

# Southwestern College

## Graduate Studies

### Catalog for 2006-07

#### **Program Office for the Following:**

- **Master of Arts in Specialized Ministries (M.A.S.M.)**
- **Master of Science in Leadership (M.S.L.)**
- **Master of Science in Security Administration (M.S.S.A.)**
- **Master of Business Administration (MBA)**

2040 South Rock Road  
Wichita, Kansas 67207  
(316) 684-5335  
(888) 684-5335

#### **Fifth-Year MBA Program Office**

100 College Street  
Winfield, Kansas 67156-2499  
(620) 229-6367  
(800) 846-1543

#### **M.Ed. Program Office**

Dole Center for Teacher Education  
100 College Street  
Winfield, Kansas 67156-2499  
(620) 229-6253  
(800) 846-1543

## OUR VISION

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*Southwestern College in Winfield, Kansas,  
is a learning community  
dedicated to*

- intellectual growth and  
career preparation,*
- individual development and  
Christian values,*
- lifetime learning and  
responsible citizenship, and*
- leadership through service  
in a world without boundaries.*

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## Catalogs

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Southwestern College's academic programs are described in three different catalogs: undergraduate, graduate, and Professional Studies/SC Online. All catalogs are available online. This is the graduate catalog for the Master of Business Administration, the Master of Science in Leadership, the Master of Science in Security Administration, the Master of Arts in Specialized Ministries, and the Master of Education.

Courses and policies in this catalog are subject to change through the processes set forth in the institutional policies manual. Normally, policy revisions are undertaken in the following year after due notification has been served. There may be cases, however, when a policy is changed and implemented in the same year. A curriculum or policy change could be applied to matriculated students and, as such, the catalog should not be construed as a contract between the college and the students.

Southwestern College does not discriminate on the basis of handicap, race, color, creed, sex, age, or national origin in the recruitment and admission of students, faculty, or staff. Southwestern College is an Affirmative Action/Equal Opportunity institution.

### Selection of Catalog

In most cases, students will meet graduation requirements stated in the catalog under which they first enter the program. When graduation requirements change, students may adhere to the ones listed in the catalog under which they first entered, or they may optionally select the newer catalog and follow those requirements. Students who leave the master's program but reenroll having missed no more than two enrollment sessions may follow the catalog under which they were previously enrolled.

### Accreditation

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Southwestern College is accredited by the Higher Learning Commission and is a member of the North Central Association, [www.ncahigherlearning.commission.org](http://www.ncahigherlearning.commission.org), phone (312) 263-0456.

It is further accredited by the University Senate of the United Methodist Church, the Kansas State Department of Education, and the National Council for Accreditation of Teacher Education (NCATE). Southwestern students find credits taken here fully accepted in undergraduate and graduate schools across the nation.

## Admission

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### Admission With Full Standing

All applicants must have completed a baccalaureate degree from a regionally accredited institution and a minimum undergraduate cumulative grade point average of 3.0 on a 4.0 scale for the MBA and M.Ed. programs, and 2.5 on a 4.0 scale for the M.S.L., M.S.S.A., and M.A.S.M. programs.

### Conditional Admission

Some applicants may be granted conditional admission if grades do not meet the above standards or there are other deficiencies, provided there is other evidence that the applicant has the ability to do satisfactory graduate work. In such cases, the appropriate academic administrator will advise of conditions to be met to attain full-standing admission. Full standing is attained after completion of 12 hours of coursework for graduate credit with a cumulative grade point average of 3.0 on a 4.0 scale for the MBA and M.Ed. programs, a 2.5 for the M.S.L., M.S.S.A., and M.A.S.M. programs, and upon the removal of any condition that was specified at the time of the admission.

## Non-Degree Graduate Students

Students who do not plan to work for an advanced degree may be admitted as non-degree students. Applications should be sent to the program in which they plan to take courses.

Non-degree seeking students must have completed at least 90 undergraduate credit hours and achieved a minimum cumulative grade point average of 3.0 on a 4.0 scale, or have obtained the consent of the director of graduate academic programs.

A maximum of 12 non-degree graduate credits may be earned. A non-degree seeking student who later wishes to enter a degree program must undergo the full application and admission review process.

### **Students applying to pursue an MBA should be aware of the following conditions and requirements:**

Applicants are required to submit an MBA application form, two letters of reference (at least one from a current employer), a personal essay, official transcripts of all college-level work, and a current resume.

An applicant's degree need not be in a business field; however, admission preference may be given to applicants with substantial business course work or work experience.

For transfer students, Southwestern College may recognize hours taken in other accredited graduate programs at the discretion of the appropriate academic administrator. A maximum of six credit hours (with grades of A or B) may be applied to the Southwestern degree. Students who have extenuating circumstances may seek permission to transfer in up to 12 hours as long as they were earned within 12 months of the time of request.

Students applying for the MBA may obtain a formal application packet from:

MBA Program Office  
Southwestern College  
2040 South Rock Road  
Wichita, Kansas 67207  
(316) 684-5335

Students applying for the Fifth-year MBA may obtain a formal application packet from:

Office of Admission  
Southwestern College  
100 College Street  
Winfield, Kansas 67156-2499  
(620) 229-6230

Application for admission forms are also available electronically on the graduate website of Southwestern College ([www.sckans.edu/graduate](http://www.sckans.edu/graduate)).

### **Students applying to pursue an M.S.L., M.S.S.A., or M.A.S.M. must meet the following requirements:**

Applicants are required to submit an M.S.L., M.S.S.A., or M.A.S.M. application form, two letters of reference, official transcripts of all college level work, a written statement addressing why the candidate decided to enroll in the specific program and explaining how the candidate hopes to use this knowledge to further develop his/her career. Applicants must have a 2.5 cumulative GPA for all previous college coursework.

