOR OF SCIENCE IN EDUCATION

Degree requirements are planned to prepare well-qualified applicants for positions of leadership in the field of education. The WTEP offers a Bachelor of Science in Education (BSE) that qualifies the graduate for Arkansas Department of Education Licensure. Possible licensure areas offered in the WTEP are: P-4 Early Childhood; 4-8 Middle Level Language, Literature, and Social Studies; 4-8 Middle Level Mathematics and Science; P-12 Art; P-12 Physical Education; P-12 Music; Secondary Social Studies; and Secondary English.

All programs in the WTEP are substantive because each has a strong liberal arts foundation. Each program begins with general education requirements that are organized to cultivate teacher

candidates' understanding, experience, and ability to process information from a broad range of disciplines. An introductory education course initiates the teacher candidates' field experiences in area schools. For teacher candidates who demonstrate sufficient interest and potential for teaching, field experiences continue as does advanced course work. Specialization courses expand both specific content knowledge and pedagogical skills while the professional requirements are constructed for all teacher candidates to develop and refine their knowledge and application skills in the areas of education history, theory, current practice, pedagogy, and curriculum. The WTEP preparation culminates with a semester of directed student teaching. WTEP candidates are placed in selected partnership schools that provide continuity and compatibility with WTEP's philosophy, mission, and preferred practices.

NEW POLICY GATES

Beginning Fall 2004

Students beginning at Williams who desire to seek admission into the Williams Teacher Education Program (WTEP) must complete the following courses with a minimum grade of "C" during their first 45 hours: English Composition I and II, Speech and Communication, and the required mathematics course. (Those with an ACT mathematics score less than 19 will be required to take Intermediate Algebra.)

Introduction to Teaching must be taken while the student has sophomore status, preferably the first semester. Transfer students with sophomore or higher status must take Introduction to Teaching the first semester at Williams. **All students must take Introduction to Teaching at Williams.**

Students desiring to declare themselves as WTEP candidates must complete the appropriate Declaration Form and submit the form to their advisor. Department chairs collect and submit these forms to the Department of Education/WTEP office.

GATE 1

Students must pass all three parts of Praxis I within their first 60 hours. The scores must be on file in the Education Office prior to registration for the following semester. Students cannot proceed with WTEP program candidacy until all of the above requirements are met.

GATE 2

Once Praxis I has been passed and all prerequisites for screening have been met, students may apply to be screened for admission into the WTEP. (These requirements are listed in the Introduction to Teaching Handbook and are available from the respective advisors.) Screening application materials must be hand delivered on or before the application deadline. Interviews will take place during April and October of each year.

Transfer students with an AA degree or Junior status must take the Praxis I during their first semester at WBC. These students, provided they have met all other prerequisites for screening, may apply to be conditionally screened into the WTEP with the condition that Praxis I requirements be met prior to the first day of class of the second semester. If the student has not

passed all Praxis I prior to the final day of classes that semester, he/she will not be allowed to continue to proceed with WTEP program candidacy until Praxis I requirements are met.

Transfer students without an AA degree will be counseled individually. Regardless, they will ultimately be required to complete the same basic requirements and steps as outlined above for entering freshmen.

Students who are admitted into the WTEP after the interview may continue in their education degree related courses. Departments will be responsible for reviewing portfolios and monitoring their own teacher candidates. During the semesters a WTEP candidate is taking specialization classes disposition forms will be completed by the candidate's advisor and one professor per semester. The department chair will review disposition forms and submit all forms to the Education office. Should a problem arise with a candidate, the department chair will request that the WTEP Review Committee meet with the candidate and address the situation.

GATE 3

Admission to the professional (block) courses will be granted upon the recommendation of the respective department chairs once all GPA and departmental requirements have been met. An official recommendation form for each candidate will be completed by the respective department chair and sent to the Education Office. Teacher candidates will not be allowed into their professional courses until such a recommendation has been made.

GATE 4

Teacher candidates must take all required Praxis II content tests, *and submit official scores for the same*, and complete all block courses with at least a grade of "C" prior to enrolling in Directed Student Teaching.

GATE 5

Teacher candidates must take the Praxis II PLT, *and submit official scores for the same*, and fulfill Directed Student Teaching requirements to graduate.

GATE 6

Teacher candidates must pass all Praxis II tests to apply for licensure and to be considered a *WTEP Program Completer*.

NOTE: An appeal process exists. A student may initiate an appeal at any step of the WTEP process. The details of the appeal process are available in the Department of Education/WTEP office.

WILLIAMS TEACHER EDUCATION PROGRAM ADMISSION REQUIREMENTS

P-4 Early Childhood, 4-8 Middle Level Language, Literature, and Social Studies, 4-8 Math and Science, P-12 Art, P-12 Music, P-12 Physical Education, and Secondary English and Secondary Social Studies

Students seeking admission into the Williams Teacher Education Program must fulfill the following criteria:

1. (a) Have completed 45 semester hours, 12 of which must have been completed at Williams Baptist College. Included in these 45 semester hours must be EN1113, EN1123, SP2183, MT1123 (only if Math ACT score is less than 19) and MT1133 or MT1153. Minimum grade for each of these courses is 2.00 (4.00 scale).
 (b) All program candidates complete ED2203 Introduction to Teaching with a minimum of a 2.00 (4.00 scale).
2. Have a grade point average (GPA) of 2.50 (4.00 scale) at time of admission request.
3. Satisfy the Arkansas Department of Education minimum score requirements on *Praxis I: Pre-Professional Skills Test*. Williams complies with the Arkansas Department of Education's minimum score requirements on each test. See the Department of Education/WTEP office for current score requirements. An official record of these scores must be in the Williams Baptist College Registrar's Office before the time of admission request.
4. Demonstrate communication skills by expressing personal observations and expectations concerning education. This requires an autobiographical sketch, a portfolio, two letters of recommendation delivered to the Department of Education, and an interview with the WTEP Admission Committee.

After the criteria and procedures listed above have been met, the Teacher Education Admission Committee will inform each applicant in writing of admission into the Teacher Education Program.

An appeal process exists. Information concerning the appeal process is available in the Department of Education/WTEP office. A student may initiate an appeal at any point in the program.

The Williams Teacher Education Program Admission Committee schedules interview dates once each semester, in April and October. Materials should be delivered to the WTEP coordinator on or by the first day of the respective interview month. An interview date and time will be scheduled by the WTEP coordinator. It is the responsibility of the applicant to confirm the interview date and time with the WTEP coordinator.

TEACHER EDUCATION PROGRAM RETENTION PROCEDURES

Once a teacher candidate has met the criteria for admission and has received written confirmation of WTEP acceptance, he or she will continue to advance in the program if the following criteria are met:

1. Voluntary and continued enrollment and satisfactory participation in upper-level course work at WBC that moves the teacher candidate toward fulfilling the degree requirements of a Bachelor of Science in Education in his or her respective program.
2. Maintain a C or above in each required specialization and professional course.
3. Adherence to WBC and WTEP policies for teacher candidates while engaged in field experiences.
4. Consultation with an education faculty advisor in the WTEP is necessary to assess status and progress toward program completion. One session each semester is required. Additional sessions may be scheduled as deemed necessary.

TEACHER EDUCATION DISMISSAL PROCEDURES

Dismissal of a teacher candidate from the WTEP is a result of the WTEP Admission Committee's recommendation. Steps preceding the recommendation include one or more conferences with the teacher candidate in question based on the following conditions:

1. A teacher candidate requests withdrawal from the WTEP.
2. An unfortunate condition of physical or emotional health or disease that would prevent normal day-to-day process of completing course work and participating in activities related to teaching. In this event, the student would be advised to redirect his/her abilities to another field or be advised to postpone the acquisition of a degree in education until such condition did not exist.
3. A teacher candidate demonstrates unsatisfactory personal or professional behavior and/or unsatisfactory professional development as required and expressed in the WTEP's philosophy, goals, and objectives.
4. Conduct that is inconsistent with WBC's stated behavioral standards and/or a felony conviction.

DIRECTED STUDENT TEACHING ADMISSION REQUIREMENTS

Once a student has met and received written confirmation from the WTEP Admission Committee, he or she will continue to advance toward Directed Student Teaching.

Criteria are:

1. Maintain a C or above in each required specialization, pre-professional, and professional courses.
2. Twenty-one hours of specialization courses in the respective degree program should be completed at Williams Baptist College and prior to Directed Student Teaching admission.
3. The Praxis II: Content Assessment(s) must be taken but not necessarily passed before the student teaching experience. Williams complies with the Arkansas Department of Education's minimum score requirements of each test. Students must request that an institutional copy of the official score report be sent directly to Williams Baptist College. DST is not permitted until official Praxis II Content Knowledge scores are received in the Department of Education/WTEP office.

WILLIAMS TEACHER EDUCATION PROGRAM EXIT REQUIREMENTS

Teacher candidates who fulfill the following requirements will receive a Bachelor of Science in Education from Williams Baptist College:

1. Meet admission requirements and course work requirements outlined in the *Williams Baptist College Catalog*.
2. Fulfill each criterion of WTEP Admission Requirements, WTEP Retention Procedures, and WTEP Directed Student Teaching Admission Requirements.
3. Successfully complete a semester of Directed Student Teaching as described in the respective Professional Requirements sections of this catalog.

4. Submit official Praxis II PLT scores (those required by ADE for the area of certification) to the Registrar’s office by the last day of finals prior to spring graduation. **STUDENTS ARE REQUIRED TO ENSURE THE TIMELY SUBMISSION OF THE REQUIRED SCORES TO THE REGISTRAR’S OFFICE.**
****As of Spring 2004 ALL WTEP students will be required to take** the appropriate PLT sections of Praxis II in order to qualify for graduation. If a student does not achieve the state mandated score for passing, that student will be required to sign a warning letter acknowledging that failure to achieve a passing score on Praxis II precludes them from receiving initial licensure from ADE. Students will be required to sign the warning letter in the presence of an official school representative. Once the letter is signed and filed, **the student may receive a diploma.** (Subsequently, the student may retake the exam and reapply.)
5. Complete and file a Williams Baptist College Intent to Graduate form by prescribed date in the current WBC catalog.
6. Satisfy all Williams Baptist College financial obligations.
7. Successfully pass the English Proficiency Examination as well as all other Williams Baptist College requirements as stated in the catalog.
8. File an application form with Williams Baptist College to request Arkansas Teacher Licensure. The request will be submitted once a student has been declared a *WTEP Program Completer*. WTEP completers are defined as teacher candidates who have completed all degree requirements and passed all Praxis II tests as required by the Arkansas Department of Education.

**BACHELOR OF SCIENCE IN EDUCATION:
P-4 EARLY CHILDHOOD EDUCATION**

General Education Requirement

(See Baccalaureate Degree General Education Requirement)..... 55/58 hours

(Students earning this degree must take GT 2263 American Government and PY 1113 General Psychology to satisfy the social science requirement, MT 1123 Intermediate Algebra (only if Math ACT score is less than 19) and MT1133 College Algebra or MT 1153 Contemporary Math and, PE2213 Health and Safety, along with 2 hours of activity, to satisfy the physical education requirement, and AR 2143 Art Appreciation and MU 2143 Music Appreciation to satisfy the humanities electives.)

**Specialization Requirements - [36 hours (21 of which must be taken at WBC)].
Specialization courses to be transferred must be approved by department chair.**

MT 3123 Modern Math for Teachers I.....	3 hours
MT 4113 Modern Math for Teacher II	3 hours
ED 3153 Social Studies: P-4.....	3 hours
ED 3223 Reading Instruction: P-4.....	3 hours
ED 3043 Studies in Early Childhood.....	3 hours
ED 3243 Language Arts & Literature: P-4	3 hours
GS 3223 Science for Teachers.....	3 hours
AR 3253 Art Education I	3 hours
GE 3253 World Geography	3 hours

HT 3933 History of Arkansas.....	3 hours
MU3253 Music for Teachers.....	3 hours
PE 4243 Health & Physical Education Methods I.....	3 hours

Pre-Professional Requirements - [12 hours]

ED 2203 Introduction to Teaching.....	3 hours
ED 2253 Introduction to the Exceptional Child.....	3 hours
PY 3113 Child Development and Learning Process.....	3 hours
ED 4333 Educational Technology.....	3 hours

Professional Requirements - [12 hours]

NOTE: Admission to Williams Teacher Education Program is required prior to enrollment in any 4000 level Professional Requirement course.

ED 4113 A Study of the School.....	3 hours
ED 4133 Measurement and Evaluation in the School.....	3 hours
ED 4143 Classroom Management/ Methods & Resources: P-4.....	3 hours
ED 4153 Reading in the Content Area.....	3 hours

Directed Student Teaching

ED 4528 Directed Student Teaching: P-4.....	8 hours
ED 4528 Directed Student Teaching: P-4.....	8 hours

Total 131 hours

**BACHELOR OF SCIENCE IN EDUCATION:
4-8 MIDDLE LEVEL MATH AND SCIENCE**

General Education Requirement

(See Baccalaureate Degree General Education Requirement)..... 55/58 hours

(Students earning this degree must take GT2263 American Government and PY1113 General Psychology to satisfy the social science requirement, MT1123 Intermediate Algebra (only if Math ACT score is less than 19) and MT1133 College Algebra or a higher level to satisfy the mathematics requirement, PE2213 Health and Safety, along with 2 hours of activity, to satisfy the physical education requirement.)

Specialization Requirements - [36 hours (21 of which must be taken at WBC)].

Specialization courses to be transferred must be approved by department chair.

MT 3123 Modern Math for Teachers I.....	3 hours
MT 4113 Modern Math for Teacher II.....	3 hours
MT 1143 Plane Trigonometry.....	3 hours
MT 1153 Contemporary Math.....	3 hours
MT 2214 Calculus I.....	4 hours
MT 3313 Foundations of Geometry.....	3 hours
CH 1154 General Chemistry I.....	4 hours
GS 3223 Science for Teachers.....	3 hours

GS 3324 Environmental Science and Ecology	4 hours
BS 2214 Anatomy and Physiology	4 hours
HT 3933 History of Arkansas	3 hours

Pre-Professional Requirements - [12 hours]

ED 2203 Introduction to Teaching	3 hours
ED 2253 Introduction to the Exceptional Child	3 hours
PY 3123 Adolescent Development.....	3 hours
ED 4333 Educational Technology	3 hours

Professional Requirements - [12 hours]

NOTE: Admission to Williams Teacher Education Program is required prior to enrollment in any 4000 level Professional Requirement course.

ED 4113 A Study of the School.....	3 hours
ED 4123 Classroom Management/Methods & Resources: 4-8	3 hours
ED 4133 Measurement and Evaluation in the School	3 hours
ED 4153 Reading in the Content Area	3 hours

Directed Student Teaching

ED 4518 Directed Student Teaching: 4-8	8 hours
ED 4518 Directed Student Teaching: 4-8.....	8 hours

Total	132 hours
--------------	------------------

**BACHELOR OF SCIENCE IN EDUCATION:
4-8 MIDDLE LEVEL LANGUAGE, LITERATURE,
AND SOCIAL STUDIES**

General Education Requirement

(See Baccalaureate Degree General Education Requirement)..... 55/58 hours

(Students earning this degree must take GT2263 American Government and PY1113 General Psychology to satisfy the social science requirement, MT1123 Intermediate Algebra (only if Math ACT score is less than 19) and MT1133 College Algebra or MT1153 Contemporary Math, PE 2213 Health and Safety, along with 2 hours of activity, to satisfy the physical education requirement.

**Specialization Requirements - [36 hours (21 of which must be taken at WBC)].
Specialization courses to be transferred must be approved by department chair.**

MT 3123 Modern Math for Teachers I.....	3 hours
EN 3633 Systems of Grammar	3 hours
GE 3253 World Geography	3 hours
ED 3153 Social Studies: 4-8.....	3 hours
MT 4113 Modern Math for Teachers II.....	3 hours
ED 3343 Language Arts & Literature: 4-8. . .	3 hours
HT 2243 U.S. History	3 hours
HT 1143 Western Civilization II	3 hours

HT 3933 History of Arkansas	3 hours
EN 3243 Adolescent Literature	3 hours
EN ____ English Elective: Choose a genre course.....	3 hours
EN ____ English Elective: Choose a genre course.....	3 hours
Pre-Professional Requirements - [12 hours]	
ED 2203 Introduction to Teaching	3 hours
ED 2253 Introduction to the Exceptional Child	3 hours
PY 3123 Adolescent Development.....	3 hours
ED 4333 Educational Technology	3 hours

Professional Requirements - [12 hours]

NOTE: Admission to Williams Teacher Education Program is required prior to enrollment in any 4000 level Professional Requirement course.

ED 4113 A Study of the School.....	3 hours
ED 4123 Classroom Management/Methods & Resources: 4-8	3 hours
ED 4133 Measurement and Evaluation in the School	3 hours
ED 4153 Reading in the Content Area	3 hours

Directed Student Teaching

ED 4518 Directed Student Teaching: 4-8	8 hours
ED 4518 Directed Student Teaching: 4-8.....	8 hours

Total	131 hours
--------------	------------------

P-4 EARLY CHILDHOOD COURSE DESCRIPTIONS

ED 2203 Introduction to Teaching

A course which is especially designed to inform prospective teachers of school purposes, functions, and the work of school personnel. Addressed are basic aspects of school governance, administration, and finance. Twenty hours of field experience are required. **Fall and Spring.**

ED 2253 Introduction to Exceptional Child

A course which presents the historical and contemporary social, legal, and educational concepts and trends related to the exceptional child. **Fall and Spring.**

ED 3043 Studies in Early Childhood

An introductory course that reviews and analyzes research findings, experimentation, current trends in curriculum organization, and developmentally appropriate materials recommended for early childhood programs. Ten hours of observation are required. **Spring.**

ED 3153 Social Studies: P-4

Designed to prepare the P-4 teacher candidate in the multifaceted area of school social studies. This course will acquaint the P-4 teacher candidate with a solid knowledge of the purposes of social studies and the methods most likely to promote growth toward informed and responsible citizenship in a global society. Five hours of field experiences are required.

ED 3223 Reading Instruction: P-4

An introductory course offering a wide-range of definitions and theories related to the nature of decoding and processing print. Specifically addressed are general instructional strategies, reading curriculum, and current approaches used in the elementary school. Ten hours of field-experience are required. **Fall.**

ED 3243 Language Arts and Literature: P-4

Designed to prepare P-4 teachers with contemporary methods, materials, and procedures commonly used in teaching the broad spectrum of literature commonly associated with infants and young children as it is integrated with the skills of writing, speaking, listening, and spelling. **Spring.**

ED 4113 Study of the School

A course in which a comprehensive body of information is explored from a broad, substantive, and interdisciplinary perspective. Intent is to provide a balanced treatment of many contemporary educational issues from the synthesis of philosophical analysis, research findings and significant concepts. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4133 Measurement and Evaluation in the School

A course in which the broad field of evaluation and assessment is investigated regarding student and school progress. Emphasis is on the acquisition of skills and knowledge needed to be a competent consumer and producer of measurement and evaluation tools and techniques. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4143 Classroom Management, Methods and Resources: P-4

Designed to prepare P-4 teachers to structure routines and procedures in an manner that enhances students' performance and progress. Emphasis will be on the selection and use of age, interest, and ability appropriate materials, resources and teaching strategies. The senior comprehensive assessment is an integrated thematic unit. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4153 Reading in the Content Area

A course in which an investigation is made of diagnostic and prescriptive instructional methods. Emphasis is on promoting reading success in each content area text. Designed to prepare teachers to teach math, science, language, literature, and social studies content specific vocabulary, skills of interpretation, and strategies for comprehension and understanding. A case study with a specific student will include interaction, observations, data gathering, analysis, and documentation requiring a minimum of fifteen hours of interaction. **Fall and Spring.**

ED 4333 Educational Technology

A course designed to prepare teacher candidates to analyze, select, create, and use computer software, hardware, video, and audio technology in the K-12 classroom. Technology will be used as a teaching tool in content specific and in interdisciplinary microteaching and classroom experiences. **Fall and Spring.**

ED 4528 Directed Student Teaching: P-4

An application course for teacher candidate who will be placed in area schools and in childhood centers for one half of a semester. During the teaching assignments, the Williams Student Teacher Supervisor and the Cooperating Teachers will direct the teacher candidate's progress as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in P-4 will repeat ED 4528 for the second half of the semester to allow for a range of experiences in P-4 classrooms. **Fall and Spring.**

4-8 MIDDLE LEVEL: LANGUAGE, LITERATURE, AND SOCIAL STUDIES COURSE DESCRIPTIONS**ED 2203 Introduction to Teaching**

A course which is especially designed to inform prospective teachers of school purposes, functions, and the work of school personnel. Addressed are basic aspects of school governance, administration, and finance. Twenty hours of field experience are required. **Fall and Spring.**

ED 2253 Introduction to Exceptional Child

A course which presents the historical and contemporary social, legal, and educational concepts and trends related to the exceptional child. **Fall and Spring.**

ED 3163 Social Studies: 4-8

Designed to prepare the middle level teacher candidate in the multifaceted area of school social studies. This course will acquaint the middle level teacher candidate with a solid knowledge of the purposes of social studies and the methods most likely to promote growth toward informed and responsible citizenship in a global society. Five hours of field experiences are required.

ED 3343 Language Arts and Literature: 4-8

Designed to prepare 4-8 teacher candidates with contemporary methods, resources, and procedures commonly used in teaching the broad spectrum of literature commonly associated with children and adolescents as it is integrated with the skills of writing, speaking, listening, and spelling. **Spring.**

ED 4113 Study of the School

A course in which a comprehensive body of information is explored from a broad, substantive, and interdisciplinary perspective. Intent is to provide a balanced treatment of many contemporary educational issues from the synthesis of philosophical analysis, research findings and significant concepts. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4123 Classroom Management, Methods and Resources: 4-8

Designed to prepare 4-8 teachers to structure routines and procedures in an manner that enhances students performance and progress. Emphasis will be on the selection and use of age, interest, and ability appropriate materials, resources and teaching strategies. The senior comprehensive assessment is an integrated thematic unit. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4133 Measurement and Evaluation in the School

A course in which the broad field of evaluation and assessment is investigated regarding student and school progress. Emphasis is on the acquisition of skills and knowledge needed to be a competent consumer and producer of measurement and evaluation tools and techniques. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4153 Reading in the Content Area

A course in which an investigation is made of diagnostic and prescriptive instructional methods. Emphasis is on promoting reading success in each content area text. Designed to prepare teachers to teach math, science, language, literature, and social studies content specific vocabulary, skills of interpretation, and strategies for comprehension and understanding. A case study with a specific student will include interaction, observations, data gathering, analysis, and documentation requiring a minimum of fifteen hours of interaction. **Fall and Spring.**

ED 4333 Educational Technology

A course designed to prepare teacher candidates to analyze, select, create, and use computer software, hardware, video, and audio technology in the K-12 classroom. Technology will be used as a teaching tool in content specific and in interdisciplinary microteaching and classroom experiences. **Fall and Spring.**

ED 4518 Directed Student Teaching: 4-8

An application course for teacher candidate who will be placed in area schools for one half of a semester. During the teaching assignments, the Williams Student Teacher Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in middle level (grades 4-8) will repeat ED 4518 the second half of the semester to allow for a range of experiences in 4-8 classrooms. **Fall and Spring.**

4-8 MIDDLE LEVEL: SCIENCE AND MATHEMATICS COURSE DESCRIPTIONS

ED 2203 Introduction to Teaching

A course which is especially designed to inform prospective teachers of school purposes, functions, and the work of school personnel. Addressed are basic aspects of school governance, administration, and finance. Twenty hours of field experience are required. **Fall and Spring.**

ED 2253 Introduction to Exceptional Child

A course which presents the historical and contemporary social, legal, and educational concepts and trends related to the exceptional child. **Fall and Spring.**

ED 4113 Study of the School

A course in which a comprehensive body of information is explored from a broad, substantive, and interdisciplinary perspective. Intent is to provide a balanced treatment of many contemporary educational issues from the synthesis of philosophical analysis, research findings and significant concepts. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4123 Classroom Management, Methods and Resources: 4-8

Designed to prepare 4-8 teachers to structure routines and procedures in a manner that enhances students' performance and progress. Emphasis will be on the selection and use of age, interest, and ability appropriate materials, resources and teaching strategies. The senior comprehensive assessment is an integrated thematic unit. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4133 Measurement and Evaluation in the School

A course in which the broad field of evaluation and assessment is investigated regarding student and school progress. Emphasis is on the acquisition of skills and knowledge needed to be a competent consumer and producer of measurement and evaluation tools and techniques. Fifteen hours of field experiences are required. **Fall and Spring.**

ED 4153 Reading in the Content Area

A course in which an investigation is made of diagnostic and prescriptive instructional methods. Emphasis is on promoting reading success in each content area text. Designed to prepare teachers to teach math, science, language, literature, and social studies content specific vocabulary, skills of interpretation, and strategies for comprehension and understanding. A case study with a specific student will include interaction, observations, data gathering, analysis, and documentation requiring a minimum of fifteen hours of interaction. **Fall and Spring.**

ED 4333 Educational Technology

A course designed to prepare teacher candidates to analyze, select, create, and use computer software, hardware, video, and audio technology in the K-12 classroom. Technology will be used as a teaching tool in content specific and in interdisciplinary microteaching and classroom experiences. **Fall and Spring.**

ED 4518 Directed Student Teaching: 4-8

An application course for teacher candidate who will be placed in area schools for one half of a semester. During the teaching assignments, the Williams Student Teacher Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in middle level (grades 4-8) will repeat ED 4518 the second half of the semester to allow for a range of experiences in 4-8 classrooms. **Fall and Spring.**

SECONDARY LEVEL: ENGLISH LANGUAGE ARTS, SOCIAL STUDIES COURSE DESCRIPTIONS

ED 4233 Methods and Resources for the Secondary School - English

This professional block course for students pursuing the BSE English or BSE Social Studies degree is a study of the integration of methods and resources which teacher candidates will use in the classroom. Emphasis is placed on curriculum development, learning theory, action research, leadership roles of teachers, professionalism, and teaching models appropriate to the integration

of the multiple areas of study within the discipline of English Language Arts or Social Studies, as well as the integration of cross-discipline, team-teaching models. **Fall.**

WTEP DIRECTED STUDENT TEACHING COURSE DESCRIPTIONS

ED 4518 Directed Student Teaching: 4-8

An application course for teacher candidate who will be placed in area schools for one half of a semester. During the teaching assignments, the Williams Student Teacher Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in middle level (grades 4-8) will repeat ED 4518 the second half of the semester to allow for a range of experiences in 4-8 classrooms. **Fall and Spring.**

ED 4528 Directed Student Teaching: P-4

An application course for teacher candidates who will be placed in area schools for one semester. During the teaching assignments, the Williams Student Teacher Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. Teacher candidates in P-4 will repeat ED 4528 the second half of the semester to allow for a range of experiences in P-4 classrooms. **Fall and Spring.**

ED 4538 Directed Student Teaching: P-12

An application course for teacher candidate who will be placed in area schools for one semester. During the teaching assignments, the Williams Student Teacher Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities. P-12 teacher candidates will repeat ED 4538 the second half of the semester to allow for a range of experiences in P-12 classrooms. **Fall and Spring.**

ED 4548 Directed Student Teaching in Secondary School

An application course for teacher candidate who will be placed in area schools for one semester. During the teaching assignments, the Williams Student Teacher Supervisor and the Cooperating Teachers will direct the progress of teacher candidates as teaching responsibilities begin on a limited basis and culminate with full teaching responsibilities in grade 7-12. Teacher candidates will repeat ED 4548 the second half of the semester to allow for a range of experiences in 7-12 classrooms. **Fall and Spring.**

FACTS ABOUT WILLIAMS TEACHER EDUCATION PROGRAM (2003-2004)

- < Sixty-three students were enrolled in the teacher preparation program during the academic year 2003-2004 with 44 of those students in programs of supervised student teaching.
- < The total number of supervising teachers for WTEP during 2003-2004 was 11, resulting in a student teacher/faculty ratio of 4.

- < The total number of hours required for WTEP was 560 hours, 14 weeks of supervised student teaching averaging 40.00 hours per week of student participation.
- < WTEP is currently accredited by the Arkansas Department of Education and NCATE.
- < The passing of the Praxis I Assessment is required for entry into and completion of the WTEP.
- < The passing of the Praxis II Assessments is required prior to completion of WTEP.

WTEP COMPLETERS ACHIEVED THE FOLLOWING: Academic Year: 2003-2004

Williams Baptist College					Statewide		
TYPE OF ASSESSMENT	CODE NUMBER	NUMBER TAKING	NUMBER PASSING	PASS RATE	NUMBER TAKING	NUMBER PASSING	STATEWIDE PASS RATE
Basic Skills							
PPST Reading	710	15	15	100%	432	432	100%
CBT Writing	711	4			343	343	100%
PPST Writing	720	14	14	100%	417	416	100%
CBT Writing	721	3			321	321	100%
PPST Mathematics	730	16	16	100%	424	423	100%
CBT Mathematics	731	4			326	326	100%
Professional Knowledge							
Eng Lang Lit Comp Pedagogy	043	4			63	61	97%
Prin Learn & Teach K-6	522	19	19	100%	626	614	98%
Prin Learn & Teach 5-9	523	4			151	113	88%
Prin Learn & Teach 7-12	524	4			259	242	93%
Academic Content Areas							
Early Childhood Education	020	15	15	100%	620	619	100%
Eng Lang Lit Content Know	041	4			63	62	98%
Eng Lang Lit Comp Essays	042	4			62	61	98%
Social Stud: Content Knowledge	081				50	50	100%
Social Stud: Analytical Essay	082				50	50	100%
PE Analysis & Design	092	5			100	99	99%
Music Concepts & Processes	111	4			44	44	100%
Music Analysis	112	4			43	43	100%
Music Content Knowledge	113	4			43	42	98%
Art Making	131	1			22	22	100%
Art Content Trad-Critic Aesthetics	132	1			22	22	100%
Art Content Knowledge	133	1			23	23	100%
Middle School Subjects: CK	146	2			155	153	99%

Other Content Areas							
Health & PE: CK	856	5			102	98	96%
SUMMARY TOTALS AND RATES							
Aggregate-Basic Skills		31	31	100%	1154	1151	100%
Aggregate-Professional Knowledge		31	31	100%	1173	1121	96%
Aggregate-Academic Content Areas-(Math, Eng, Bio, etc.)		31	31	100%	1159	1148	99%
Aggregate - Other Content Areas (Career/Technical Education, Health Educations, etc.)		5			138	134	97%
SUMMARY TOTALS & PASS RATES		31	31	100%	1201	1239	95%

DEPARTMENT OF ENGLISH AND COMMUNICATION ARTS

English, Language, and Communication Arts

Division of Arts and Sciences

Jerry D. Gibbens, Chair

Herschel Gaines

Steven Harthorn

Dolores Magee

Sheri Midkiff

Melinda Williams

The major in English is suitable for many purposes, both professional and cultural. By properly selecting courses, the student may prepare for postgraduate work in literature and language; meet the English requirement for secondary teaching certification; develop writing skills, both in creative and expository writing; obtain appropriate pre-professional training for areas such as law; or study the literary culture of English-speaking peoples.

The Department of English offers courses which provide instruction in grammar, composition, critical thinking, and the analysis of literature. Through language and literature, we reflect on the fundamental question: what does it mean to be human? Literature offers clues but never a complete answer to the human dilemmas. Writers reveal how individuals have attempted to make moral, spiritual, and intellectual sense of a world in which loneliness, despair, irrationality, and death are as conspicuous as friendship, hope, reason, and birth. Through literature we learn what it would be like to be Antigone, Hamlet, Huck Finn, Job, or the apostle Paul, or to live in other cultures.

BACHELOR OF ARTS IN ENGLISH

To earn the BA in English, Williams students must complete 33 hours in English course work beyond the General Education core requirements of English Composition I and II and World Literature I and II. All English majors must take 6 hours of American Literature and 6 hours of English Literature, Systems of Grammar, Advanced Composition, Literary Theory and Analysis, Studies in Shakespeare, one genre course from among the following: Modern Drama, Modern American Poetry, or Studies in the Twentieth-Century Novel, and 6 hours of upper-level English electives. English majors must also take Microcomputer Applications I, 6 hours of foreign language study, a formal minor, and 12 hours of upper-level electives for a total of 126 hours.

To earn a minor in English, students must complete 18 hours in English course work beyond English Composition I and II and World Literature I and II. Required courses include the following: American Literature I or II, English Literature I or II, Systems of Grammar or Advanced Composition and 9 hours of upper-level English electives.

BACHELOR OF SCIENCE IN EDUCATION IN ENGLISH

For the admission requirements, retention procedures, dismissal procedures, and exit requirements of the Teacher Education Program, see *Department of Education*.

General Education Requirement*

(See <i>Baccalaureate Degree General Education Requirement</i>).....	55 hours
Specialization Requirements	27 hours
Professional Requirements	31 hours
Departmental Requirements	3 hours
General Electives	9 hours
	125 hours

*Students earning this degree must take GT 2273 and PY 1113 to satisfy the social science requirement, MT 1123 (only if Math ACT score is less than 19) and MT 1133 or MT 1153 or higher to satisfy the mathematics requirement, and PE 2213 plus 2 hours of activity to satisfy the physical education requirement.

Specialization Requirements - [27 Hours] 21 hours of English Specialization courses must be taken at WBC. Specialization courses to be transferred must be approved by the English Department Chair.