In addition, candidates must have:

- a minimum of 3 years of full-time work experience
- a working knowledge of word processing, presentation, and spreadsheet software
- assessed the technical requirements of the online program
- assessed their learning style readiness and technical skills readiness for online study

A formal application may be obtained from:

M.S.L., M.S.S.A., and M.A.S.M. Program Office  
Southwestern College  
2040 South Rock Road  
Wichita, Kansas 67207  
(316) 684-5335

Application for admission forms are also available electronically on the graduate website of Southwestern College ([www.sckans.edu/graduate](http://www.sckans.edu/graduate)).

**Students applying to pursue the major in special education must meet these additional requirements:**

- hold an undergraduate degree in elementary or secondary education
- have a valid teaching certificate for the level for which they are seeking special education certification
- have successfully completed a course in survey of exceptionalities
- submit a written essay discussing why the applicant is seeking a career in special education

For transfer students, Southwestern College will recognize hours taken in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher. A maximum of six semester hours (with grades of A or B) may be applied to the Southwestern degree.

Prospective degree-seeking students are invited to discuss their specific goals and interests with the director teacher education before applying for admission. Formal application is made through the:

Dole Center for Teacher Education  
 Southwestern College  
 100 College Street  
 Winfield, Kansas 67156-2499  
 (620) 229-6253  
 (800) 846-1543

Application for admission forms are also available electronically on the graduate website of Southwestern College ([www.sckans.edu/graduate](http://www.sckans.edu/graduate)).

## International Students

Admission decisions for international students are based on a combination of English proficiency, successful completion of courses leading to graduation, letters of recommendation, and proof of financial support.

Students who have attended schools where English has not been the primary language of instruction must show evidence of English proficiency through a score of 550 or higher on the Test of English as a Foreign Language (TOEFL), special courses in other institutions such as completion of the highest level of an Intensive English Language Center program, or other relevant experiences.

In addition, international students must submit a certified bank statement indicating that the student or the student's sponsor has sufficient funds to meet the first year's expenses; a personal statement about the student's background, interests and personal accomplishments; and three letters of recommendation. If the student is being sponsored, a certified letter from the sponsor should be submitted indicating that the sponsor will be supporting the student during the student's stay in the United States. If the student is sponsored by the student's home government, the student should send a certified letter from the government indicating support and billing information.

## Graduate Studies Council

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The Graduate Studies Council is the ruling body for the graduate program. Its responsibilities include, but are not limited to, establishing academic and conduct standards, reviewing learner progress toward candidacy and the degree; deciding on issues related to probation, suspension or expulsion; processing student complaints including grade appeals; and recommending students to the faculty for graduation. In the Master of Education program, some of

these matters are reviewed first by the Teacher Education Committee before being sent to the Graduate Studies Council.

## **Orientation and Handbooks**

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All admitted graduate program students are required to participate in online orientation.

## **Notice of Nondiscrimination**

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Southwestern College is committed to a policy of nondiscrimination on the basis of race, gender, color, age, sexual orientation, religion, national origin, ethnic origin, or physical disability, veteran (including Vietnam era) status, or other non-merit reasons, in hiring, admissions, and educational programs or activities, all as required by applicable laws and regulations. The college also practices affirmative action in hiring. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning the Civil Rights Act of 1960, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and other related federal, state, and local legislation, executive orders, regulations, and guidelines, has been delegated to the vice president for business affairs and human resources, Southwestern College, 100 College, Winfield, KS 67156-2499, telephone (620) 229-6000.

## **Privacy**

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Southwestern College has interpreted the Family Educational Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) to restrict the release of confidential information relating to students. This information includes the student's academic record, test scores, and academic progress. A full statement of policy and students' rights is posted at [www.sckans.edu/registrar](http://www.sckans.edu/registrar) on the college's Web site.

# Academic Policies

**Academic Integrity.** Southwestern College assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty.

The following definitions make clear the policy of the college.

1. Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Examples: copying homework, copying someone else's test, using an unauthorized "cheat sheet," etc.

2. Fabrication is the falsification or invention of any information or citation in any academic exercise.

Examples: making up a source, giving an incorrect citation, misquoting a source, etc.

3. Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise.

Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasings do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

4. Dissimulation is the disguising or altering of one's own actions as to deceive another about the real nature of one's actions concerning an academic exercise.

Examples: fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), etc.

5. Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material which is necessary for academic work.

Examples: hiding library materials, removing noncirculating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested by the library, etc.

6. Forgery of academic documents is the unauthorized changing or construction of any academic document.

Examples: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc.

Examples also include completion of an application for any Southwestern academic program which omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

7. Sabotage is the damaging or impeding of the academic work of another student.

Examples: ruining another student's lab work, destroying another student's term paper, etc.

8. Aiding and abetting academic dishonesty is knowingly facilitating any act defined in 1-7.

**Policies for Dealing with Academic Dishonesty.** Violations of the academic integrity policy will result in one or more of the following: A zero for the assignment (paper, exam or project), an F for the course, or a disciplinary hearing before the Graduate Studies Council and possible suspension from the institution.

All infractions must be reported in writing to the appropriate academic administrator. The student will also be notified. The appropriate academic administrator's office shall keep a record of reported infractions and sanctions.

Any student so suspended has a right to an appeal. If a student wishes to appeal, the request should be made in writing and must be received in the appropriate academic administrator's office by the date determined by the appropriate academic administrator in consultation with the Graduate Studies Council.

Any violation of the policy not under the supervision of a faculty member will be handled by recommendation of the appropriate academic administrator to the graduate studies council.

*Adapted and used by permission from Tabor College.*

**Course Authorization.** Courses carrying graduate credit are listed in this catalog. Additional elective courses may be developed and announced in other publications.

**Course Load.** Full time is 9.0 hours per term.

**Completion of Degree.** From the date of acceptance, students have five consecutive years to complete the degree. If an extension is necessary, an application in writing must be made to the graduate program director stating information pertinent to the request.