American Literature - [6 Hours]

American Literature I or II	3 hours
Survey, genre, or author course	3 hours

English Literature - [6 Hours]

English Literature I or I	3 hours
Survey, genre, or author course.....	3 hours

General - [15 Hours]

EN 3243 Adolescent Literature.....	3 hours
EN 3633 Systems of Grammar.....	3 hours
EN 3733 Advanced Composition	3 hours
Genre (May choose EN 4113 Modern Drama, EN 4333 Modern American Poetry, or EN 4433 Studies in the 20th Century Novel.....	3 hours
English elective (upper level).....	3 hours

Professional Requirements - [31 Hours]

ED 2203 Introduction to Teaching	3 hours
ED 4113 A Study of the School.....	3 hours
ED 4133 Measurement and Evaluation.....	3 hours
ED 4548 Directed Student Teaching in Secondary School	8 hours
ED 4548 Directed Student Teaching in Secondary School	8 hours

EN 4543 Methods and Resources for Secondary Teachers	3 hours
PY 3123 Adolescent Development and Learning Process	3 hours

Departmental Requirements - [3 Hours]

DP 2253 Microcomputer Applications I or ED 4333 Educational Technology	3 hours
---	---------

ENGLISH COURSE DESCRIPTIONS

EN 1113 Composition I

Emphasis on the development of effective written communication skills and critical thinking skills. The development of these skills is enhanced by the reading and analysis of model essays ranging across the curriculum. **Fall, Spring.**

EN 1123 Composition II

Continuation of EN 1113. Emphasis placed on advanced composition and quality of writing growing out of parallel reading and literary works. Students are introduced to poetry, fiction, drama. Skills developed in EN 1113 are employed in writing a research paper on one of the works of literature. Prerequisite: Completion of English Composition I with a grade of "C" or better. **Fall, Spring.**

EN 2213 Masterworks of World Literature I

Selected readings from both eastern and western authors from Gilgamesh and Homer through Shakespeare. Prerequisite: EN 1113 and 1123. **Fall, Spring.**

EN 2223 Masterworks of World Literature II

Selected readings in both eastern and western authors from the Seventeenth century to the present. Prerequisite: EN 1113 and 1123. **Fall, Spring.**

EN 3243 Adolescent Literature

Studies (1) Works of diversity from multiple cultures, works about socio-economically deprived families, and works by Octave Thanet, a turn-of-the-century, Clover Bend writer who immortalizes child characters in her stories; (2) models the use of comparative works of film and literature to analyze folk/fairy tales and fantasy as initial sources for transmission of cultural paradigms to children; (3) instructs in the use of film/literature/theory as tools for teaching adolescents the processes of literary analysis. Field experiences required. Required for BSE majors. Upper-level elective for BA majors. Prerequisite: Six hours of World Literature. **Spring, odd; May term on demand.**

EN 3333 English Literature I

Selected readings from Beowulf to the 18th century. Prerequisite: Three hours of World Literature. **Fall, odd.**

EN 3343 English Literature II

Selected readings from the 18th century to the present. Prerequisite: Three hours of World Literature. **Spring, even.**

EN 3353 American Literature I

To 1865 Major American authors, genres, and movements from the beginning through the Civil War. Prerequisite: Three hours of World Literature. **Fall, even.**

EN 3363 American Literature II

Since 1865 Major American authors, genres, and movements from the Civil War to the present. Prerequisite: Three hours of World Literature. **Spring, odd.**

EN 3633 Systems of Grammar

Study of major grammatical systems: traditional, structural and transformational. Prerequisites: Junior or Senior standing, or consent of instructor. **Fall, even.**

EN 3733 Advanced Composition

Teaches writing as a process using a workshop approach. Course (1) demonstrates the use of methods of research and forms of writing for both business and scholarly purposes; (2) emphasizes the demand for excellence in oral and written communication skills; (3) teaches and demonstrates how to craft clean, but sophisticated and well-structured sentences; (4) hones oral communication skills; (5) requires production of crisp prose works through which the writer's voice is clearly heard. *Course is designed to equip students from all career fields with essential skills in oral and written communication.* Prerequisite: Successful completion of Composition I and II; Junior/senior standing. **Fall, odd.**

EN 3833 Creative Writing

Introduction to the theory of fiction and poetry; thrust of the course will be original student fiction/poetry and the workshopping thereof. Prerequisites: Successful completion of English Composition 1113 and 1123; Sophomore standing, or consent of instructor. **Spring, odd.**

EN 3843 Advanced Creative Writing

Advanced work in original student fiction/poetry and the workshopping thereof. Prerequisite: Successful completion of EN 3833. **Spring, odd.**

EN 4113 Modern Drama

Study of the late 19th and 20th century European and American drama. Prerequisites: Junior or Senior standing, or consent of instructor. **Fall, even.**

EN 4223 Studies in Shakespeare

Study of the tragedies, comedies, and histories of Shakespeare. Prerequisite: Junior or Senior standing, or consent of instructor. **Spring, odd.**

EN 4333 Modern American Poetry

Study of American poetry from Whitman to the beat generation of the 1960s and selected contemporary poets. Prerequisite: Junior or Senior standing, or consent of instructor. **Fall, odd.**

EN 4433 Studies in the Twentieth-Century Novel

Study of selected 20th century American and British novels. Prerequisites: Junior or Senior standing, or consent of instructor. **Spring, even.**

EN 4533 Directed Readings in Literature

Readings which focus on themes in literature, genre studies, particular writers, or a combination of these areas. This course will be offered on student demand or by independent study. Prerequisite: For English majors and minors of Junior or Senior standing, or consent of instructor.

EN 4633 Studies in Major Writers/Movements of Literature

Study of major writers, groups of writers, major movements, themes, or periods of literature. This course will be offered on student demand or by independent study. Prerequisites: Junior or Senior standing or consent of instructor.

EN 4933 Literary Theory and Analysis

This required Capstone Course for BA English majors provides, within a cultural context, an essential introduction to contemporary literary theorists and their theories. Professor-led discussion/lectures. Heavy student participation. Learners apply core theories to works of literature, participate in general discussion of these applications, present an independent application of one theory to works of one writer, and write a near-publishable/to publishable thesis. Prerequisite: Junior or senior standing. **Spring, even.**

LANGUAGE COURSE DESCRIPTIONS**LG 1113 Elementary Spanish I**

A course in beginning Spanish with emphasis on listening, speaking, reading, and writing. Language laboratory includes use of tapes related to text. **Fall.**

LG 1123 Elementary Spanish II

Continuation of Elementary Spanish I with emphasis on pronunciation and reading. Prerequisite: LG 1113 or equivalent. **Spring.**

COMMUNICATION ARTS

The study of speech communications and the celebration of great orators and theater artists dates back to ancient Greece. Williams offers a minor in Communication Arts and a Communication Arts concentration block in the BA in Liberal Arts. Students completing this study will have a command of communication skills, including organization, language usage,

audience analysis, and effective delivery, and will have studied theater history, plays, playwrights, and production techniques.

To earn a minor in Communication Arts, Williams students must complete 21 hours from one of the following emphasis areas:

Journalism Emphasis - Nine hours required from the following: JL 1113 Basic News Writing, JL 1123 News Reporting, EN 3633 Systems of Grammar, or EN 3733 Advanced Composition. Twelve hours chosen from electives listed below*.

Speech and Theatre Emphasis - Nine hours required from the following: SP 2354 Voice and Diction, SP 3253 Oral Interpretation, EN 4113 Modern Drama, or EN 4223 Studies in Shakespeare. Twelve hours chosen from electives listed below*.

***Electives** - JL 1113 Basic News Writing, JL 1123 News Reporting, Newspaper Practicum, EN 3833 Creative Writing, EN 3733 Advanced Composition, JL 4113-6 Internship, BA 4313 Advertising and Promotion, SP 2353 Voice and Diction, SP 3253 Oral Interpretation, EN 4113 Modern Drams, EN 4223 Studies in Shakespeare, SP 3113 Producing the School Play, SP 1111/SP 4111 Theatre Workshop, SP1211/SP4211 Acting Workshop, SP 4112-6 Theatre Production Techniques, and SP 2153 Theater Appreciation if not used to fulfill the humanities requirement.

COMMUNICATION ARTS COURSE DESCRIPTIONS

SP 1111/SP 4111 Theater Workshop

Practical experience in theatrical productions, dealing with technical experience. May be repeated up to four times. **Fall, Spring.**

SP 1211/SP 4211 Acting Workshop

Practical experience in theatrical production, dealing primarily with performance. Open to the cast of each major play. By audition only. May be repeated up to four times. **Fall, Spring.**

JL 1113 Basic News Writing

A study of the basic methods of news writing for the modern newspaper. **Fall, even.**

JL 1123 News Reporting

A study and practical application of the fundamentals of news gathering, utilizing the techniques of news writing attained in Basic News Writing. Prerequisite: JL 1113. **Spring, odd.**

JL 4113-6 Internship

Students will be assigned as interns in area newspapers under the supervision of the newspaper's personnel. **Offered on demand and by the consent of the instructor.**

SP 2153 Theater Appreciation

General introduction and orientation to the areas of theater arts: plays and playwrights, acting, directing, designing, stage movement, and stage traditions. **Spring.**

SP 2183 Speech and Communication

Study of basic principles of oral communication with emphasis placed upon introducing the student to elementary factors of interpersonal communication. **Fall, Spring.**

SP 2353 Voice and Diction

A course for improving the use of a normal speaking voice, articulation, and pronunciation, and the study of the recognition and correction of substandard and regional elements in speech. Prerequisite: SP 2183. **Fall, even.**

SP 3113 Producing the School Play

A study of the role of the high school teacher with emphasis on activities such as play selection, casting, directing, designing, and presenting a play. Also, suited for students seeking a career in theater outside the classroom. **Fall, odd.**

SP 3253 Oral Interpretation

Theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature and its communication. **Spring, even.**

SP 4113-6 Theater Production Techniques

Special studies in directing or technical aspects of theater. Students work under the supervision of the director of theater. Enrollment by permission only. **Offered on demand.**

SP 4933 Communication Theory and Analysis

This Departmental Capstone Course introduces learners to major contemporary communication theories and theorists. This course requires an undergraduate thesis which applies communication theory to media influences in culture through presentation of contemporary issues. **Junior or senior standing or consent of instructor. Spring.**

Four courses from the English Department may be counted toward the Communication Arts minor and Concentration block: EN 3733 Advanced Composition, EN 3833 Creative Writing, EN 4113 Modern Drama, and EN 4223 Studies in Shakespeare. (The use of the English classes cannot be counted as hours for both a major and minor.)

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Division of Professional Studies

Carol Halford, Chair

Brad Baine

Betty Gregory

John Katrosh

Judy Katrosh

Angie Pastiva

Jeff Rider

The Department of Health and Physical Education offers instruction designed to assist students in their personal discovery of the relevance, diversity, and importance of the role of health and physical education. The knowledge and skill students obtain through the study of health and physical education will benefit not only the health and physical education major but also the student in general.

BACHELOR OF SCIENCE IN HEALTH AND PHYSICAL EDUCATION P-12

The department offers a major in Health and Physical Education, which is designed for students pursuing the Bachelor of Science in Education degree. This degree will lead to teacher certification in Physical Education P-12 and a coaching endorsement. Students desiring a degree in Health and Physical Education are required to complete significant course work outside of the Department of Health and Physical Education.

For the admission requirements, retention procedures, dismissal procedures and exit requirements of the teacher education program, see *Department of Education*. Admission requirements exceptions specific to the P-12 Health and Physical Education Program:

- (a) Complete ED 2203, PY 3113, and PY 3123 with a minimum grade of 2.00 (4.00 scale).
- (b) Also included in the 45 semester hours taken prior to admission into the Teacher Education Program is the Health and Physical Education core (PE Activity [2 hours], PE 2213, and PE 2233). Minimum grade for PE 2213 and PE 2233 is 2.00 (4.00 scale).

Exit requirements exceptions specific to the P-12 Health and Physical Education Program:

- (a) The student must earn at least a B in four activity classes.

BACHELOR OF SCIENCE IN EDUCATION DEGREE, HEALTH AND PHYSICAL EDUCATION P-12 REQUIREMENTS

General Education Requirement

(See Baccalaureate Degree General Education Requirement).....54 hours

(Students earning this degree must take GT 2273 and PY 1113 to satisfy the social science requirement, MT 1123 (only if Math ACT is less than 19) and MT 1133 or MT 1153 or higher to satisfy the mathematics requirement, and PE 2213, along with 2 hours of activity to satisfy the physical education requirement. Activity classes taken to satisfy the General Education Requirements may not be used to satisfy the Specialization Requirements.)

Specialization Requirements - [41 hours] 21 hours must be WBC Specialization courses. Specialization courses to be transferred must be approved by department chair.

PE 1__1 - PE 2__1 Activity Courses.....	2 hours
PE 2233 Principles of Physical Education.....	3 hours
PE 2222 Care Of Injuries.....	2 hours
PE 4213 Kinesiology	3 hours
BS 2214 Anatomy and Physiology	4 hours
PE 3113 Exercise Physiology	3 hours
PE 3122 Rhythmical Activities for Elementary Grades	2 hours
PE 4112, 4122, 4132, 4142, or 4152 Theory and Practice of Coaching.....	4 hours
PE 4113 School Health Education P-12	3 hours
PE 3213 Motor Skills Development for Children.....	3 hours
PE 3223 Adaptive Physical Education	3 hours
PE 4243 Health and Physical Education Methods I	3 hours
PE 4353 Health and Physical Education Methods II.....	3 hours
PE 4223 Organization and Administration of Physical Education.....	3 hours

**For coaching endorsement 4 hours of coaching theory must be completed.*

Professional Requirements - [31 hours]

ED 2203 Introduction to Teaching	3 hours
ED 4113 A Study of the School.....	3 hours
ED 4133 Measurement and Evaluation	3 hours
PY 3113 Child Development and Learning.....	3 hours
PY 3123 Adolescent Development and Learning Process	3 hours
ED 4538 Directed Student Teaching: K-12.....	8 hours
ED 4548 Directed Student Teaching in Secondary School	8 hours

TOTAL

126 hours

PHYSICAL EDUCATION COURSE DESCRIPTIONS

PE 1111 Volleyball

Introduction to the basic skills, rules and strategy in volleyball. **On demand.**

PE 1121 Physical Conditioning

The course includes activity related to one's physical health pertaining to: muscular strength and endurance, cardiovascular endurance, and body fat measurement. **Fall, Spring.**

PE 1141 Golf

Introduction to the basic skills, rules and strategy in golf. Fee: \$30. **Spring.**

PE 1161 Team Sports

Introduction to the basic skills, rules, and strategy in basketball, softball and soccer. **Fall, Spring.**

PE 1181 Bowling

Introduction to the basic skills and strategy in bowling. Fee: \$30. **Fall, Spring.**

PE 1191 Body Recall

A low-impact exercise program suitable for all ages. **Fall, Spring.**

PE 2111 Badminton and Tennis

Introduction to the basic skills, rules, and strategy in badminton and tennis. **Fall, Spring.**

PE 2131 Racquetball

Introduction to the basic skills, rules, and strategy in racquetball. **Fall, Spring.**

PE 2213 Health and Safety

Principles, problems, and practices in the development of positive health behavior. **Fall, Spring.**

PE 2222 Care of Injuries

Instruction and practice in rendering first aid in cases of injury and accident. Principles and practices in care and prevention of athletic injuries. Qualifies the student to test for First Aid and CPR certification by the American Red Cross. **Fall, Spring.**

PE 2233 Principles of Physical Education

Historical, philosophical, physiological, and sociological foundation of physical education and their application to the physical education program. **Fall.**

PE 3113 Exercise Physiology

The physiology of exercise and its effect on human performance, literature in physical fitness, athletic training and rehabilitation, and improving work performance. **Spring.**

PE 3122 Rhythmical Activities for Elementary Grades

Development of knowledge, understanding, techniques, and skill in fundamental movements. **Fall.**

PE 3213 Motor Skills Development for Children

The analysis of basic motor skills with emphasis on appropriate content and skill performance levels in basic game skills. **Spring.**

PE 3223 Adaptive Physical Education

A course designed to help prepare the physical educator to meet the needs of the handicapped student. **Spring.**

PE 4112 Theory and Practice of Coaching Basketball

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Spring, even years.**

PE 4113 School Health Education P-12

Curriculum for and methods of teaching health education in elementary, middle, and secondary schools. **Fall.**

PE 4122 Theory and Practice of Coaching Football

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Spring, odd years.**

PE 4132 Theory and Practice of Coaching Volleyball

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Fall, odd years.**

PE 4142 Theory and Practice of Coaching Baseball/Softball

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Fall, even.**

PE 4152 Theory and Practice of Coaching Track and Field

The study of rules, strategies, methods, and techniques necessary for successful coaching. **Spring.**

PE 4213 Kinesiology

Mechanics of human movement and its application to physical activity. **Fall.**

PE 4223 Organization and Administration of Physical Education

A study of the administrative programs, practices, and procedures for elementary and secondary schools. **Fall.**

PE 4243 Health and Physical Education Methods I

A methods course designed to assist the prospective physical educator in developing a credible elementary health and physical education program. **Spring.**

PE 4353 Health and Physical Education Methods II

A methods course designed to assist the prospective physical educator in developing a credible secondary health and physical education program. **Fall.**

DEPARTMENT OF HISTORY AND GOVERNMENT

History, Government

Division of Arts and Sciences

Todd Ewing, Chair

John Jacobsen

Kenneth Startup

There is little understanding of the present without a mature understanding of the past. Such an insightful understanding of the present is only one of the benefits the study of history confers. At Williams the study of history also involves students in the intensive development of their critical thinking and communication skills. The understanding and skills students obtain through the study of history will benefit them in every potential career and in their lives generally.

Taken together, the study of history broadens the student's horizons while encouraging a reasoned and responsible approach to national and global social, political, and cultural institutions.

BACHELOR OF ARTS IN HISTORY

To earn a Bachelor of Arts degree in history students must complete 33 hours of history course work beyond the General Education Requirement in history. All history majors must complete with a passing grade all of the survey courses in history; HT 1133 Western Civilization I, HT 1143 Western Civilization II, HT 2233 U.S. History Before 1865, and HT 2243 U. S. History Since 1865. Twenty-one of the 33 hours must be taken in courses at or above the 3000 level. All history majors are required to complete DP 2253, Microcomputer Applications I (this requirement may be waived if the department determines that the student is already competent in computer use. If the DP 2253 requirement is waived the student will substitute an elective 3 hour course). History majors are also required to take HT 3033, Historical Research and Philosophy and HT4503, Directed Readings, which will involve independent work to demonstrate competency in research of the student's area of choice. History majors are also to complete a minor or second major, earn at least 6 hours of credit in a modern foreign language, and 9 hours of upper-level elective credit. The student will be required to take the ETS History Exam during the senior year to complete the program.