**Degree Requirements.** These are the requirements for a graduate degree:

1. Complete the specific program requirements for the master's program.
2. Complete a minimum of 36 credit hours (39 for M.Ed in Special Education and Professional Studies MBA)
3. Have an overall grade point average of 3.0 (B average) for the MBA and M.Ed., 2.5 (B-average) for the M.S.L., M.S.S.A., and M.A.S.M., with no grade below a C- (1.67).
4. Have Southwestern College graduate course credit of at least 30 hours, or special permission from the director of graduate academic programs for fewer credit hours.
5. Reviewed and accepted electronic portfolio for the MBA, M.S.S.A. and M.S.L. programs.
6. Be elected to the degree by the faculty and by the Board of Trustees.

**Transfer Students.** Students may be able to transfer hours earned in other regionally accredited graduate programs if the grade point average of those total hours is 3.0 or higher for the MBA and M.Ed., 2.5 or higher for the M.S.L., M.S.S.A., and M.A.S.M.. A maximum of six semester hours (with grades of A or B) may be applied to the Southwestern graduate degree. A special request can be made of the director of graduate academic programs to transfer in more than 6 hours of recent (within the past 12-month period) graduate credits under special circumstances.

Transfer students must also meet these requirements:

1. Regardless of grade points earned in graduate study at other institutions, have at least a B average for all work taken in the MBA and M.Ed. programs, and a 2.5 for the M.S.L., M.S.S.A., and M.A.S.M. programs at Southwestern College.
2. Accept the judgment of director of academic programs in substituting transfer credits for courses in the Southwestern graduate catalog.

**Grading System.** The college grading system defines the following marks as graded hours and assigns the grade-point values per credit hour shown:

A = Exemplary attendance, superior academic achievement, and professional communication skills (A+ or A, 4 points; A-, 3.67)

B = Completion of all assigned work with above average quality (B+, 3.33; B, 3; B-, 2.67)

C = Completion of assigned work with acceptable performance (C+, 2.33; C, 2; C-, 1.67)

D = Inadequate demonstration of acceptable quality work (D+, 1.33; D, 1; D-, 0.67)

F = Unacceptable attendance, participation, and/or written work (0 points)

These additional marks are also used but do not designate graded hours and do not impact calculation of a GPA:

WD = Withdrawal from a course

I = Incomplete work

S = Satisfactory work

U = Unsatisfactory work

**Incompletes.** A student may request a temporary grade of incomplete when the work of the student has been generally satisfactory, but for reasons beyond the student's control it has not been possible to complete certain assignments made by the instructor. If the instructor agrees to the student's request, the student and the instructor must jointly complete and file with

the registrar a form, signed by the appropriate academic administrator, describing the work remaining in the course and a plan for its completion.

If an incomplete is given, the deadline for finishing the course work is thirty days after the end of the course in which the incomplete is given, or an earlier deadline as agreed to by the student and instructor. A grade of F will automatically be entered as a final grade if the remaining work is not completed by the deadline.

Extension of the deadline may be allowed by special permission of the appropriate academic administrator in cases of illness or other conditions beyond the student's control. Requests for extensions of deadlines must be initiated by the student and endorsed by the instructor involved in order to be considered by the appropriate academic administrator. During the period in which a student holds an incomplete, the grade point average will be calculated without counting the incomplete.

An instructor may not give an incomplete unless the student has requested it. If at the time grades are submitted to the registrar's office the form requesting an incomplete is not attached and jointly signed, a grade of F will be recorded.

**Registration Change (Drop/Add).** A change of registration is not official until a student gives written notice to the appropriate graduate program office.

**Withdrawal From Courses.** A student may withdraw from a course and receive a grade of WD (withdrawn) until 50 percent of the course has elapsed (e.g. through the third class of a six-week session). WD does not influence the grade point average. Withdrawals after the deadline will result in a grade of F.

**Independent Study.** Independent study is available to serve a student's interest in pursuing study in an area not offered in any established course. Approval forms are available from the respective program offices. The form requires course parameters, rationale, and outcomes and must be completed before coursework begins. The following requirements govern enrollment in independent study courses:

1. Written consent of both the instructor and the program director before enrollment.
2. Content of the course cannot be the same as a course offered at a regularly scheduled time (exceptions must have the written approval of an academic administrator before enrollment).
3. Contact hours between student and instructor must be sufficient over the duration of the independent study to ensure appropriate content commensurate with the amount of graduate credit earned in a regular course offering.
4. A maximum of six hours graduate credit may be taken by independent study.

**Validation of Credits by Examination.** This option is available only in the Southwestern undergraduate program.

**Credit for Prior Learning.** This option is currently available only in the Southwestern undergraduate program.

**Auditing a Course.** This option is available only in the Southwestern undergraduate program.

**Cancellation of Courses.** Southwestern College reserves the right to cancel any course with an enrollment that falls below the minimum enrollment established by the appropriate academic administrator.

**Academic Probation.** After completing 12 credit hours of coursework, a student must have a minimum GPA of 3.0 (2.5 for M.S.L., M.S.S.A., and M.A.S.M.), no grade below a C (2.0), and positive recommendations by faculty or the student will be placed on academic probation. The student will receive notification from the appropriate academic administrator. Any student placed on probation is subject to the conditions prescribed by the Graduate Studies Council.

**Academic Suspension and Expulsion.** Students who fail to make minimum progress toward the degree and who fail to maintain defined academic standards set by the Graduate Studies Council may be suspended from the college.

After completing 24 credit hours of coursework, a student must have a minimum GPA of 3.0 (2.5 for M.S.L., M.S.S.A., and M.A.S.M.) with no grade below a C (2.0) or the student will be suspended from the graduate program.

Students may expect to have their academic status reviewed more frequently, if the director of the specific graduate program so requests.

Students who violate professional standards of conduct may also be subject to suspension or expulsion.

The Graduate Studies Council reserves the right to suspend or expel a student from graduate study for the good of the program and the college, regardless of any published criteria.

Students enrolled in the M.Ed. program should refer to the teacher education handbook for further clarification.

Any student who is suspended has a right to an appeal. A request for appeal should be made by the student in writing and must be presented to the director of graduate academic programs or appropriate academic administrator within two weeks of the date of suspension. Supporting material should be submitted by the student prior to the appeals meeting. The appeal will be heard by the Graduate Studies Council and the Council's decision shall be final.