MINOR IN HISTORY

Students at Williams may obtain a minor in history by completing 18 hours of course work in the discipline beyond the 6 hours of history required of all students.

BACHELOR OF SCIENCE IN EDUCATION IN SOCIAL STUDIES

For the admission requirements, retention procedures, dismissal procedures, and exit requirements of the teacher program, see *Department of Education*.

General Education Requirement*

<i>(See Baccalaureate Degree General Education Requirement)</i>	55 hours
Specialization Requirements.....	36 hours
Professional Requirements.....	31 hours
Departmental Requirements.....	6 hours
Total	128 hours

**Students earning this degree must take GT 2263 and PY 1113 to satisfy the social science requirement, MT 1123 (only if Math ACT score is less than 19) and MT 1133 or MT 1153 or higher to satisfy the mathematics requirement, and PE 2213 plus 2 hours of activity to satisfy the physical education requirement.*

Specialization Requirements - [33 hours] 21 hours must be WBC specialization courses. Specialization courses to be transferred must be approved by department chair.

U. S. HISTORY - [12 hours]

(Students may choose from the following)

NOTE: Students seeking a BSE in Social Studies degree *may not* count courses taken in the General Education Requirements as part of the major. All social studies majors must take HT 3933 History of Arkansas.

HT 3323 - The Emergence of Modern America (1877-1919)

HT 4023 - The American Revolution

HT 3913 - The Civil War

HT 3933 - History of Arkansas

HT 4113 - The American Republic: 1787 - 1860

HT 4443 - Recent U. S. History: 1919 - Present

WORLD HISTORY - [6 HOURS]

(Students may choose from the following)

HT 1133 - Western Civilization I

HT 1143 - Western Civilization II

HT 3883 - Twentieth Century Europe

HT 3233 - Greco-Roman World

HT 4513 - Special Studies in History

HT 4103 - The History of Islam

GEOGRAPHY [6 Hours]

GE 3253 World Geography and Culture

World History Elective

POLITICAL SCIENCE [3 hours]

GT 2263 - American Government

ECONOMICS [3 hours]

EC 2273 - Principles of Macroeconomics

EC 2283 - Principles of Microeconomics

SOCIOLOGY OR PSYCHOLOGY - [3 hours]

(Students may choose from the following)

PY 2413 - Mental Hygiene

PY 3103 - History and Systems of Psychology

PY 3223 - Social Psychology

PY 3253 - Abnormal Psychology

SC 2253 - Introduction to Sociology

SC 3313 - Parenting

SC 3283 - Marriage and the Family

SC 4113 - Family Systems

NOTE: All BSE in Social Studies majors at Williams must complete HT 3033, Historical Research and Philosophy, a capstone course and DP 2153, Microcomputer Applications I (unless waived by the Department of History).

Departmental Requirements - [16 hours]

ED 2203 - Introduction to Teaching3 hours

ED 2253 - Introduction to Exceptional Child3 hours

ED 4113 - A Study of the School3 hours

ED 4133 - Measurement and Evaluation3 hours

ED 4548 - Directed Student Teaching in Secondary School8 hours

ED 4548 - Directed Student Teaching in Secondary School8 hours

ED 4233 - Methods and Resources for Secondary Teachers.....3 hours

PY 3123 - Adolescent Development and Learning Process3 hours

Departmental Requirements - [6 hours]

DP 2253 - Microcomputer Applications I (Department may waive)3 hours

HT 3033 Historical Research and Philosophy3 hours

HISTORY COURSE DESCRIPTIONS**HT 1133 Western Civilization I**

This course surveys the development of western civilization from the Sumerians to the era of the Protestant Reformation. Students will review the artistic, philosophical, religious, political, and scientific characteristics of the cultures surveyed in this course. **Fall, Spring.**

HT 1143 Western Civilization II

This course surveys the development of western civilization and its interaction with major world communities and cultures from the Protestant Reformation to the end of the Cold War. Students

will review the artistic, philosophical, religious, political, and scientific characteristics of the cultures surveyed in this course. **Fall, Spring.**

HT 2233 United States History Before 1865

A study of Colonial America, the American Revolution, the early national experience, and the Civil War. **Fall, Spring.**

HT 2243 United States History Since 1865

A Study of Reconstruction, westward expansion, the development of political parties, American diplomacy, economic development, and the conduct of United States wars. **Fall, Spring.**

HT 3033 Historical Research and Philosophy

This course reviews important philosophical principles and concepts associated with the mature study and practice of history while reviewing the corpus of historical study that students majoring in history have undertaken at Williams. This course is also intended to sharpen the student's research and communication skills. This course is required of all history and BSE majors. **Spring, even years.**

HT 3323 The Emergence of Modern America: 1877-1919

An examination of the political, economic, constitutional, and social/cultural changes and developments in the United States from the end of Reconstruction through World War I. Emphasis is placed upon industrialization and urbanization, science and technology, economic and constitutional laissez faire, national politics, and progressivism. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2243, or permission of the instructor. **Spring, odd years.**

HT 3883 Twentieth-Century Europe

This course examines the history of Europe from the decade of the 1880's to the present. Close attention is given to the origins and impact of the two world wars, the rise of fascism and communism, the end of colonialism, the beginning and end of the Cold War, and the decline of Soviet power. **Spring, even years.**

HT 3913 The Civil War

Students in this course consider the sectional conflict in the decade of the 1850's, the problems of the Northern and Southern governments during the war, the major military campaigns of the war, and the impact of the war upon the civilian population. Prerequisites: Junior or senior standing, HT 2233, or permission of the instructor. **Spring, odd years.**

HT 3233 Greco-Roman World

Students in this course consider the major contributions of the Greek and Roman civilizations to western civilization. Beginning with the Emergence of Classical Greece and Alexander the Great, students will see the transition to the Roman Republic and Empire. Cultural focus will be on political, philosophical, religious, artistic and literary contributions. Prerequisites: Junior or Senior standing, HT 1133, or permission of the instructor: **Fall, even years.**

HT 3933 History of Arkansas

This course reviews the cultural, economic, and political history of Arkansas from the pre-territorial era to the present. Course objectives include the development of critical writing skills.

Fall, even years

HT 4103 History of Islam

This course traces the rise and course of Islamic history with an emphasis on the life of Muhammad and the development of Islam's theological, political and social structures. The course also examines the Ottoman Empire, the Crusades and the vast and diverse geographical, religious, cultural and ethnic aspects of the modern Islamic world. **Fall, odd years.**

HT 4113 The American Republic:1787-1860

An analysis of the political, economic, military, constitutional, and social/cultural developments in the United States from the Philadelphia Convention through the antebellum period. Special emphasis is placed on the creation and development of the U.S. Constitution and its interpretation by the U.S. Supreme Court. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2233, or permission of the instructor. **Fall, even years.**

HT 4443 Recent U.S. History: 1919-

A close examination of the political, economic, military, and social/cultural developments of the United States from the post-World War I period through the mid-twentieth century. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2243, or permission of the instructor. **Fall, odd years.**

HT 4023 The American Revolution

An examination of the various factors leading to the American Revolution and in-depth analysis of the military, economic, political, and other difficulties faced by the newly-independent United States. Course objectives include the development of historiographical and critical- and exam-writing skills. Prerequisites: junior or senior standing; HT 2233, or permission of the instructor. **Spring, even years.**

HT 4503 Directed Studies in History

This course is designed to provide the individual student with an intensive and rigorous reading program focused on a rather narrow topic in European history or United States history. Course requirements will be established by the faculty supervisor. Before enrolling the student must secure the approval of the appropriate instructor. Prerequisite: HT 1133 and HT 1143 for European history; HT 2233 and HT 2243 for United States history. **On demand with the consent of the instructor.**

HT 4513 Special Studies in History

This course allows students to explore an important topic in a seminar setting. Topics in special studies are selected by senior department faculty. **On demand with the consent of the instructor.**

GEOGRAPHY

GE 3253 World Geography and Culture

A survey course designed to familiarize the student with geographic regions of the world as well as the unique cultural aspects of those regions. **Fall.**

GOVERNMENT

GT 2263 American Government

Special attention is given to the Constitution and the organization, process, and function of the national government. **Fall.**

MULTI-DISCIPLINARY BACHELOR OF ARTS IN LIBERAL ARTS/GENERAL STUDIES DEGREE

The multi-disciplinary degree is predicated upon the reality that many students enroll in college wanting a baccalaureate degree, but with no overriding interest in a single, specialized field of study. The Bachelor of Arts in Liberal Arts/General Studies degree program allows these students to complete a curriculum which draws upon the strengths of the general liberal arts curriculum.

Students must consult the Academic Dean and Registrar prior to beginning this degree.

COURSE REQUIREMENTS

General Education Requirements	54 Hours
Foreign Language	6 Hours
Microcomputer Applications I.....	3 Hours
Liberal Arts/General Studies Core Concentration	36/42 Hours
General Electives	24/18 Hours
TOTAL	123 Hours

**Students earning this degree must complete at least two concentration blocks from those listed below. At least 9 elective hours must be in courses numbered 3000 or above. General Education courses or hours may not count toward any concentration requirements. Courses taken in one concentration block may not count for requirements in another block.*

CONCENTRATION BLOCKS

BIOLOGY: 18 Hours Minimum

BS 1134 or BS 2314
BS 1154
BS 2413
Upper level electives

BUSINESS ADMINISTRATION: 18 Hours Minimum

BA 2243
BA 2253 or BA 2313
BA 3213
BA 3223
EC 2273
Upper level business elective

COMMUNICATIONS ARTS: 21 Hours Minimum
JOURNALISM EMPHASIS

JL 1113

JL 1123

EN 3633 or EN 3733

ANY FOUR OF THE ELECTIVES BELOW*

*JL 1113, JL 1123, JL 1211, EN 3833, EN 3633, EN 3733, JL 4113-6, BA 4313, SP 2353, SP 3253, EN 4113, EN 4223, SP 3113, SP 1111/SP 4111, SP 1211/SP4211, SP 4311-6, SP 2153** (**if not used for humanities requirement)

COMPUTER INFORMATION SCIENCE: 18 Hours Minimum

CS 2113

CS 2213

CS 3313

CS 3343

CS 4113

CIS Elective

HISTORY: 18 Hours Minimum

(MAY SELECT ANY HISTORY OFFERINGS EXCEPT HT 4133)

LITERATURE: 18 Hours Minimum

May select any six English offerings at the 3000 and/or 4000 level.

MATHEMATICS: 18 Hours Minimum

May select any Math courses except MT 1123, MT 2113 and MT 2213 and must include six of upper level hours.

MUSIC: 21 Hours Minimum

MU 1111

MU 1113

MU 1123

MU 2813

4 hours ensemble

4 hours applied principal

4 semesters Recital (non-credit)

Choose 3 hours from: MU 2213, MU 3213, MU 3223

PHYSICAL EDUCATION: 19 Hours Minimum

PE 2222

PE 2233

PE 4112, 4122, 4132, or 4152

PE 4223

PE 4253

PE 4353

PE 3113, 4213 or BS 2214

PHYSICAL SCIENCE: 20 Hours Minimum

CH 1154

CH 1164

PS 2204

PS 2214

4 hours Upper Level General Science

PSYCHOLOGY: 18 Hours Minimum

PY 2413

PY 3223

PY 3253

PY 3113 or PY 3123

PY 3233 or PY 3243

PY 4113

SOCIAL STUDIES: 18 Hours Minimum

GE 3253

GT 2263

PY 3223

RL 3213

SC 2253

SC 3283

SPEECH/THEATER EMPHASIS

SP 2353

SP 3253

EN 4113 or EN 4223

ANY FOUR OF THE ELECTIVES BELOW*

* JL 1113, JL 1123, JL 1211, EN 3833, EN 3633, EN 3733, JL 4113-6, BA 4313, SP 2353, SP 3253, EN 4113, EN 4223, SP 3113, SP 1111/SP 4111, SP 1211/SP 4211, SP 4113-6, SP 2153** (**if not used for humanities requirement)

STUDIO ART: 21 Hours Minimum

AR 1103

AR 1113

AR 1123

AR 1133

AR 2113

AR 2223

AR 2313

DEPARTMENT OF MUSIC

Division of Arts and Sciences

Bob G. Magee, Chair

Carl Mason

Lynn Pennington

Christopher Thompson

The study of music at Williams is essentially a three-fold program, including studies in the liberal arts, training in basic musicianship, and specialized training. The liberal arts requirements include the humanities, the social and natural sciences, religion, and physical education. The core of the music program is musicianship -- i.e., applied music study, which includes solo and ensemble experience; music literature and history; music education; conducting; and extensive studies of music theory.

Williams offers three degrees in music: a Bachelor of Arts in Church Music, a Bachelor of Science in Education: Music K-12, and a Bachelor of Arts in Music. The Bachelor of Arts in Church Music and the Bachelor of Science in Education: Music K-12 degrees require courses in addition to the liberal arts requirements listed as Specialization and Professional Requirements. The Bachelor of Arts in Church Music prepares a student to enter graduate school, seminary, or directly into a church music vocation. The Bachelor of Science in Education: K-12 involves course work in education as well as in music with student teaching the last semester. It emphasizes a choral/vocal track and prepares a student for a career in K-12 music education immediately following graduation. The Bachelor of Arts in Music includes a minor which allows for more extensive study in related fields. The Bachelor of Arts is the degree of choice for students who wish to combine music and another field, such as psychology, business, religion, or English, by electing the second field as minor.

The Department of Music offers a minor in music which requires 21 hours distributed as follows:

Required Courses: 18 Hours

MU 1111 Aural Skills I.....	1 hour
MU 1113 Creative/Analytical Concepts I.....	3 hours
MU 1123 Creative/Analytical Concepts II.....	3 hours
MU 1__1 Ensemble	4 hours
(To be chosen from Concert Choir MU 1021, Williams Singers MU 1141, Chorale MU 1601, Handbells MU 1211, or Piano Ensemble MU 1621)	
MU 1__1 Applied Principal.....	4 hours
(To be chosen from the Applied Music section)	
MU 2813 Choral Conducting.....	3 hours

Choose one of the following: 3 Hours

MU 2213 Creative/Analytical Concepts III.....	3 hours
MU 3213 Music History I.....	3 hours
MU 3223 Music History I.....	3 hours

Note: The music faculty requires that Music Appreciation MU 2143 be taken as one of the Humanities electives.

All prospective music majors must have audition/interviews with the music faculty in their proposed principal applied area. It is the responsibility of the student to contact the respective faculty member in the applied area for an audition time.

Placement tests/auditions will be given to all entering music students to facilitate proper placement in musicianship studies, music literature/history, applied music, and ensembles as well as to determine scholarship awards. At the completion of the music theory sequence, music majors must pass an upper-level music history and music theory examination consisting of two parts: (1) a comprehensive written exam; and (2) a listening and score study exam.

Before a music major may qualify for graduation, the proficiency requirement in piano must be satisfied. This exam must be taken prior to the end of the semester in which the minimum requirement for piano will be completed. All students pursuing the degree B.S. in Education, Music K-12 must take a minimum of four semester hours of piano which may be declared as either a Principal or Secondary area.

All students wanting to register for applied music must have the permission of the instructor. The instructor will accept music majors/minors first and non-music majors/minors as instruction time is available.

All music majors and minors taking applied music are required to take a jury examination at the end of each semester of study. Students will also be required, at the request of the instructor, to appear in at least one recital performance each semester.

All music majors will be required to give a recital in their applied principal area prior to graduation. Students must receive recital approval by performing before the music faculty at least two weeks prior to their scheduled recitals. The faculty reserves the right to cancel or delay any recital that does not meet standards of excellence set by the faculty.

BACHELOR OF ARTS: MUSIC

General Education Requirement - [54 hours]

(See Baccalaureate Degree General Education Requirement)

Note: Music majors must include MU 2143 as one of the Humanities electives and must choose either MT 1133 or MT 1153 to meet the Mathematics requirement.

Specialization Requirements - [46 hours] 21 hours must be WBC Specialization courses. Specialization courses to be transferred must be approved by the department chair.

(Grade C or better)

MU 1001 Class Piano	1 hour
MU 1051 Class Voice.....	1 hour
MU 1__1-02 Applied Principal	3 hours*
*To be chosen from "Applied Music" section	
MU 3__1-02 Applied Principal	4 hours*
*To be chosen from "Applied Music" section	
MU 4701 Senior Recital	1 hour
MU 1__1-02 Applied Secondary	3-4 hours

(3 hours if MU 1001 taken; 4 hours if MU 1001 not taken)	
MU 1111 Aural Skills I.....	1 hour
MU 1113 Creative and Analytical Concepts I.....	3 hours
MU 1121 Aural Skills II.....	1 hour
MU 1123 Creative and Analytical Concepts II.....	3 hours
MU 2211 Aural Skills III.....	1 hour
MU 2213 Creative and Analytical Concepts III.....	3 hours
MU 2221 Aural Skills IV.....	1 hour
MU 2223 Creative and Analytical Concepts IV.....	3 hours
MU 3213 Music History I.....	3 hours
MU 3223 Music History II.....	3 hours
MU 2813 Choral Conducting.....	3 hours
MU 1__1 Ensemble.....	8 hours
(Must be chosen from MU 1021, MU 1141, MU 1601, or MU 1621)	
MU 1010 Class Recital (8 semesters).....	0 hours
Minor (Grade C or better).....	18/21 hours
Modern Foreign Language (Grade C or better).....	6 hours
Total	124/127 Hours

BACHELOR OF ARTS: CHURCH MUSIC

General Education Requirement - [54 hours]

(See Baccalaureate Degree General Education Requirement)

Note: Music majors must include MU 2143 as one of the Humanities electives and must choose either MT 1133 or MT 1153 to meet the Mathematics requirement.

Specialization Requirements - [47 hours] 21 hours must be WBC Specialization courses. Specialization courses to be transferred must be approved by the department chair.

(Grade C or better)

MU 1001 Class Piano.....	1 hour
MU 1051 Class Voice.....	1 hour
MU 1__1-02 Applied Principal.....	3 hours*
*To be chosen from "Applied Music" section	
MU 3__1-02 Applied Principal.....	4 hours*
*To be chosen from "Applied Music" section	
MU 4701 Senior Recital.....	1 hour
MU 1__1-02 Applied Secondary.....	3-4 hours
(3 hours if MU 1001 taken; 4 hours if MU 1001 not taken)	
MU 1111 Aural Skills I.....	1 hour
MU 1113 Creative and Analytical Concepts I.....	3 hours
MU 1121 Aural Skills II.....	1 hour
MU 1123 Creative and Analytical Concepts II.....	3 hours
MU 2211 Aural Skills III.....	1 hour
MU 2213 Creative and Analytical Concepts III.....	3 hours
MU 2221 Aural Skills IV.....	1 hour

MU 2223 Creative and Analytical Concepts IV	3 hours
MU 3213 Music History I.....	3 hours
MU 3223 Music History.I.....	3 hours
MU 2813 Choral Conducting.....	3 hours
MU 1__1 Ensemble	8 hours
(Must be chosen from MU 1021, MU 1141, MU 1601, or MU 1621)	
MU 1211 Handbells.....	1 hour
MU 1010 Class Recital (8 semesters).....	0 hours

Professional Requirements – (17 hours) Grade C or better

DP 1153 Microcomputer Applications I.....	3 hours
RL 2113 Introduction to Christian Ministries.....	3 hours
MU 3113 Music and Worship.....	3 hours
MU 4112 Methods and Resources I.....	2 hours
MU 4122 Methods and Resources II	2 hours
MU 4642 Introduction to Music Ministry	2 hours
MU 4832 Hymnology	2 hours

Modern Foreign Language (Grade C or better)6 hours

Total	124 hours
--------------	------------------

BACHELOR OF SCIENCE IN EDUCATION: MUSIC K-12

For the admission requirements, retention procedures, dismissal procedures, and exit requirements of the Teacher Education Program, see *Department of Education*.

General Education Requirement - [55 hours]

(See Baccalaureate Degree General Education Requirement)

Note: Music majors must include MU 2143 as one of the Humanities electives and must choose MT 1123 (only if Math ACT score is less than 19) and MT 1133 or MT 1153 to meet the Mathematics requirement. Students earning this degree must take GT 2263 and PY 1113 to satisfy the social science requirement.

Specialization Requirements - [43 Hours] 21 hours must be WBC Specialization courses. Specialization courses to be transferred must be approved by department chair.

MU 1001 Class Piano	1 hour
MU 1051 Class Voice.....	1 hour
MU 1--1-02 Applied Principal.....	3 hours
To be chosen from “Applied Music” section	
MU 1--1-02 Secondary Applied	3-4 hours
(3 hours if MU 1001 taken; 4 hours if MU 1001 not taken)	
MU 1111 Aural Skills I.....	1 hour

MU 1113 Creative and Analytical Concepts I.....	3 hours
MU 1121 Aural Skills II.....	1 hour
MU 1123 Creative and Analytical Concepts II.....	3 hours
MU 2211 Aural Skills III.....	1 hour
MU 2213 Creative and Analytical Concepts III.....	3 hours
MU 2221 Aural Skills IV.....	1 hour
MU 2223 Creative and Analytical Concepts IV.....	3 hours
MU 2813 Choral Conducting.....	3 hours
MU 3213 Music History I.....	3 hours
MU 3223 Music History II.....	3 hours
MU 4112 Methods and Resources I.....	2 hours
MU 4122 Methods and Resources II.....	2 hours
MU 1141 Ensemble.....	6 hours
(Must be chosen from MU 1021, MU 1141, MU 1601, or MU 1621)	
MU 1010 Class Recital (7 semesters).....	0 hours

Professional Requirements - [31 Hours]

ED 2203 Introduction to Teaching.....	3 hours
ED 4113 A Study of the School.....	3 hours
PY 3123 Adolescent and Adult Development.....	3 hours
PY 3113 Child Development and Learning Processes.....	3 hours
ED 4133 Measurement and Evaluation.....	3 hours
ED 4538 Directed Student Teaching: K-12.....	8 hours
ED 4538 Directed Student Teaching: K-12.....	8 hours

Total	129 hours
--------------	------------------

COURSE DESCRIPTIONS - MUSICIANSHIP STUDIES

MU 1011 Fundamentals of Music

Intensive study of basic notation, rhythm, meter, scales, key signatures, intervals, triads, and simple musical structures. Designed for the student who does not read music and for entering music students who need additional work in music fundamentals. Will not satisfy graduation requirements for music majors or minors. **Spring.**

MU 1111 Aural Skills I

To be taken concurrently with Creative and Analytical Concepts in Music I. Sightsinging, ear-training through directed listening and dictation, and keyboard experiences which augment the written musicianship experiences. Melodic, rhythmic, harmonic structures of the early music period (ca. 800-1400). **Fall.**

MU 1113 Creative and Analytical Concepts in Music I

Study of music through music literature from the early music period (ca. 800-1400), with analysis of musical compositions and original compositions in the styles under study. **Fall.**

MU 1121 Aural Skills II

To be taken concurrently with Creative and Analytical Concepts in Music II. Continuation of Aural Skills I, with melodic, rhythmic, and harmonic structures of the Renaissance and Baroque periods (ca. 1450-1750). **Spring.** Prerequisite: Completion of MU 1111 with grade of C or higher.

MU 1123 Creative and Analytical Concepts in Music II

Continuation of Creative and Analytical Concepts in Music I. Study of music through music literature of the Renaissance and Baroque periods (ca. 1450-1750), with analysis of musical compositions and original compositions in the styles under study. **Spring.** Prerequisite: Completion of MU 1113 with grade of C or higher.

MU 2211 Aural Skills III

To be taken with Creative and Analytical Concepts in Music III. Continuation of Aural Skills II, with melodic, rhythmic, and harmonic structures of the Classical and early Romantic periods (ca. 1750-1850). **Fall.** Prerequisite: Completion of MU 1121 with grade of C or higher.

MU 2213 Creative and Analytical Concepts in Music III

Continuation of Creative and Analytical Concepts in Music II. Study of music through music literature of the Classical and early Romantic periods (ca. 1750-1850), with analysis of musical compositions and original compositions in the style under study. **Fall.** Prerequisite: Completion of MU 1123 with grade of C or higher.

MU 2221 Aural Skills IV

To be taken concurrently with Creative and Analytical Concepts in Music IV. Continuation of Aural Skills III, with melodic, rhythmic, and harmonic structures of the later Romantic and 20th Century periods (ca. 1850-present). **Spring.** Prerequisite: Completion of MU 2211 with grade of C or higher.

MU 2223 Creative and Analytical Concepts in Music IV

Continuation of Creative and Analytical Concepts in Music III. Study of music through music literature of the later Romantic and 20th Century periods (ca. 1850-present), with analysis of musical compositions and original compositions in the style under study. **Spring.** Prerequisite: Completion of MU 2213 with grade of C or higher.

MU 3212 Composition

A study of techniques of composition, both for the voice and for instruments. Prerequisite: completion of musicianship studies sequence or permission of instructor. **On demand.**

MUSIC HISTORY AND LITERATURE

MU 2143 Music Appreciation

An introduction to the elements of music, various musical forms, and stylistic periods of music. Emphasis is given to the cultivation of listening skills. **Fall, Spring.**

MU 3213 Music History I

Historical survey of western music from the Middle Ages through the Baroque period, based on the study of important composers and their style of composition. Prerequisite: MU 2143 or permission of instructor. **Fall, odd years.**

MU 3223 Music History II

Continuation of Music History II with study focused on Classical period to present. Prerequisite: MU 3213 or permission of instructor. **Spring, even years.**

CHURCH MUSIC

MU 1211 Handbells

A laboratory experience in which the study of various ways of playing handbells, of handbell literature, and the care and maintenance of handbells are introduced. One hour rehearsal per week. May be repeated. **Fall.**

MU 3113 Music and Worship

A study of the meaning of worship and the role of music in worship with an emphasis on relating music to the total ministries of the church. Students are introduced to the church music program of the local church and denomination. **Spring, even years.**

MU 4642 Introduction to Music Ministry

A study of administration procedures of a music ministry in a local church including the church-wide program of music, its basic organization, and objectives. **Fall, even years.**

MU 4832 Hymnology

A study of the hymns of the Christian church and their use in Christian worship. **Fall, even years.**

MUSIC EDUCATION

MU 2813 Choral Conducting

A course in the fundamentals of conducting, utilizing choral anthems for study. Includes score reading, score study, and rehearsal techniques. **Fall, even years.**

MU 3253 Music for Teachers

A course designed specifically for education majors. Fundamentals of music, elementary ear-training, terminology, methods of instruction, and survey of available materials. **Spring.**

MU 4112-3 Methods and Resources I

A practical course for music teachers, emphasizing selection of music and methods of teaching music to children in the elementary school. **Fall, even years.**

MU 4122-3 Methods and Resources II

An examination of methods and materials employed in junior high and high school music education, both for the performance class and the general music program. **Spring, odd years.**

APPLIED MUSIC

Applied study means the study of brass, composition, conducting, percussion, piano, strings, voice, or woodwinds in private lessons. Beginning classifications for all applied music students will be determined by an audition/interview by a faculty member of that particular field.

"Principal" means the designation for the principal area of private study in which the student will present a senior recital, i.e., "music major, voice principal" or "music major, piano principal."

"Secondary" means the designation for applied study in a secondary area of performance.

Credit for applied music is calculated on the following basis: one hour credit, one thirty-minute lesson per week; two hours credit, two thirty-minute lessons per week.

Students must declare their principal area of study by the beginning of the second year.

APPLIED PIANO**MU 1001 Class Piano**

For students with no previous training in piano. Notation. Pieces in the five-finger position in various keys.

MU 1401-02 Private Piano

Individual instruction in literature, musical styles, and interpretation. May be taken four times. Prerequisite: MU 1001 or consent of instructor.

MU 3401-02 Private Piano

Continuation of MU 1401-02. May be repeated.

Prerequisite: At least two semester hours of MU 1401-02 or consent of instructor.

APPLIED VOICE

MU 1051 Class Voice

A study in the fundamentals of vocal production, song literature, musical style and interpretation.
Fall.

MU 1501-02 Private Voice

Individual instruction of vocal production, song literature, musical style and interpretation. May be taken three times.

MU 3501-02 Private Voice

Continuation of MU 1501-02. May be repeated.

APPLIED BRASS

MU 1301-02 Private Brass

Individual instruction on technique, scales, exercises, literature, and interpretation on selected instrument. May be taken four times.

MU 3301-02 Private Brass

Continuation of MU 1301-02. May be repeated.

APPLIED WOODWINDS

MU 1101-02 Private Woodwinds

Individual instruction on technique, scales, exercises, literature, and interpretation on elected instruments. May be taken four times.

MU 3101-02 Private Woodwinds

Continuation of MU 1101-02. May be repeated.

APPLIED PERCUSSION

MU 1201-02 Private Percussion

Individual instruction in the fundamentals of playing techniques, exercises, and literature on major percussion instruments. May be taken four times.

MU 3201-02 Private Percussion

Continuation of MU 1201-02.

APPLIED CONDUCTING

MU 1801-02 Private Conducting

Individual instruction in advanced conducting techniques and rehearsal procedures. May be taken four times.

MU 3801-02 Private Conducting

Continuation of MU 1801-02.

APPLIED COMPOSITION

MU 2101-02 Private Composition

Individual instruction in the composition of original works for various media. Prerequisite: Completion of Creative and Analytical Concepts in Music I, II and Aural Skills I, II with grade of B or better, or permission of instructor. May be repeated.

MU 4101-02 Private Composition

Continuation of MU 1701-02. May be repeated.

RECITAL

MU 1010 Recital

Attendance and participation in recitals on campus. Majors and minors to attend a number stated by the Music Faculty. Students to enroll in Recital each semester. Pass-fail.

MU 4701 Senior Recital

Graduation requirement for the degrees Bachelor of Arts in Music and Bachelor of Arts in Church Music. See music faculty for complete information.

ENSEMBLES

MU 1021 Concert Choir

Choral ensemble of mixed voices open to all students without audition for the study and performance of oratorios, cantatas, smaller choral works, standard anthem literature, and musicals. Students should be able to sing on pitch and read their respective voice parts. Two hours rehearsal per week. May be taken eight times for credit. **Fall.**

MU 1141 Williams Singers

Choral ensemble of mixed voices selected by audition. Concerts are given on and off campus, including annual spring trips. Members should be able to read music and should have had prior choral experience. Members are expected to remain in the ensemble for a minimum of two consecutive semesters, commencing with the fall semester. Three hour-and-a-half rehearsals per week. May be repeated.

MU 1601 Chorale

A large, non-select choral ensemble from Williams and surrounding communities which performs a variety of repertoire including musicals, standard choral works, and oratorios accompanied by orchestra. Two hours rehearsal per week. May be taken eight times for credit.

Fall.

MU 1621 Piano Ensemble

Study and performance of literature written for two or more pianists. Students should be able to play pieces on at least the intermediate to early advanced level before enrolling for piano ensemble. May be repeated.

DEPARTMENT OF NATURAL SCIENCE

Biology, Chemistry, Mathematics, Physical Science, Physics

Division of Arts and Sciences

Ann V. Paterson, Chair

Alyce McHaney

Steve McMann

Lana Rhoads

Albert Robinson, Director of Herbarium

Virginia Swaim

The Department of Natural Sciences seeks to provide students with an understanding of various scientific disciplines. All intelligent and responsible individuals need a basic knowledge of the physical and natural world. The department acquaints students with the value of, and threat to, the environment.

The Department of Natural Sciences offers a major in biology, a minor in biology and a minor in mathematics. The major in biology prepares the student for a career in science, or prepares them for several pre-professional programs including pre-med, pre-dental, pre-pharmacy and pre-physical therapy.

A minor in biology requires 18 hours above the General Education requirement including six hours of upper-level biology credit.

A minor in mathematics requires 20/21 hours above the General Education requirement and must include 6 hours of upper-level mathematics credit.

BACHELOR OF SCIENCE: BIOLOGY

The Department of Natural Sciences offers a major in Biology designed for students interested in a pre-professional course of study.

DEGREE REQUIREMENTS

General Education Requirement

(See Baccalaureate Degree General Education Requirements).....54 hours
(BS1114, CH1154, and MT1133 or MT 2214 must be taken as part of the general education requirement.)

Core Requirements [73 hours]

BS 1154 General Zoology	4 hours
BS 1134 Botany	4 hours
BS 2413 Genetics.....	3 hours
BS 4812 Biology Seminar	2 hours
CH 1164 Chemistry II.....	4 hours
CH 3154 Organic Chemistry I.....	4 hours
CH 3164 Organic Chemistry II.....	4 hours
PS 2204 General Physics I.....	4 hours

PS 2214 General Physics II.....	4 hours
One math elective chosen from MT 1143, MT 3334, MT 2214, MT 2224, MT 3313, and MT 3223.....	3-4 hours
Biology Electives (15 hours of upper-level).....	19 hours
General Electives (Must be upper-level).....	18 hours
Total	127/128 HOURS

BIOLOGY COURSE DESCRIPTIONS

BS 1114 Biological Science

A course for general education that deals with the various aspects of the biological sciences. The course provides a background knowledge for the study of the cell, invertebrates, vertebrates, plants, human anatomy and the environment. Three hours lecture and two hours laboratory per week. **Fall, Spring.**

BS 1134 Botany

A study of the form, structure, function, and reproduction of plants. Three hour lecture and two hours laboratory per week. **Fall, odd years.**

BS 1154 General Zoology

Fundamentals of the invertebrate and vertebrate organisms. Three lectures hours and two lab hours per week. **Spring.**

BS 2113 Medical Terminology

Provides the student with increased familiarity with medical terms (including suffixes, roots, prefixes) and with review of anatomical structures. **Fall, odd years.**

BS 2214 Anatomy and Physiology

The structure and function of the different systems of the body. Three hours lecture and two hours laboratory per week. **Spring.**

BS 2314 Microbiology

The study of the taxonomy, morphology, and physiology of micro-organisms, their relation to medicine, industry, agriculture, and basic lab technique. **Spring.**

BS 2413 Genetics

The study of genetic material, the gene as a unit of recombination, mutation, function and regulation. Three hours of lecture per week. Prerequisites: BS 1134. **Fall.**

BS 3134 Entomology

The study of the biology of insects. A study of the morphology, physiology, phylogeny, ontogeny, behavior, ecology and population biology of insects. Emphasis will also be placed on the importance of interaction with humans, from the potent roles of some insects in agriculture,

to insects as vectors of disease. Three hours lecture and two hours laboratory per week. **Fall, even years.**

BS 3513 Economic Botany

The study of the uses man makes of plants. Prerequisite: BS 1134 or permission of the instructor. **Spring, odd years.**

BS 3614 Comparative Anatomy

The study of the similarities of anatomy and phylogenetic relationships. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1114 and BS 1154. **Fall, odd years.**

BS 3714 Advanced Anatomy and Physiology

A continuation of BS 2214 in which the structure and function of body systems are explored in more detail, with an increased emphasis on physiology. **Fall, odd years.**