**Repeating Course Work.** If a student repeats a course, both the original and repeat grade will be recorded on the official transcript, but only the repeat grade will be used in calculating earned hours and grade point averages, regardless of whether that grade is higher or lower than the original grade. Courses shown in the catalog as repeatable for credit do not fall under this rule.

**Appeal of Grade.** Any grade change or appeal for a grade change must be requested within 30 days after the end of the course in which the grade is given. If a student believes the grade recorded by an instructor is inconsistent with the documentary evidence, an informal discussion with the faculty member is required as the first step of an appeal. If satisfactory resolution is not achieved at this level, the student may then seek resolution with the appropriate academic administrator. The final step would be to submit a written request for an appeal of a grade to the director of graduate academic programs or the appropriate academic administrator.

After receiving the written request, the academic administrator will meet with the student to verify an attempt at resolution of the issue through the negotiation process and/or in mediation with the student and faculty. If it is determined that resolution has not occurred, the academic administrator will request written documentation with rationale from both the student and the instructor regarding the grade assigned. The academic administrator will also schedule a hearing with the Graduate Studies Council. The Council has the right to interview the student, the faculty member(s), and other pertinent individuals in an effort to reach a just resolution of this issue. This Council will render the final decision on the appeal. Notification of the grade appeal findings will be forthcoming from the appropriate academic administrator's office.

This process is followed in appealing sanctions placed on a student as a result of the academic integrity policy as well.

**Academic Bankruptcy.** Individuals who have accumulated a grade point average of less than 2.00 at Southwestern College may petition the appropriate academic administrator and the Graduate Studies Council to have their prior Southwestern College academic record "forgiven." To qualify, the petitioner cannot have been enrolled as a degree candidate at Southwestern College for a period of two years. A request is to be judged by the Graduate Studies Council in terms of the student's readiness for academic success. A student may receive academic forgiveness only once. When granted, the student's prior record of academic work completed at Southwestern College will be sealed. The new academic record will indicate

“Academic Forgiveness Granted” and the effective date. The student may then resume study under no academic restrictions.

This policy applies only to the usage of student academic records within Southwestern College. This would include the use of student GPA in determination of graduation requirements, suspensions and probations, and internal financial aid stipulations. Although a student’s prior academic record will be marked as “Academic Forgiveness Granted,” outside agencies and other academic institutions may choose to ignore this distinction and require copies of all Southwestern College academic work for their purposes. A student transferring from Southwestern to another institution must follow the receiving institution policy.

*Taken from: Washburn, KU, WSU, Kansas Wesleyan University catalogs.*

**Withdrawal From College.** Any student wishing to withdraw from the college during a term must give official notice to the appropriate graduate program office. Failure to give notice may damage the student’s permanent record. When a student officially withdraws, charges are cancelled according to the information shown in this catalog under “Charges and Fees” for the individual program.

**Attendance Policy.** Regular attendance in class (on ground or online) is required. Failure to attend class may affect a student’s grade for the course.

# Payments, Financial Aid, and Assistantships

**Payments.** Normal financial arrangements call for students to pay in full, on or before registration. Students enrolling in at least six hours for a sixteen-week term may pay in installments, with a minimum of one-fifth due at registration. The balance of the account is due in equal installments by the fifteenth of each of the subsequent four months (September, October, November, and December for the fall term, and February, March, April, and May for the spring term.) Monthly finance charges will be assessed.

Students enrolling in just one course may pay a minimum of one-half the total at registration. The remainder is due before the fourth class begins. Every account must be paid in full at least two weeks before the end of a term. Students who fail to meet this financial obligation may be withdrawn from classes. Students cannot register for a subsequent semester while a previous balance remains on the account.

A monthly finance charge of 1.5% (annual rate, 18%) with a minimum of \$1 is assessed on the unpaid balance of an account.

**Transcripts.** For a fee, transcripts are available through the registrar's office when a student's account is paid to date. Credits are recorded on transcripts at the end of each session of classes.

**Financial Aid.** Some graduate students are eligible for federal financial aid, primarily loans. For information, see the financial aid coordinator at the Wichita East center or inquire at the financial aid office on the main campus.

**Cancellation of Financial Aid.** Withdrawing students who have received financial aid are required to return a portion of their aid to those sources that assisted in enrollment. For federal aid, a calculation is made of "earned" and "unearned" aid based on the days of attendance. Unearned aid is returned first to loans (in this order: unsubsidized, subsidized, Perkins, PLUS). For details, inquire at the financial aid office.

**Refunds.** After calculation of charges cancelled and financial aid cancelled, any excess remaining on the account is refundable to the student.

**Graduate Student Assistantships.** Individual departments and graduate programs administer graduate student financial assistance in the form of assistantships. They are awarded on a competitive basis. Tuition waivers depend on the terms of the assistantship. Please obtain information about these assistantships directly from the department or program to which you are seeking admission.

# Student Services

**Advisors.** Prospective students are invited to discuss their specific goals and interests with the directors of the respective graduate programs before applying for admission.

For program specific information, please refer to the advising section of the relevant degree.

**Library.** Students are expected to make use of the Southwestern College Memorial Library, where useful resources are held. Students can also access reference materials and e-books through the Internet.

**Complaint Policy.** Southwestern College tries to be sensitive to student concerns. Students should first attempt to resolve conflicts directly with the instructor. If such an attempt fails, the student should report the complaint to the program director. If the student is not satisfied, a written complaint may be filed in the director of graduate academic programs or appropriate academic administrator's office. The academic administrator will review the complaint and attempt to resolve the issues among the parties. If unable to do so, the academic administrator will refer the complaint to the graduate studies council, whose decision is final.

**Policy for Students With Disabilities.** Southwestern College seeks to make reasonable accommodations for students with disabilities in order to provide the same educational opportunities for all students.

Students with disabilities need to provide documentation of their disabilities to both the program director and the appropriate academic administrator. Students will meet with appropriate personnel (e.g., program director, academic administrator, academic advisor, faculty) to discuss appropriate accommodations.

Southwestern College does not provide assessment testing, although referrals can be made by the dean of students' office. Students are responsible for all expenses related to testing.

#### *Responsibilities of Students with Disabilities*

- The student is responsible for informing instructors of his or her specific needs and providing documentation.
- Students may choose not to tell instructors of their disabilities.
- Students with disabilities are still expected to meet all academic requirements for their courses. All accommodations will be for the purpose of helping the student meet these requirements.
- It is highly recommended that students with disabilities keep their instructors informed on whether the accommodations are meeting their needs.

#### *Responsibilities of Faculty*

- The faculty needs to comply with accommodations agreed upon in consultation with students, their advisors, and appropriate administrative personnel.
- The faculty has the right to request documentation of disabilities prior to making accommodations.
- Students with disabilities are still expected to meet all academic requirements for their courses. All accommodations will be for the purpose of helping the student meet these requirements.
- All information about disabilities is to remain confidential by federal law.

# Master of Business Administration Program (MBA)

Southwestern College's MBA program is a 36–39 hour degree program offered as the MBA program through Professional Studies and the Fifth-Year MBA program through the main campus.

The MBA program through Professional Studies schedules three consecutive six-week sessions within each traditional school term (fall and spring) and two sessions in the summer. The Fifth-Year MBA program schedules two consecutive eight-week sessions within each traditional school term.

## Cancellation of Charges

Students who officially withdraw from a course may be eligible for some cancellation of charges. To withdraw, give notice in writing to the appropriate graduate program office.

Tuition and fees for courses are cancelled according to the following schedule for classes lasting six weeks:

90% is cancelled when notice is given within the first week of class

50% for notice given before the end of the third week

25% for notice before the end of the fourth week

Tuition and fees for courses are cancelled according to the following schedule for classes lasting eight weeks:

90% is cancelled when notice is given within the first week of class

50% for notice given before the end of the fourth week

25% for notice before the end of the sixth week

## Degree Offered

Southwestern College confers a Master of Business Administration degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

## MBA (Professional Studies)

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Courses for the MBA through Professional Studies are six weeks long and meet one evening a week for four hours, generally from 6 to 10 p.m. The MBA program is also available completely online. The degree may be completed in two years of continuous part-time study.

## Academic Advising

All graduate students in the MBA through Professional Studies will have the director of graduate academic programs as an advisor.

## Registration

Students in the MBA take one course each session. Students with special circumstances may ask for permission to take more than one course. This request must be made in writing to the director of graduate academic programs.

Registration is open two weeks prior to the start of the next session and may be completed either online or on-ground with a professional studies staff member.

## Charges and Fees 2006–07

Professional Studies MBA tuition per credit hour - \$398

A tuition discount is provided to active duty military personnel and their spouses, Reservists, Guard members, and DoD contractors/civilians.

Technology fee per MBA online class - \$25

Transcript Fees:

Printed, per copy - \$7

Faxed, per copy - \$10

## Fifth-Year MBA (Main Campus)

Courses for the Fifth-Year MBA are eight weeks long and meet on the main campus during the day (some may be offered in the evening hours). The Fifth-Year MBA student will be enrolled in two courses each eight weeks, making it possible to complete the degree in one year of full-time study.

### Academic Advising

Fifth-Year students may choose an advisor on the main campus.

### Registration

Students enrolled in the Fifth-Year MBA take two courses each session and will be enrolled in courses for both sessions at the beginning of each term.

Registration is open two weeks prior to the start of the term and may be completed either online or at the college services office on the main campus.

### Charges and Fees 2006-07

Fifth-Year MBA tuition per credit hour - \$414

Transcript Fees:

Printed, per copy - \$7

Faxed, per copy - \$10

## Program Requirements

### Master of Business Administration Degree (Professional Studies)

Requirements (39 credit hours):

In Management:

500 Organizational Behavior & Human Resource Management

505 Project Management Fundamentals

510 Financial Accounting

515 Managerial Accounting

520 Managing Organizational Change and Conflict

525 Business Law

530 Marketing Strategies

560 Ethics in the Global Marketplace

565 Financial Analysis and Management I

575 Financial Analysis and Management II

580 Quality Management and Statistical Analysis

585 Strategic Management

590 MBA Project

### Management Courses

Department Code: MGMT

**500 Organizational Behavior & Human Resource Management.** Models and theories of behavior, and human resources management concepts and processes as they apply to managing individual and work-group behavior in organizations. Organizational behavior topics include leadership, motivation, and teamwork. Human Resource management topics include human resources strategy, selection, performance evaluation, reward systems, and employee development. A heavy emphasis will be placed on relationship management. Credit 3 hours.

**505 Project Management Fundamentals.** Concepts, theories, principles and practical application of project management tools will be applied to real business situations. A critical analysis of tools and techniques that are available to aid project managers will be performed, with a view of the potential disconnect between these tools and real-world projects. Specific tools, including the Balanced Scorecard, Monte Carlo simulations, and stop-light charts will be utilized. Credit 3 hours.

**510 Financial Accounting.** Concentrates on interpreting financial statement information, using accounting information for decision making and evaluation, and examining current trends in accounting of importance to the manager. Credit 3 hours.

**515 Managerial Accounting.** Examines the use of accounting information to assist management in planning, analyzing, and implementing business decisions and activities. Focuses on strategic and operational performance analysis and evaluation. Credit 3 hours.