BS 4214 Embryology and Developmental Biology

The study of the basic principles of the development of all levels of organization of organisms. Three hours of lecture and two hours of laboratory per week. Prerequisites: BS 1144 and BS 1154. **Spring, even years.**

BS 4234 Histology

This course provides an introduction to the terminology, function, and theory of histology. In addition to studying concepts and basic techniques, students will begin to gain familiarity with the function of histology. Students will also learn to identify important tissues and structure on slides. Three hours of lecture and three hours of lab per week. Prerequisites: BS 1114 and 8 additional hours of biology. **On demand.**

BS 4244 Neuroscience

An introduction to the biological foundations of behavior and the relationship between biology and psychology. **Fall, odd years.**

BS 4812 Biology Seminar

Reports, readings and discussions on materials relevant to the biological sciences. Must be a biology major or minor with at least 16 hours of course work in major area. **Fall, Spring.**

BS 4831 Special Problems in Biology

Individual work under faculty supervision, designed to serve as an introduction to research and supplement regular organized courses in biology. Prerequisite: At least 16 hours of biology courses, submission of proposal of study and prior permission of advisor and department. **On demand.**

CHEMISTRY COURSE DESCRIPTIONS

CH 1154 General Chemistry I

Atomic and nuclear structure, periodic law, chemical bonding, gaseous state of matter and thermodynamics. Three hours lecture, three hours laboratory per week. Prerequisite or Corequisite: MT 1133. **Fall.**

CH 1164 General Chemistry II

Studies of the liquid and solid states of matter, carbon and its compounds, and biochemistry. Three hours lecture, three hours laboratory per week. Prerequisite: CH 1154. **Spring.**

CH 2234 Introductory Organic Chemistry

Designed to meet the needs of students of agriculture, home economics, nursing, biological science, or other areas of study where a vigorous treatment of organic chemistry is not required. Three hours of lecture, three hours of laboratory per week. Prerequisite: CH 1154. **On demand.**

CH 3154 Organic Chemistry I

The study of the compounds of carbon, emphasizing the relationship between structure and reactivity. Introduction to reaction mechanisms, stereochemistry and spectroscopy. Three hours of lecture and three hours of laboratory per week. Prerequisite: CH 1164. **Fall.**

CH 3164 Organic Chemistry II

The study of fundamental groups with an emphasis on the reaction mechanisms, determination of molecular structure and synthesis of organic compounds. Three lecture hours and three laboratory hours per week. Prerequisite: CH 3154 (Organic Chemistry I). **Spring.**

CH 3214 Biochemistry

An introduction to the organic structure of living systems. Concepts dealing with proteins, enzymes, metabolism and biosynthesis. Three lecture hours and three laboratory hours per week. Prerequisites: Organic Chemistry II and BS 1114. **Spring, odd years.**

GENERAL SCIENCE COURSE DESCRIPTIONS

GS 3223 Science for Teachers

Material and methods of teaching elementary and middle school science. Includes an overall view of the role of science in the development of modern society. Prerequisite: one course in the physical sciences and one course in the biological sciences. **Fall.**

GS 3324 Environmental Science and Ecology

The study of basic ecological concepts and the most current topics concerning the environment. Three lecture hours and two laboratory hours per week. Prerequisites: BS 1114 and PS 1114 or equivalent. **Fall.**

MATHEMATICS COURSE DESCRIPTIONS

Note: Credit may not be earned in a departmental course which is a prerequisite for any course already completed.

MT 1123 Intermediate Algebra

Fundamental operations, linear equations, special products and factoring, rational expressions, polynomials, functions and graphs, exponents and radicals, quadratic equations. **Fall, Spring.**

MT 1133 College Algebra

Quadratic equations, theory of quadratic equations, inequalities, functions, graphs, system of equations and inequalities, logarithmic and exponential functions. Prerequisite: ACT math score of 19 or above, or MT 1123. **Fall, Spring.**

MT 1143 Plane Trigonometry

Properties of the trigonometric functions and their graphs, solution of right and oblique triangles, formulas and identities, inverse functions and trigonometric equations, conic curves, polar coordinates and parametric equations. Prerequisite: MT 1133 or its equivalent. **Spring.**

MT 1153 Contemporary Mathematics

An introduction to current topics in mathematics designed for liberal arts students. Emphasis is given to developing a strong conceptual understanding and appreciation for the application of mathematics in the areas of management science, statistics, social choice, patterns and symmetry. (Will not satisfy the general education requirement for business administration, the Track I Psychology, or biology.) **Fall, Spring, May term.**

MT 2153 Survey of Calculus

Survey of basic concepts of analytic geometry and calculus, including limits, derivatives, exponential and logarithmic functions, integral, and multivariable calculus. Prerequisites: MT 1133. **On demand.**

MT 2214 Calculus I

Straight line, parabola, circle, functions, limits, differentiation of algebraic functions and applications, theory of the integral, and definite integral and applications. Prerequisites: MT 1133 and MT 1143 or its equivalent. **Fall, odd years.**

MT 2224 Calculus II

Ellipse and hyperbola, differentiation of transcendental functions, polar coordinates, parametric equations, integration by other methods, and three dimensional analytic geometry. Prerequisite: MT 2214. **Spring.**

MT 3113 History of Mathematics

Selected topics in the history of mathematics with an emphasis on the development of the mathematics, and an appreciation of the people who contributed to those developments. **Fall, odd years.**

MT 3123 Modern Math for Teachers I

School Teachers I Sets, logic and numbers with emphasis on the axiomatic developments of the real numbers. Prerequisite: MT 1133, MT 1153, or higher level. **Fall.**

MT 3223 Linear Algebra

Systems of linear equations and applications, matrices and determinants, vector spaces, linear transformations and eigenvalues and eigenvectors. **Fall, even years.**

MT 3234 Calculus III

Polar co-ordinates and equations, vectors in two and three dimensional space, and vector valued functions, partial differentiations, double and triple integral, differential equations. Prerequisite: MT 2224. **On demand.**

MT 3313 Foundations of Geometry

A study of the axiomatic bases of geometries, their relation to "real" space; basic concepts of point, line, plane and space; projective and non-Euclidean geometries. **Spring.**

MT 3334 Statistics

An introduction to the quantitative interpretation of data for research purposes. Includes descriptive statistics, probability theory, hypotheses testing, chi-square, analysis of variance, correlation and linear regression. Three hours lecture and two hours laboratory per week. Prerequisite: MT 1133. **Fall.**

MT 4113 Modern Math for Teachers II

Informal geometry and measurement, the metric system, functions and graphs, probability and statistics. Prerequisites: MT 3123. **Spring.**

PHYSICAL SCIENCE COURSE DESCRIPTIONS**PS 1114 Physical Science**

A course for general education that deals with various aspects of the physical sciences. This course is not intended for the natural science major. Three hours lecture and two hours laboratory per week. Prerequisite: Fulfillment of mathematics general education requirement. **Fall, Spring.**

PS 2204 General Physics I

Basic principles of mechanics, sound, and heat. Three hours lecture, three hours laboratory per week. Prerequisites: MT 1133 and 1143 or permission of the instructor. **Fall, even years.**

PS 2214 General Physics II

The continuation of PS 2204, covering light, electricity, magnetism and nuclear physics. Three hours of lecture, three hours of laboratory per week. Prerequisites: PS 2204. **Spring, odd years.**

DEPARTMENT OF PSYCHOLOGY AND SOCIOLOGY

Division of Arts and Sciences

Paul Rhoads, Chair

Gary Gregory

Ruth Provost

Psychology is concerned with the scientific study of human behavior, thought, and emotions. Psychology students investigate these areas within the context of various fields of psychology, notably developmental, counseling, psychopathology, and social psychology. The ultimate goal of the study of psychology at Williams is the empathetic understanding of human behavior applied in service to others.

BACHELOR OF SCIENCE: PSYCHOLOGY

The Department of Psychology offers a major with two tracks designed to meet the different career interests of students. Track I is designed for those psychology students preparing for graduate school and for careers in such areas as clinical, counseling, general-experimental, or social psychology. Track II is designed for those students preparing for seminary and church-related work as well as mental health or social work careers that do not require an advanced degree. Either track would prepare students for careers in managerial or supervisory positions in business and industry, human service settings, or church-related vocations.

A student may obtain a minor in psychology by taking PY 1113 General Psychology and any additional 15 hours in psychology.

DEGREE REQUIREMENTS

General Education Requirement

(See Baccalaureate Degree General Education Requirement).....54 Hours

Students earning this degree may not use a psychology course to satisfy the Social Science requirement. Track I students must take MT 1133. Track II students may take either MT 1133 or MT 1153. Students may take either PY 3123 or PY 3313 to fulfill core requirement.

Core Requirements – [21 hours]

PY 1113 General Psychology	3 hours
PY 3103 History and Systems	3 hours
PY 3113 Child Development and Learning Process.....	3 hours
PY 3123 Adolescent Development.....	3 hours
PY 3253 Abnormal Psychology.....	3 hours
PY 4113 Personality Theory.....	3 hours
PY 4413 Synthesis in Psychology	3 hours

Track I Requirements - [16 hours]

PY 3334 Statistics	4 hours
--------------------------	---------

PY 3133 Theories of Learning.....	3 hours
PY 3143 Experimental Psychology	3 hours
PY 4244 Neuroscience.....	4 hours
Psychology Elective.....	3 hours
Minor	18 hours
General Electives	20/24 hours

Total.....128 Hours

Track II Requirements - [12 hours]

PY 2413 Positive Psychology.....	3 hours
PY 3223 Social Psychology.....	3 hours
PY 3233 Introduction to Counseling Psychology.....	3 hours
Psychology Elective.....	3 hours
Minor	18 hours
General Electives	20/24 hours

Total.....128 Hours

BACHELOR OF SCIENCE: FAMILY PSYCHOLOGY

The family is the cornerstone of our society. Starting with that assumption family psychology is the study of the religious, physical, psychological and social experience of becoming a family. To help the family accomplish its task the Department of Psychology has brought together a number of fields all of which can influence family life. These fields include, but are not limited to, religion, psychology, sociology, health and business; all are brought together under the rubric of a Christian perspective. The Family Psychology degree provides the student with a broad knowledge of family life education including: family interaction, interpersonal relationships, human development and sexuality, education about parenthood, family resources management, values, and family and society.

DEGREE REQUIREMENTS

General Education Requirement

(See Baccalaureate Degree General Education Requirement)54 Hours

SC2253 and SC3283 must be taken to satisfy the General Education social science requirements.

Students working on this degree who do not plan to go to graduate school may substitute any two psychology courses for PY 3334 and PY 3143 and may take MT 1133 OR MT 1153 to fulfill their math requirement.

Majors planning on graduate school must take MT 1133, otherwise MT 1153 may be taken.

PE 2213 is required as partial fulfillment of the General Education health and physical education requirements.

The Family Psychology degree does not require a minor.

Core Requirements - [51 hours]

BA 3123 Consumer Finance.....	3 hours
PY 1113 General Psychology.....	3 hours
PY 2413 Positive Psychology.....	3 hours
PY 3103 History and Systems of Psychology.....	3 hours
PY 3113 Child Development.....	3 hours
PY 3123 Adolescent Development.....	3 hours
PY 3133 Theories of Learning.....	3 hours
PY 3223 Social Psychology.....	3 hours
PY 3243 Psychology of Religion.....	3 hours
PY 3253 Abnormal Psychology.....	3 hours
PY 3233 Introduction to Counseling Psychology.....	3 hours
PY 4113 Personality Theory.....	3 hours
PY 4413 Synthesis in Psychology.....	3 hours
SC 3313 Parenting.....	3 hours
SC 4113 Family Systems.....	3 hours
General Electives.....	23 hours

Total.....128 Hours

PSYCHOLOGY COURSE DESCRIPTIONS

PY 1113 General Psychology

This introductory course is a prerequisite for all other courses listed below. Emphasis on the foundations and development of behavior, cognition, and emotions. **Fall, Spring.**

PY 2113 Applied/Environmental Psychology

A study of the application of psychology to specific fields of work including psychology's contribution to those areas and the background necessary to work in those fields. Prerequisite: PY 1113. **On demand.**

PY 2413 Positive Psychology

An examination of basic psychological patterns and adjustments. Special attention is given to the effects of stress and the mature handling of stress. Prerequisite: PY 1113. **Spring.**

PY 3103 History and Systems of Psychology

A study of the major concepts of psychological thought in current and historical perspective. Prerequisite: PY 1113. Prerequisite: EN 1123. **Fall.**

PY 3113 Child Development and Learning Process

A study of the physical, mental, emotional, social development and learning process of humans from conception to puberty, including the major theoretical approaches. Prerequisite: PY 1113. **Fall.**

PY 3123 Adolescent Development and Learning Process

A study of the physical, mental, emotional, and social development and learning process of humans from puberty to adulthood, including some of the major theoretical approaches. Prerequisite: PY 1113. **Spring.**

PY 3133 Theories of Learning

An examination of major theories of learning and the research bearing upon them. Emphasizes origin, influence upon contemporary psychological thought, and present applications. Prerequisite: PY 1113. **Spring, even years.**

PY 3143 Experimental Psychology

A study of the basic principles and techniques used in experimental research and the processes of interpreting and reporting results. Prerequisite: PY 1113. **Spring.**

PY 3223 Social Psychology

An examination of the major processes of social interaction at both the interpersonal level and in group settings. Emphasis is upon the development of interpersonal skills and an understanding of the structure and forces at work in groups. Prerequisite: PY 1113. **Fall even years.**

PY 3233 Introduction to Counseling Psychology

A survey of the major theoretical orientations and current practices of counseling and psychotherapy. Includes the study of the philosophy, theories, principles, techniques, application, and ethics of counseling. Recommended Prerequisite: PY 3253. **Spring, odd years.**

PY 3243 Psychology of Religion

A study of the processes involved in individual religious experience and in group dynamics, with particular reference to religious motivation, integration of personality, guilt feeling, conversion, doubt, prayer, and worship. Prerequisite: PY 1113. **Spring, even years.**

PY 3253 Abnormal Psychology

An examination of the various categories of abnormal behavior in order to help the student better understand the causes, treatment, and prevention of maladaptive behavior. Prerequisite: PY 1113. **Fall.**

PY 3263 Psychological Tests and Measurements

An introduction to the theory, problems, and techniques of psychological measurement and testing, including interpretation of test results. Prerequisite: PY 1113. **Fall, even years.**

PY 3313 Adult Development and Aging

A study of the theory and research on the psychological development of adults; physical, social, personality, and intellectual development during the adult segment of the life span, with particular attention given to the aging process. Prerequisite: PY 1113. **On demand.**

PY 3334 Statistics

An introduction to the quantitative interpretation of data for research purposes. Includes descriptive statistics, probability theory, hypotheses testing, chi-square, analysis of variance, correlation and linear regression. Three hours lecture and two hours laboratory per week. Prerequisite: PY 1113 and MT 1133. **Fall, even years.**

PY 4113 Personality Theory

A survey and critical examination of the major historical and contemporary viewpoints advanced to explain human behavior in order to provide students with a detailed overview of the influences in the development of individual personalities. Prerequisite: PY 1113. **Spring.**

PY 4244 Neuroscience

An introduction to the biological foundations of behavior, thought and feeling and to the general relationship between biology and psychology. Three hours lecture and two hours laboratory per week. Prerequisite: PY 1113. **Fall, odd years.**

PY 4266 Practicum in Psychology

Practical work experiences at one of a variety of mental health institutions. Designed for exemplary students who are preparing for graduate school and further mental health work. Prerequisites: PY 1113, 3113, 3123, 3253, 3263 and consent of instructor. Depending upon the particular practicum chosen, there may be additional prerequisites. Students interested in the Practicum should contact the instructor in the fall semester for enrollment in the spring semester and in the spring semester for the summer Practicum. **Spring and Summer.**

PY 4413 Synthesis of Psychology

Designed to help students synthesize the skills and information that have been gathered in all previous psychology courses. Seniors only. **Spring.**

PY 4503 Individual Study

Advanced studies of specific topics arranged by department chairman. Course may be repeated. **On demand.**

PY 4513 Special Studies

Special topics of interest in the area of psychology. May be repeated for credit. **On demand with the consent of the instructor.**

PY 4523 Advanced Research and Design

This course is designed to integrate both research and statistical analysis of research in the production of lab research that is accepted for presentation at a professional psychological meeting for peer review.

PY 4613 Advanced Statistics

This course is designed to teach the application of the statistical and research techniques learned in introductory statistics. The relationship of research design and the use of statistical procedures will be expanded on. Among the topics to be considered are the following: factorial analysis of variance (ANOVA), analysis of covariance, repeated measures ANOVA, multivariate ANOVA, multiple regression, path analysis, and structural equation modeling (SEM). **On demand.**

SOCIOLOGY

The field of sociology introduces the scientific study of society and human social interactions dating back to its recognition as a science by Auguste Comte in the 19th century. Sociology includes the studies of various aspects of social life, behavior in large organizations and small groups, deviant behavior, and the characteristics of political and religious institutions and social movements.

A minor in sociology consists of 18 hours.