- 520 Managing Organizational Change and Conflict.** Techniques for successfully managing and communicating change and conflict in complex organizations. Included will be individual personality, preference and style assessment, interpersonal interaction, and group dynamics. Also covered are implementation strategies for change in organizations as they respond to socioeconomic, technological, ethical, environmental factors and adapt to new competitive conditions. Analyzes forces inducing change; organizational barriers to change; human behavior and demographic diversity; strategies for overcoming resistance to change; and intervention techniques of effective organizational change programs. Credit 3 hours.
- 525 Business Law.** This course is a study of legal concepts applicable to business, including forms of business organization, legal aspects of organizing and operating a business, the Uniform Commercial Code, contracts, commercial paper, secured transactions, bankruptcy, securities regulations, antitrust law, consumer protection, torts, criminal business law, social and political influences, management rights, powers, and responsibilities, ethical considerations, and a brief overview of the structure of the judicial system. Credit 3 hours.
- 530 Marketing Strategies.** Explores various marketing concepts of importance to managers, including product development and brand management, price determination, distribution strategy, and advertising/promotion management. Emphasis will be on the strategic implications of these topics, rather than the theories themselves. Students will be required to exhibit mastery of the topics through the development of a complete, case-based integrated marketing strategy, which will include a variety of important communication techniques. Credit 3 hours.
- 560 Ethics in the Global Marketplace.** Explores the role of business in society. Critical managerial issues from historical, theoretical, and social/ethical perspectives. Coverage of company values, actions, and outcomes that affect employees, investors, business partners, communities, and the natural environment. Examines business ethics in these relationships and ways that leaders can improve corporate citizenship. Special emphasis is placed on understanding the role of ethics in multi-national corporations. Credit 3 hours.
- 565 Financial Analysis and Management I.** Introduces and covers a broad range of financial topics of interest to managers. Included are differentiation between accounting and finance; time value of money; macroeconomics, including supply and demand; forecasting techniques, capital budgeting and investment decisions. Credit 3 hours.
- 575 Financial Analysis and Management II.** Applies complex financial analysis tools and their role in managerial decision making. The student will utilize the techniques learned in Financial Analysis I in practical case studies. Specifically covered are risk measurement, opportunity cost of capital, short and long-term financial decisions, corporate financing alternatives, and financial analysis and planning. Students will be expected to perform hands-on modeling projects in Excel. This course will assume prior familiarity with spreadsheet software such as Excel or Lotus. Prerequisite: Successful Completion of MGMT 565. Credit 3 hours.
- 580 Quality Management and Statistical Analysis.** This course explores foundations of quality management. Included are tools and methods for analytic study including basic probability and statistics. Models of quality management are utilized through practical case study application. Students will have the opportunity to apply quality management and statistical analysis to a real-world project of their choice. Special emphasis will be placed not only on the content and statistics of their project but also on how to effectively communicate the value of their project to a variety of organizational stakeholders. Credit 3 hours.
- 585 Strategic Management.** Students will be expected to synthesize material learned in several previous MBA courses. Projects are based on computer simulations in which teams compete. Prerequisite: successful completion of at least 27 credit hours in the MBA program. Credit 3 hours.
- 590 MBA Project.** All learners in the MBA program will be required to submit a professional portfolio addressing the competencies and skills they have achieved as a result of their graduate studies in Business Administration. The purpose of the portfolio is two-fold: to serve as a professional tool for the learner and to prove valuable in helping the learner document achievements and knowledge gained through the completion of the program. The MBA Portfolio will further serve as an assessment tool to ensure learning outcomes are being met. Learners have the option of receiving a professional evaluation of their portfolios for an additional fee. Prerequisite: MGMT 585 and completion of at least 30 hours in the program. Credit 3 hours.

# Program Requirements

## Master of Business Administration Degree (Fifth-Year)

### Requirements (36 credit hours):

In Management:

- 605 Managerial Economics
- 610 e-Commerce
- 615 Financial Analysis and Management
- 620 Marketing Management
- 625 Financial Accounting
- 627 Managerial Accounting
- 630 Human Resource Management
- 635 Organizational Behavior
- 637 Business Law and Ethics
- 640 Operations Management
- 647 Conflict Resolution and Management
- 710 Strategic Management

### Management Courses

Department Code: MGMT

- 605 Managerial Economics.** An exploration of the major concepts of macro and micro-economics as they affect business managers. Macroeconomics topics will include: an examination of major economic theories; the workings of the monetary and banking system, including the Federal Reserve system; the nature of economic cycles; and the impact of inflation, interest rate changes, and government economic policy. Microeconomics topics will include: production and cost structure; product and resource markets; pricing models; and measures of economic competition. This course assumes prior undergraduate economics coursework. Credit 3 hours.
- 610 e-Commerce.** Conveys the principles of e-Commerce. This involves leveraging the Internet resources into a redefinition of what it means to market products and services in a world awash with communication channels that literally reach the world in an instant and with great efficiency. Credit 3 hours.
- 615 Financial Analysis and Management.** Covers a broad range of financial topics of interest to managers of large and small businesses. Included are debt and equity issuance; the stock market and business valuation methods; mergers & acquisitions; risk management; project finance; and basic financial derivatives. The emphasis will be on practical understanding of financial concepts. Students will be expected to perform hands-on modeling projects in Excel. This course will assume prior familiarity with spreadsheet software such as Excel or Lotus. Credit 3 hours.
- 620 Marketing Management.** Explores various marketing concepts of importance to managers, including product development and brand management, price determination, distribution strategy, and advertising/promotion management. The emphasis will be on strategic implications of these topics, rather than the theories themselves. Students will be required to exhibit mastery of the topics through the development of a complete, case-based integrated marketing strategy. Credit 3 hours.
- 625 Financial Accounting.** Concentrates on interpreting financial statement information, using accounting information for decision making and evaluation, and examining current trends in accounting of importance to the manager. Students will exhibit mastery over the subject matter through group interaction, written examinations and appropriate outside-of-class projects. Credit 3 hours.
- 627 Managerial Accounting.** Examines the use of accounting information to assist management in planning, analyzing, and implementing business decisions and activities. Focuses on strategic and operational performance analysis and evaluation. Students will exhibit mastery of the topics through group interaction, written examinations, and the completion of papers and case assignments. Prerequisite: MGMT 625. Credit 3 hours.
- 630 Human Resource Management.** Explores human resource issues faced by managers of large and small businesses. Covered will be employee selection and recruitment, training and employee development, performance appraisal, compensation, termination, and labor-management relations. Also discussed will be implications of the global business environment, EEOC and diversity issues, and other current topics. Special emphasis will be placed on employment law as it affects managers. Credit 3 hours.
- 635 Organizational Behavior.** An examination of the complex organizational dynamics of large and small firms. Discussed will be organizational culture, motivational theories, personality styles, leadership techniques, change management, and other topics of importance to managers. Credit 3 hours.
- 637 Business Law and Ethics.** This course is a study of legal concepts applicable to business, including forms of business organization, legal aspects of organizing and operating a business, the Uniform Commercial Code, contracts, commercial paper, secured transactions, bankruptcy, securities regulation, antitrust law, consumer protection, torts, criminal business law, social and political influences, management rights, powers, and responsibilities, ethical considerations, and a brief overview of the structure of the judicial system. Credit 3 hours.

- 640 Operations Management.** Presents best practices for systems that produce goods and services. Simulations will be used to demonstrate the payoffs of using world class operating policies, methods, and procedures. Subject areas covered will include capacity and facility planning, scheduling, distribution, production control, quality systems management, and demand forecasting. Credit 3 hours.
- 647 Conflict Resolution and Negotiations.** This course explores communication, conflict, negotiation, public relations, and leadership issues in large and small organizations. Included will be individual personality, preference, and style assessment, interpersonal interaction, and group dynamics. Special emphasis will be placed on conflict assessment, resolution, and conflict management techniques, negotiation theory, tactics, and practice as well as contingency theories of management and leadership. Credit 3 hours.
- 710 Strategic Management.** A case-based capstone course in the MBA curriculum. Students will be expected to synthesize material learned in previous MBA courses. The course will concentrate on written cases, in-class discussion and debate, and team-based problem identification/proposed solutions. The course will include a significant written analysis component, as well as in-class presentations. Prerequisites: successful completion of at least 10 other core courses. Credit 3 hours.

# Master of Arts in Specialized Ministries (M.A.S.M.)

Southwestern College's Master of Arts in Specialized Ministries program is a 36-hour degree program. Courses are six weeks long and are available completely online. The degree may be completed in 1.5 years of continuous part-time study. The emphasis in each class is based on coupling both real-world skills and understanding with theoretical frameworks. All classes will be delivered using an online asynchronous delivery modality using the Blackboard™ course management system.

## Degree Offered

Southwestern College confers a Master of Arts in Specialized Ministries degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

## Academic Advising

All graduate students will have the director of graduate academic programs as an advisor.

## Registration

The Master of Arts in Specialized Ministries program schedules two to three consecutive six-week sessions within each traditional school term. The terms are fall (beginning in late August), spring (January–April), and summer (May–August). Students are advised to take one course each session. Students with special circumstances may ask for permission to take more than one course. This request must be made in writing to the director of graduate academic programs.

Registration is open two weeks prior to the start of the next session and may be completed either online or on-ground with a Professional Studies staff member.

## Charges and Fees 2006–07

M.A.S.M. tuition - \$286 per credit hour + \$25 technology fee per course

A tuition discount is provided to active duty military personnel and their spouses, Reservists, Guard members, and DoD contractors/civilians.

Transcript Fees:

Printed, per copy - \$7

Faxed, per copy - \$10

## Cancellation of Charges

Students who officially withdraw from a course may be eligible for some cancellation of charges. To withdraw, give notice in writing to the graduate program office.

Tuition and fees for courses are cancelled according to the following schedule for classes lasting six weeks:

90% is cancelled when notice is given within the first week of class

50% for notice given before the end of the third week

25% for notice before the end of the fourth week

# Program Requirements

## Master of Arts in Specialized Ministries Degree

### Requirements (36 credit hours):

In Specialized Ministries:

Core Courses

- 501 Introduction to Ministry
- 503 Studies of the Old Testament
- 505 Studies of the New Testament
- 507 Theology
- 509 Survey of Church History
- 595 Practicum in Specialized Ministry

Emphasis in Youth and Young Adult Ministry - In addition to the core courses, candidates must also complete all coursework for an area of emphasis

- 530 Theology of Youth Ministry
- 531 Ethical Issues in Youth Ministry
- 532 Faith and Formation in Developing Adults
- 533 Program Design and Development in the Local Church
- 534 Advanced Educational Methods

## Specialized Ministry Courses

Department Code: SMIN

- 501 Introduction to Ministry.** This course will explore several themes that are foundational to ministry including the notions of call, conversion, prayer, and leadership in the church. Learners should be prepared to engage the practical dimensions of spiritual formation and to apply them to a variety of social scenarios. Credit 3 hours.
- 503 Studies of the Old Testament.** An introduction to the literature and history of ancient Israel with special attention given to thirty six books of the Hebrew Bible. Ancient and Near-Eastern texts will be considered in light of the context that they provide for understanding early Judaism. Attention will be given to how to utilize Old Testament scriptures in youth ministry. Credit 3 hours.
- 505 Studies of the New Testament.** An introduction to 27 books that constitute the New Testament. This course will take into account the Jewish and Greco-Roman milieu in which the New Testament developed. Attention will be given to how to utilize New Testament scriptures in youth ministry. Credit 3 hours.
- 507 Theology.** In this course, learners learn to link scriptural, historical, and theological sources in order to both create and understand theological constructs for youth ministry. It gives attention to how context (race, class, gender, other) shapes theological convictions. Credit 3 hours.
- 509 Survey of Church History.** A survey of the social, institutional, and intellectual history of Christianity. Topics will investigate how various church traditions give shape to ministry. Credit 3 hours.
- 595 Practicum in Specialized Ministry.** The practicum involves real work experience in a ministerial setting. Established practicum settings include working at the United Methodist Reporter and the campus ministries office on the main campus of Southwestern College. Practicum experiences can also take place in other ministry settings. Approval forms for practicums are available online. The form requires a complete description of the work to be undertaken, the basis for grading, the signatures of the learner, off-campus supervisor, and the supervising teacher. It is to be returned to a Professional Studies office at the time of enrollment for the course. Credit 6 hours.