SOCIOLOGY COURSE DESCRIPTIONS**SC 2253 Introduction to Sociology**

The course is designed to acquaint the student with the discipline and provide a background for more advanced studies. Textbook study, lectures, discussion and assigned projects. **Fall.**

SC 3253 Criminology

A study of the nature and extent of crime, theories about causation, processes of criminal justice, penal and correctional methods and institutions, and prevention and treatment of crime. Prerequisite: SC 2253. **Fall, odd years.**

SC 3283 Marriage and the Family

A study of the origin and development of the family; the role of marriage in contemporary society; the family cycle; successful marriage and parenthood; relationship of the family to other social institutions. **Spring, even years.**

SC 3313 Parenting

The aim of this course is to guide students to understand and utilize behavioral and cognitive approaches to Christian parenting and to develop and define skills to help children reach their potential in academic, personal, and spiritual development. Prerequisite: SC 2253. **Spring, odd years.**

SC 3323 Sociology of Religion

A study of the process involved in group religious experience and in group dynamics with particular reference to religious motivation, integration of personality, guilt feelings, conversation, doubt, prayer and worship. Prerequisite: PY 1113. **Spring, even years.**

SC 4113 Family Systems

The purpose of this course is to provide students with an understanding of the historical foundations and theoretical models of family systems to enable students to identify and analyze both healthy and dysfunctional family systems. Prerequisite: SC 2253. **Spring, odd years.**

SC 3333 Adult Development and Aging

A study of the theory and research on the psychological development of adults; physical, social, personality, and intellectual development during the adult segment of the life span, with particular attention given to the aging process. Prerequisite: PY 1113. **On Demand.**

SPECIAL PROGRAMS

OFF-CAMPUS STUDY PROGRAMS AVAILABLE THROUGH THE COUNCIL FOR CHRISTIAN COLLEGES & UNIVERSITIES

The Council for Christian Colleges and Universities, a Washington, D.C.-based association of 90 colleges and universities, is North America's primary organization devoted specifically to serving and strengthening Christ-centered higher education. The Council's main functions are to promote cooperation and interaction among colleges; provide opportunities for personal and professional growth for administrators, faculty and students; monitor government and legal issues; and promote these institutions to the public.

Because Williams Baptist College is a member of the Council, these diverse off-campus study programs are available to juniors and seniors with a minimum GPA of 2.75. For further information regarding academic requirements, financial arrangements and schedule planning see your academic dean, or contact the Council at 329 Eighth Street, NE, Washington D.C. 20002; (202)546-8713.

American Studies Program

The American Studies Program (ASP) is a semester-long internship/seminar program for upper division students in most majors. Located in Washington, D.C., the program offers a non-traditional, inter-disciplinary, issue-oriented learning experience. Students gain on-the-job experience through an internship in the field of their choice and study current national and international issues in seminars led by Washington policy experts. ASP serves as Williams Baptist College's Washington campus and students may earn up to 16 semester hours of credit toward their degree. By exploring public policy issues in the light of biblical truth and working in internships which help prepare them for a future in the marketplace, students gain insight and experience that can strengthen their ability to live and work in a biblically faithful way in society and in their chosen field.

Components:	Recommended Credits
Foundations for Public Policy.....	2
Involvement and Policy Analysis	2
Domestic Policy*	3
International Policy*	3
Internship/Practicum	8
	16

**One unit of study each semester looks at an economic issue in either domestic or international policy.*

Contemporary Music Center

The curriculum of the Contemporary Music Center is designed to speak to the head, heart and hands. In addition to seminars, lectures and practicum, great attention will be given to the actual creation and marketing of original music. Students who elect to take the Artist Track will use their time outside of the formal classroom setting to create a presentation. Similarly, Executive Track students will work with the artists in career direction and management; recording contract negotiations; planning, budgeting, and producing artist demo sessions; and creating and executing a record marketing and sales plan. All students will participate in an intensive ten-day practicum in Nashville.

Components:	Recommended Credits
Faith, Music and Culture.....	3
Inside the Music Industry.....	3
Practicum	1

Artist Track

Essentials of Songwriting	3
Studio Recording	3
Performance	3

Executive Track

Artist Management.....	3
A & R (Artists & Repertoire).....	3
Music Marketing and Sales.....	3

Latin American Studies Program

San Jose, Costa Rica, is the setting for the Council's Latin American Studies Program (LASP). This semester abroad program is designed for students who are seeking to integrate their faith with knowledge and experience in a third world context. LASP participants typically earn 16 credits toward their degree. Students live with Central American families, engage in language classes and seminar courses, work on rural service projects and travel in Central America. Each spring semester LASP also offers a specialized track for science majors entitled "Tropical Science and Sustainability/Environmental Studies." Participating natural science students branch off from the main LASP body for six weeks to earn six of their credits in the natural sciences. Likewise, each fall the LASP offers a specialized track for those students majoring in business. Entitled "International Business: Management & Marketing" this program differs from the core program by offering six credits structured specifically for business students.

Components:

Spanish language	6
Seminar I Central American History	3
Seminar II Faith & Practice in Latin America	3
Service projects/Central American travel	4

Fall: Business Track

Seminar II International Business:	
Management & Marketing	4
Internship	2
Central American travel.....	1

Spring: Natural Science Track

Seminar II Tropical Science & Global Sustainability.....	4
Field Research.....	2
Central American travel.....	1

Los Angeles Film Studies Center

The Los Angeles Film Studies Center (LAFSC), located in Hollywood,, is a semester-long internship/seminar program for upper division students who are interested in an introduction to the work and workings of the mainstream Hollywood film industry. Although not intended as a substitute for film school, the LAFSC curriculum is designed to expose students to the industry, to the many academic disciplines that might be appropriate to it, and to critical thinking and reflection on what it means to be a Christian in this field of endeavor. As such, the curriculum is balanced between courses of a theoretical nature and courses that offer students a more applied introduction to the world of film. Participating students may earn 16 semester hours [or 24 quarter units] of credit which may be applied to a variety of student programs through consultation with an academic advisor.

Components	Recommended Credits
Inside Hollywood: The Work and Workings of the Film Industry.....	3
Introduction of Filmmaking.....	3
Film in Culture: Exploring a Christian Perspective on the Nature and Influence of film.....	3
Internship	15

Middle East Studies Program

The Middle East Studies Program (MESP) in Cairo, Egypt, provides students with the opportunity to study the cultures, religions and conflicts within this diverse and strategic region. Students from Christian colleges participate in interdisciplinary seminar classes, receive Arabic language instruction and serve as interns with various organizations in Cairo. Participants spend two weeks traveling to Israel, including time in the West Bank. Additional field trips are available for interested students. The Middle East Studies Program encourages evangelical Christians to relate to the Muslim world in an informed and constructive manner.

Components	Recommended Credits
Arabic language	4
Seminars: Peoples and Cultures of the Middle East	4
Islam in the Modern World.....	4
Conflict and Change in the Middle East Today.....	4
	16

Russian Studies Program

Students attending the Russian Studies Program (RSP) spend a semester studying the language, culture and history of Russia as well as current political and economic issues. In addition they interact with leaders in the community to develop a better understanding of contemporary Russian society and how, as Westerners, they can foster more interaction with the country. Mobility characterizes the program. Two weeks are spent in Moscow and 10 weeks in Nizhni Novgorod (formerly Gorky). The final three weeks in St. Petersburg allow students to live with a Russian family and to experience Russian culture first hand. A service project during this segment of the program gives students the opportunity to have a practical "hands on" work experience alongside Russian nationals in a wide range of professional settings.

Components	Recommended Credits
Russian language	6
Seminars:	
Russian History and Culture	4
Post-Communist Russia in Transition	4
Service Project	2
	16

Oxford Summer School Program

The Oxford Summer School Program is a multi-disciplinary study of the history and development of the Renaissance and Reformation through examination of the philosophy, art, literature, science, music, politics and religion of this era. Students have the opportunity to study with the faculty of the Centre for Medieval and Renaissance Studies and The University of Oxford. Lectures are normally held on weekday mornings, leaving the afternoons free for seminars, private study and exploration. Field trips to places of historical importance such as St. Augustine's Abbey, Canterbury Cathedral, Stratford-on-Avon, and Hampton Court provide an up-close opportunity to experience the cultural richness of England. Unlike the Council-sponsored programs, credits at the Oxford Summer School Program are generated directly at the University of Oxford.

Components	Recommended Credits
Lecture course.....	3
Seminar	3-6
	6-9

(The Oxford Summer School is a Council-affiliated, not Council-sponsored program.)

PRE-PROFESSIONAL PROGRAMS

Students at Williams may also pursue various pre-professional curricula. These programs do not necessarily lead to a baccalaureate degree; some involve three years of intensive and carefully focused study. Students wishing to undertake pre-professional studies will need to work closely with the Academic Dean's office and a faculty advisor. Students should also follow carefully the catalog of the professional program to which they aspire.

Pre-Law

Law schools do not require any particular degree or course of study for admission. Each applicant to law school is required to complete only a bachelor's degree and the Law School Admissions Test (LSAT).

A pre-law major at Williams may, therefore, choose any field in which to complete a bachelor's degree. However, the student should be aware of several important skills required for success in law school and in the legal profession. A broad cultural background is of prime importance. Moreover, pre-law students should take courses which emphasize the ability to read and comprehend accurately, rapidly, and thoroughly; to think logically; to analyze and weigh situations and materials; to speak and write clearly; and to develop a critical approach and mature study habits.

Admission to law school is competitive and is based mainly on grade point average and the student's scores on the Law School Admissions Test (LSAT). Each pre-law student at Williams should consult closely with the pre-law advisor, Professor Gibbens.

Pre-Physical Therapy

Physical therapy programs have strict enrollment limitations and entry is by specific application and competitive admission only. Students must also complete the Allied Health Profession Admission Test (AHPAT). Williams offers all the pre-requirements for both the B.S. and M.S. programs at the University of Central Arkansas. Students should consult closely with the pre-physical therapy advisor, Assistant Professor McHaney.

Pre-Occupational Therapy

Preparation for a career in occupational therapy (OT) requires completion of 60 credits of prescribed study of liberal arts, followed by 2 years of professional training in an accredited occupational therapy program. Admission into professional programs is on a competitive basis and students enrolled in this program must adhere to the grade point average required by the professional school to which the student intends to apply. Williams students interested in the pre-occupational therapy program should consult closely with Assistant Professor McHaney.

Pre-Pharmacy

Preparation for a career in pharmacy requires the completion of a minimum of 60 hours with a "C" average or better. In addition to completing a prescribed list of courses, applicants are expected to have the ability to type 30-40 words per minute accurately. Admission to pharmacy school is competitive and students are required to take the Pharmacy College Admissions Test (PCAT) which is given each November and February. Students should consult closely with the pre-pharmacy advisor, Assistant Professor McHaney.

Pre-Nursing

The pre-professional curriculum for a bachelor of science degree in Nursing requires the completion of 64 credits of prescribed courses. Students may complete 2 years of their nursing curriculum at Williams. Students should be aware that course requirements vary among B.S.N. programs. Admission to nursing programs is competitive. Students should consult closely with the pre-nursing advisor, Assistant Professor McHaney.

ROTC

GENERAL INFORMATION

The U.S. Army Reserve Officer Training Corps (ROTC) at Arkansas State University has a cross-enrollment agreement with Williams Baptist College which permits students to participate in all ROTC classes and activities. These courses can be taken in conjunction with a full load of academic courses, and can lead to scholarships (to include full tuition, \$450 a year cash allowance for books, and \$1500 a year cash allowance for living expenses), and a commission as a lieutenant in the U.S. Army upon graduation (1995 active Army annual starting pay: \$28,000, \$40,000 after three years). Graduates can serve for three or four years tours in the active Army, Army Reserves, or Army National Guard.

Students can generally enter into the program at any stage of progression in a baccalaureate or graduate program at Williams Baptist or ASU, and various mechanisms of compression or alternate credit are available.

MILITARY SCIENCE COURSE DESCRIPTIONS

Basic Courses

MS 1011 Mountaineering

Learning and application of rappelling and climbing on the rappel/climbing tower at the ASU military Science Facility. Includes one field trip to local mountainside site for practical application of climbing and repelling. (One credit hour, meets for two hours each week.)

MS 1021 Marksmanship/Survival

Learning and application of rifle and pistol marksmanship skills on the indoor range at the ASU Military Science Facility. Includes complete military qualification with the M-16 Rifle, to include firing of hundreds of rounds of ammunition. (One credit hour, meets for two hours each week.)

MS 1031 Paintball Tactics and Practice

Learning and application of small unit tactics and leadership under stress, using paintball competition as the teaching medium. Includes repeated paintball matches by students using ASU tactical site and ASU Military Science paintball equipment. (One credit hour, meets for two hours each week.)

MS 2032 Mountaineering

A series of hands-on tasks that will develop ability to accomplish a mission while under pressure. Provides a general background in paintball tactics, rappelling, marksmanship, first aid, radio communications, and general military skills, (Two credit hours, meets for three hours each week.)

MS 2096 Basic Camp

Six credit hours will be awarded for completion of this intense, 6-week, leadership oriented, summer training program at Ft Knox, Kentucky. Instruction incorporates most of the subjects learned in the MS-1 and MS-2 courses (tactics, marksmanship, repelling, first aid, and general military skills). Student receives over \$600, and all travel, lodging, and expenses are paid.

Advanced Courses

A prerequisite for entrance into the Advanced Course is completion of: 1) any form of military basic training, or 2) completion of 6 credit hours of the basic course. Four semesters of Advanced Course are required for commissioning upon graduation. Most individuals in the advance course are eligible for full tuition scholarships, and all individuals in the advance course will receive \$1,500 a year in tax-free living allowances.

MS 3053 Military Science III

Subject areas designed to provide the prospective officer with a solid grounding in fundamental military skills. Requires enrollment in Leadership Laboratory, MS 3050.

MS 3063 Military Science III

Designed to continue individual development in accordance with the MQS I system. Requires enrollment in Leadership Laboratory, MS 3060.

MS 4073 Military Science IV

Subject areas designed to prepare the individual for entrance on active duty as an officer. Requires enrollment in Leadership Laboratory, MS 4070.

MS 4083 Military Science IV

A continuation of MQS I subject areas to include ethics and professionalism, the Army logistics system, advanced leadership techniques, and command and staff functions. Requires enrollment in Leadership Laboratory, MS 4080.

BOARD OF TRUSTEES

Terms to Expire in 2005

Rev. Harry Black, 1925 Green Acres Road Fayetteville
Mr. Jerry Davis, P.O. Box 3627, Little Rock
Mr. Carter Dryer, 1121 West Oak. Jonesboro
Dr. Donnie Holden, 804 Holiman Street, Springdale
Mr. Wayne Meyer, 13 Ontur lane, Hot Springs
Dr. Jeff Sanders, 13640 Shaffer Road, Garfield
Rev. Frank Shell, 2375 North Heights Avenue, Batesville
Mr. Larry Singleton, 306 North Larksupr Lane, Walnut Ridge

Terms to Expire in 2006

Mrs. Carol Belford-Lewallen, 406 Olive St., Pocahontas
Mrs. Amelia Frankum, 11 Cypress Circle, Newport
Mr. Danny Glover, 803 N. Killough, Wynne
Dr. James Hoffpauir, 1960 Glenbriar Dr., Mountain Home
Dr. Larry Sloan, P.O. Box 390, Walnut Ridge
Dr. Kenneth Sulcer, 2913 Patricia Cove, Jonesboro
Mr. James Bynum, 3199 Highway 10 East, Perryville
Mrs. Libby Thompson, 26 Algonquin Drive, Cabot

Terms to Expire in 2007

Dr. Joann Goatcher, P.O. Box 1019, Clinton
Mr. John Miller, P.O. Box 420, Melbourne
Mr. Dana Kelley, 504 Flint Street, Jonesboro
Mr. Eric Brown, 311 Richmond Avenue, Jonesboro
Mr. Jimmy Craig, 203 West Sixth Street, Stuttgart
Rev. Greg Bowers, 104 Chesterfield, Blytheville
Mr. Mike McNabb, 1510 Martin Drive, Pocahontas

Honorary Members

Mr. Arthur Alford, Steele, MO
Judge Edward Maddox, Jonesboro, AR
Dr. Padgett C. Pope, Birmingham, AL
Mr. Billy Rogers, Earle, AR
Mr. Speedy Shoemake, Osceola, AR
Mr. & Mrs. W. Clement Stone, Chicago, IL

Officers of the Board

Mr. Kenneth Sulcer Chairman
Mr. Mike McNabb Vice Chairman
Mrs. Carol Belford-Lewallen Secretary

ADMINISTRATION AND FACULTY

Administrative Officers

Jerol B. Swaim, Ed.D.	President
Kenneth M. Startup, Ph.D.	Vice President for Academic Affairs
Daniel G. Watson, M.S., M.B.A.	Vice President for Business Affairs
Angela Flippo, M.B.A.	Vice President for Enrollment Management and Student Affairs
Eric Turner, B.A., M.A.	Vice President for Institutional Advancement and Alumni Affairs

Administrative Staff

Aaron Andrews, B.A., M.A.	Director of Annual Giving and Alumni Relations
Ben Banks, B.A.	Admissions Counselor
Tonya Bolton, B.A.	Registrar
Tonya Brand	Postal and Communications Coordinator
Peggy Chadwick	Library Clerk
Amber Clinkingbeard, B.S.E.	Admissions Counselor
Brett Cooper, M.A.	Director of Public Relations
Patsy Coy	Administrative Assistant, Advancement Office
Bob Culbreath, Ph.D.	Assistant Director of Career Services
Eric Dry, M. S.	Director of Network Services
Kathy Evans	Student Activities Director
Lisa Foley	Admissions Records Coordinator
Marilyn Goodwin, M.S. in L.S.	Director of Library Services
Becky Gore, B.B.A.	Administrative Assistant, Public Relations
Josh Goza, B.A., M.Div.	Director of Campus Ministries and BSU
Kelly Goza, B.S.	Administrative Assistant, Office of Student Affairs
Amber Grady, B.A.	Admissions Counselor
Gary Gregory, B.A., M. Div., Ed.D.	Director of Counseling
Debbie James, A.A.	Reader Services Librarian
John Lamb	Campus Security
Micah Lamb	Administrative Assistant, Office of Admissions
Dolores Magee, B.A., M.S.	Director of Career Services
Blake McGinnis, A.A.	Computer Services Technician
Kristin Mengis, B.A.	Assistant Director of Campus Ministries
Jo Carol Phillips	Administrative Assistant to President
Charles Pingel, B.S.	Director of Housing
Amanda Price, B.S.E.	Education Department and Assistant Women's Basketball Coach
Lynette Rose, A.A.	Administrative Assistant, Office of Business Affairs
Debbie Scott	Administrative Assistant, Office of Academic Affairs
Liz Sellers	Assistant Director of Financial Aid
Mary Ann Smith, A.A.	Administrative Assistant, Office of Business Affairs
Barbara Turner, B.S., M.B.A.	Director of Financial Aid
Susan Watson, B.S., M.A.	Dean of Students

Faculty 2005-2006

Steve Corder, 2000

Sloan Professor of Business. A.A., Williams Baptist College; B.S. and M.S., University of Arkansas; Ph.D., Georgia State University.

Bob Culbreath, 2002

Assistant Professor of Business; Men's Soccer Coach. B.A., The Citadel; M.B.A., Tampa College; Ph.D., Nova-Southeastern University.

Summer-Lee DeProw, 1997

Assistant Professor of Business; Chair, Department of Business. B.S. and M.B.A., Arkansas State University; further study, Arkansas State University; Specialist in Community College Teaching with emphasis in Marketing and Management.

Todd Ewing, 1997

Assistant Professor of History; Chair, Department of History. B.A., Williams Baptist College; M.A., Arkansas State University; M.Div. and Ph.D., Southwestern Baptist Theological Seminary.

Robert Lee Foster, 1999

Assistant Professor of Religion. B.A., Oklahoma Baptist University; M.Div. and Ph.D., Southern Baptist Theological Seminary.

Jerry Gibbens, 1967

Professor of English; Chair, Department of English and Communication Arts; Chair, Division of Arts and Sciences. A.A., Williams Baptist College; B.S.E. and M.A., Arkansas State University; further study Indiana University, University of Memphis, University of Arkansas.

Marilyn Goodwin, 1969

Director of Library Services. A.A., Williams Baptist College; B.S.E., Henderson State University; M.S. in L.S., Texas A & M University-Commerce.

Kenneth Gore, 1998

Assistant Professor of Religion; Chair, Department of Religion. B.A., Hannibal-LaGrange College; M.Div. BL and Ph.D., Southwestern Baptist Theological Seminary.

Gary Gregory, 1991

Associate Professor of Psychology; Director of Counseling. A.A., Williams Baptist College; B.A., Arkansas State University; M.Div. and Ed.D., New Orleans Baptist Theological Seminary.

Carol Halford, 1984

Assistant Professor of Physical Education; Chair, Department of Physical Education; Director of Athletics; Women's Basketball Coach. A.A., Williams Baptist College; B.S.E. and M.S.E., Arkansas State University.

Faye Haney, 2003

Assistant Professor of Education. B.S.E. and M.S.E., Arkansas State University.

Steven Harthorn, 2005

Assistant Professor of English. B.A., Calvin College; M.A. and Ph.D., University of Tennessee.

John Jacobsen, 2004

Assistant Professor of History. B.A. and M.A., University of Nebraska at Omaha; M.A., Assemblies of God Theological Seminary; Ph.D., University of Nebraska at Lincoln.

Paige Jones, 2002

Assistant Professor of Education; Chair, Department of Education; B.S.E. and M.S.E., Arkansas State University; Ed.D., University of Memphis.

John Katrosh, 1999

Assistant Professor of Physical Education; Men's Baseball Coach. B.A., Trenton State College; M.S.E., University of Arkansas; further study Arkansas State University.

Chris Lawrey, 1998

Assistant Professor of Business. B.S. and M.B.A., Arkansas State University.

Bob Magee, 1985

Professor of Music; Chair, Department of Music; Director of Choral Activities. B.C.M., William Carey College; M.C.M., Southwestern Baptist Theological Seminary; D.M.A., University of Southern Mississippi; further study, Conservatorio Nacional de Bogota.

Dolores Magee, 1999

Instructor in Language Studies, Director of Career Placement Services, and Assistant Director of Counseling. B.A., William Carey College; B.A. Xavier University; M.S., Arkansas State University; further study Instituto de Lengua Espanola; University of Alabama; University of Southern Mississippi.

Steve McMann, 2003

Assistant Professor of Biology. B.S., SUNY-Binghamton; M.S. Rutgers University; Ph.D., University of Miami.

Alyce McHaney, 1982

Assistant Professor of Biology. B.S. and M.S.E., Arkansas State University.

David Midkiff, 1987

Professor of Art; Chair, Department of Art. A.A., Williams Baptist College; B.S.E., University of Central Arkansas; M.A. and Ph.D., University of Mississippi.

Sheri Midkiff, 1975

Professor of English. A.A., Williams Baptist College; B.A., Union University; M.A., Arkansas State University; Specialist in English and Ph.D., University of Mississippi; further study, University of New Hampshire.

Walter Norvell, 2005

Assistant Professor of Religion. B.A., Union University; M.S., University of Memphis; M.A.R.E. and Ph.D., Southern Baptist Theological Seminary.

Angie Pastiva, 2003

Instructor in Physical Education; Women's Softball and Volleyball Coach. B.S., Williams Baptist College.

Ann V. Paterson, 1999

Assistant Professor of Biology; Chair, Department of Natural Sciences; Coordinator of Outcomes Assessment. B.S., Ursinus College; M.A. and Ph.D., University of Miami.

Ruth Provost, 2004

Assistant Professor of Psychology. B.S., Williams Baptist College; M.S. and Psy.D., Wheaton College.

Lana Rhoads, 1986

Assistant Professor of Mathematics. B.S., Ouachita Baptist University; M.S., North Texas State University; further study Midwestern Baptist Theological Seminary.

Paul Rhoads, 1986

Professor of Psychology; Chair, Department of Psychology. B.A., Ouachita Baptist University; M.S., North Texas State University; M.Div. Midwestern Baptist Theological Seminary; Ph.D., KaeMyung University (Korea); further study, Arkansas State University.

Jeffrey Rider, 1996

Instructor of Physical Education; Men's Basketball and Golf Coach. A.A., Williams Baptist College; B.S.E. and M.S.E., Arkansas State University.

Joy Ring, 1965

Professor of Business. B.A., Lyon College; M.B.E., University of Mississippi; further study, University of Arkansas, University of Central Arkansas, University of Mississippi, Arkansas State University.

Kenneth M. Startup, 1983

Professor of History; Vice President for Academic Affairs. B.A., State University of West Georgia; M.A., Virginia Polytechnic Institute and State University; Ph.D., Louisiana State University; further study, Baylor University.

Jerol Swaim, 1964

Professor of History; President. B.A., Union University; M.A., George Peabody College for Teachers; Ed.D., University of Memphis; further study, North Texas State University.

Virginia Swaim, 1972

Assistant Professor of Mathematics and Education; Director of Media Center. B.S.E. and M.S.E., Arkansas State University; further study, University of Arkansas.

Christopher Thompson, 1998

Associate Professor of Music. B.M. and M.A., University of Missouri-Kansas City; Ph.D., University of Wisconsin.

Daniel G. Watson, 1990

Instructor in Business; Vice President for Business Affairs. B.A., Mississippi State University; M.S., University of Southern Mississippi; M.B.A., Texas Tech University.

Melinda Williams, 1983

Assistant Professor of Speech, Drama, and Journalism. A.A., Williams Baptist College; B.F.A., M.A. and M.S., Arkansas State University.

Adjunct Faculty**Brad Baine**

Health & Physical Education. B.S.E, Williams Baptist College; M.S.E., Arkansas State University.

Grant C. DeProw

Business. B.S., Williams Baptist College; J.D., Washington University.

Herschel Gaines

English. B.S.E., University of Arkansas at Pine Bluff; M.S.E., Arkansas State University.

Betty D. Gregory

Physical Education. R.N., Touro Infirmary School of Nursing; B.A., Stephens College; further study, Nicholls State University.

Judy Katrosh

Physical Education. B.S. and MEd., The College of New Jersey.

Carl Mason

Music. B.M.E. and M.M.E., Arkansas State University.

Gima Mickey

Art. B.F.A. and M.A., Arkansas State University; further study University of Delaware.

Betty Neeley

Education. B.S.E. and M.E., Arkansas State University; further study Ouachita Baptist University, University of North Texas.

Nedra Nichols

Education. A.A., Williams Baptist College; B.S.E. and M.S.E., Arkansas State University.

Lynn Hicks Pennington

Music. B.M.E. and M.M.E., Western Kentucky University.

Emeritus Faculty**Earl Humble [1965-1983]**

Emeritus Professor of Religion. B.A., Ouachita Baptist University; B.D. and Th.D., Southwestern Baptist Theological Seminary.

INDEX

INDEX

Academic Calendar	5-6
Academic Catalog Change and Student Responsibility	2, 44
Academic Distinction	47
Academic Honesty Policy.....	46-47
Academic Probation and Suspension	48
Academic Regulations	44-52
Academic Scholarships	31-33
Academic Student Records	48-49
Academic Transcripts	49
Accounts, Payment of	27-28
Accreditation	1, 2
Adjunct Faculty	154-155
Administration and Faculty	150-154
Administrative Intervention/Withdrawal	23
Admissions	12-16
Admission Criteria (Freshman)	12-13
Admission of Former Students (Re-admission)	15
Admission of High School Students	16
Admission of International Students.....	14-15
Admission of Non-Degree Seeking Students.	15-16
Admission of Auditing Students	16
Admission of Transfer Students	3-13
Admission of Transient Students	15
Admission of Veterans	12
Admission Requirements	12
Advisors	45
Alcohol/Drugs	23
American College Test (ACT)	12, 13
American Studies Program	142
Ancient Languages in Religion	81
Apartments	10, 18
Arkansas Department of Higher Education Programs	42
Art, Department of	57-60
Art Scholarships	33
Associate in Arts Degree	54-55
Associate in Arts: Theology	76-77
Athletic Scholarships	33
Athletics	21
Attendance Policy	51

Auditing Courses	16, 50
Awards	21
Baccalaureate Degree, Graduation Requirements	54
Bachelor of Arts in Christian Ministries: Biblical-Linguistic Studies	74
Bachelor of Arts in Christian Ministries: Biblical-Theological Studies	73
Bachelor of Arts in Christian Ministries: Religious Education	75
Bachelor of Arts in Christian Ministries: Christian Missions	75-76
Bachelor of Arts in Christian Ministries: Youth Ministry	74-75
Bachelor of Arts: Art	57-58
Bachelor of Arts: Church Music	120-121
Bachelor of Arts: English	98
Bachelor of Arts: History	109
Bachelor of Arts: Liberal Arts/General Studies	115-117
Bachelor of Arts: Music	119-120
Bachelor of Science: Biology	129-130
Bachelor of Science in Business Administration Degree	62
Bachelor of Science in Business Administration: Management Information Technology.....	62-63
Bachelor of Science in Computer Information Science Degree	63-64
Bachelor of Science in Education Degree	82-87
Bachelor of Science in Education: P-4 Early Childhood Education	87-88
Bachelor of Science in Education: 4-8 Middle Level Math and Science	88-89
Bachelor of Science in Education: 4-8 Middle Level Language, Literature and Social Studies	89-90
Bachelor of Science in Education in Art	57-59
Bachelor of Science in Education in English	99-100
Bachelor of Science in Education in Music K-12	121-122
Bachelor of Science in Education in Social Studies	109-110
Bachelor of Science in Education in Health and Physical Education P-12	105-106
Bachelor of Science in Finance	64-65
Bachelor of Science: Family Psychology	136-137
Bachelor of Science: Psychology	135-136
Biological Sciences, Department of	129
Board of Trustees	149
Bookstore	11, 27
Buildings and Grounds	10-11
Business, Department of	61-71
Cafeteria Services	10, 22
Calendar, Academic	5-6
Career Services, Counseling and	17
Catalog Change and Student Responsibility	2, 44
Changes in Class Schedule	45
Chapel Attendance	19
Christian Ministries, Department of	72-81
Church-Related Scholarships	40-41
Class Attendance Policy	51
Class Withdrawal (Change of Schedule)	45

Classification of Students	44
CLEP Credit	50
Council of Christian Colleges & Universities	142
Combination Scholarships	40
Conduct of Students	17
Contemporary Music Center Special Studies	143
Contents, Table of	3-4
Correspondence and Extension Credit	14, 50
Counseling Center and Career Services	17
Course Numbering System	44
Courses, "On Demand"	44
Credit by Examination	49-50
Credit by Directed Individual Study	49
Curriculum	57
Dean ' s List	47
Definition of Semester Hour	44
Degree Plan	45
Degree Requirements, Associate	53
Degree Requirements, Baccalaureate	53
Degree Requirements, Second Baccalaureate	54
Degrees Offered	2, 53
Departments	
Art	57-60
Business	61-71
Christian Ministries	72-81
Education	82-97
English and Communication Arts	98-104
Health and Physical Education	105-108
History and Government	109-114
Music	118-128
Natural Science	129-134
Psychology and Sociology	135-141
Determination of Need (Financial Aid)	29
Directed Individual Study for Credit	49
Disability Policy	24
Dropping an Individual Class	45
Education, Department of	82-97
Emeritus Faculty	155
English and Communication Arts, Department of	98-104
English Proficiency Examination	47
English Proficiency Requirement	53
Expenses	25-26
Extension, Correspondence, and Transfer Credit	14, 50
Facts About Williams Teacher Education Program	96-97
Faculty	9, 151-155
Family Housing	10, 18, 26

Fees, Deposit, Room and Board	25-26
Freshman Assessment	12-13
Freshman Focus Program	13, 51-52
Financial Information	25-43
Full-time Student Definition	44
General Education Requirement.	54
General Information	7-11
General Studies Degree	115-117
Government, Department of History and	109-114
Grade Points	46
Grading System	46
Graduation Requirements and Degrees	53-54
Graduation with Honors	47
Grants, Financial Aid	41
Health and Physical Education, Department of	105-108
Health Services	18
History and Government, Department of	109-114
History of the College	7
Housing for Married Students	18, 26
Incomplete Grades	46
Institutional Scholarships	31-33
Intent to Graduate	47
International Students, Admission and Enrollment	14-15
Introductory Information	2
Journalism	103-104
Junior-Senior Level Course Requirements	45
Latin American Studies Program	143-144
Letter Grades	46
Liberal Arts/General Studies Degree	115-119
Library	10
Living Accommodations	18
Loans, Financial Aid	41
Location of College	10
Los Angeles Film Studies Center	144
Mabee-Gwinup Cafeteria	10
Middle East Studies Program	144-145
Minor	56
Minority Student Scholarships	33
Mission and Philosophy of Williams Baptist College	8
Music, Department of	118-128
Applied Music	125
Church Music	124
Ensembles	127-128
Music Education	125
Music History and Literature	124
Musicianship Studies	122-123

Recital	127
Music Scholarships	34
Natural Science, Department of	129-134
Off Campus Scholarships	39-40
On Demand Courses	44
Oxford Summer School Program	145
Payment of Accounts	28
Personal Expenses	25-26
Philosophy and Mission of the College	8
Physical Education, Department of Health and	105-108
Performance Scholarships	33-34
Praxis I: Pre-Professional Skills Tests	83, 84,85
Praxis II: Subjects Assessment/Speciality Area Tests	84, 86, 87
Pre-Professional Programs	146-147
Pre-Law	146
Pre-Physical Therapy	146
Pre-Occupational Therapy	146
Pre-Pharmacy	146
Pre-Nursing	147
President ' s List	47
Private Scholarships	34-39
Probation and Suspension	48
Psychology and Sociology, Department of	135-141
Re-Admission of Former Students	15
Refunds (Withdrawal)	27-28
Repetition of Courses	49
Residence Halls	10, 18
Responsibility for Meeting Graduation Requirements	44
Room and Board Per Semester	25-26
ROTC	147-148
Russian Studies Program	145
Scholarships, Guidelines for Institutional and Private	31
Security Deposits	26
Social Science Curriculum	109-111
Special Assessments	28
Special Programs, Off Campus Study	142-148
Spiritual Life	19
Student Activities	19
Student Awards	21
Student Classification	44
Student Clubs	21
Student Conduct	22
Student Financial Assistance	28-29
Student Government Association	19
Student Housing	18
Student Life and Activities	17-24

Student Organizations	21
Student Records	48-49
Student Responsibility Concerning Catalog Changes	2, 44
Student Teaching, Admission to	86
Summer Session	2, 5, 6
Suspension	48
System of Grading	46
Table of Contents	3-4
Teacher Certification Graduation Requirement	86-87
Teacher Education Program	82-87
Admission Requirements	84
Retention Procedures	85
Dismissal Procedures	86
Student Teacher Requirements	86
Exit Requirements	86-87
Transcripts	49
Transfer Academic Scholarship	32-33
Transfer Credit	14, 50
Transfer Student Admission	13
Transient Student Admission	15
Tuition Fees	25
Tutoring Services	17
Vehicle Registration	23
Veterans Benefits	28
Withdrawal From a Class	45
Withdrawal From the College	27-28, 48
Work Scholarships (Employment)	42