Area of Emphasis: Youth and Young Adult Ministry

- 530 Theology of Youth Ministry.** A survey of root convictions regarding the action of God in the lives of young people. The course will follow the standard systematic categories in theology and challenge learners to consider how content in each category gives shape to youth ministry. Credit 3 hours.
- 531 Ethical Issues in Youth Ministry.** A survey of legal and ethical concerns affecting youth leaders: boundary awareness, sexual ethics, counseling referral, rights to privacy, crisis response and management. This course will take a case study approach. Credit 3 hours.

- 532 Faith and Formation in Developing Adults.** A study of the relationship between psychological development and doctrines of the Christian life as they apply to youth and developing young adults. The course will cover topics such as entry into the Christian faith, the role of the church in spiritual formation, the role of theology in shaping discipleship and the importance of mentoring in faith formation in the years ranging from teen to young adult. Credit 3 hours.
- 533 Program Design and Development in the Local Church.** An introduction to and practice in designing and developing a youth ministry in the local church. Attention will be paid to context (i.e. urban, rural, suburban and geographic or regional characteristics), theology of youth ministry, and practical challenges such as fundraising, budgeting and accounting procedures. Credit 3 hours.
- 534 Advanced Educational Methods.** A study of the connections between individual mentoring, small groups, and larger groups (such as Sunday School classes and youth gatherings); doctrine and content delivery, instructional strategies and assessment. Although this course is not catechetical the methods are nevertheless defined by a theology of the church. Credit 3 hours.

# Master of Science in Leadership (M.S.L.)

Southwestern College's Master of Science in Leadership program is a 36-hour degree program. Courses are six weeks long and are available completely online. The degree may be completed in 1.5 years of continuous part-time study. The emphasis in each class is based on coupling both real-world skills and understanding with theoretical frameworks and leadership models. All classes will be delivered using an online asynchronous delivery modality using the Blackboard™ course management system.

## Degree Offered

Southwestern College confers a Master of Science in Leadership degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

## Academic Advising

All graduate students will have the director of graduate academic programs as an advisor.

## Electronic Portfolio

At the conclusion of the program, graduates will have an electronic portfolio (an individual repository of materials, projects, and assignments that demonstrate learning and growth throughout the program). Threaded within and throughout the entire Master of Science in Leadership curriculum will be full-array of learning opportunities that will provide both depth and breadth of learning and exemplary assessments for inclusion in the learner's electronic portfolio. Learners have the option of receiving a professional evaluation of their portfolios for an additional fee.

## Registration

The Master of Science in Leadership program schedules two to three consecutive six-week sessions within each traditional school term. The terms are fall (beginning in late August), spring (January–April), and summer (May–August). Students are advised to take one course each session. Students with special circumstances may ask for permission to take more than one course. This request must be made in writing to the director of graduate academic programs.

Registration is open two weeks prior to the start of the next session and may be completed either online or on-ground with a Professional Studies staff member.

## Charges and Fees 2006–07

M.S.L. tuition - \$350 per credit hour + \$25 technology fee per course

A tuition discount is provided to active duty military personnel and their spouses, Reservists, Guard members, and DoD contractors/civilians.

Optional portfolio evaluation fee - \$125

The portfolio will be evaluated and the results will be forwarded directly to the student.

Transcript Fees:

Printed, per copy - \$7

Faxed, per copy - \$10

## Cancellation of Charges

Students who officially withdraw from a course may be eligible for some cancellation of charges. To withdraw, give notice in writing to the graduate program office.

Tuition and fees for courses are cancelled according to the following schedule for classes lasting six weeks:

90% is cancelled when notice is given within the first week of class

50% for notice given before the end of the third week

25% for notice before the end of the fourth week

# Program Requirements

## Master of Science in Leadership Degree

### Requirements (36 credit hours):

- In Leadership
  - 500 Leadership Styles and Theories
  - 505 Organizational Leadership and Ethics
  - 510 Leadership in Context
  - 515 Leadership Communication and Conflict Resolution
  - 520 Leadership Coaching
  - 560 Leading Change in Organizations
  - 565 Knowledge Based Leadership
  - 570 Leadership for the Future
  - 575 Organizational Structures and Behavior
  - 580 Practical Problem Solving for Today's Organizations
  - 585 Leading Quality Improvement Initiatives
  - 590 Leadership Project
- Reviewed and accepted electronic portfolio

## Leadership Courses

Department Code: LEAD

- 500 Leadership Styles and Theories.** The course will cover fundamentals of leadership, definitions of leadership, and an introduction to the tools available for research in leadership. Emphasis is on the application of theoretical concepts to actual organizational settings and situations, culminating in the determination of participant's dominant leadership style and articulation of a personal leadership profile. Credit 3 hours.
- 505 Organizational Leadership and Ethics.** The course will provide an understanding of the distinction between leadership and management in organizations. Theory is mixed with contemporary examples of the ethical challenges facing today's leaders. Participants consider ethical frameworks (e.g., individual ethical competency, organizational system as an ethical agent) in organizational decision making. Credit 3 hours.
- 510 Leadership in Context.** Participants will be able to demonstrate an understanding of how economic, social and/or political events and relationships--whether local, national or worldwide--affect organizations as well as have an impact on culture and community. Participants will develop a plan of action for dealing with that impact. Credit 3 hours.
- 515 Leadership Communication and Conflict Resolution.** The course will teach leaders to hone and refine important communication and conflict resolution skills including interpersonal and small group communication, persuasion, media communication, and crisis communication. Credit 3 hours.
- 520 Leadership Coaching.** The course will help learners coach, mentor and empower future leaders. The course will review coaching theories and models as well as the theoretical and applied aspects of teamwork. Participants will focus on building the skills of collaboration. Participants will articulate a personal leadership development plan. Credit 3 hours.
- 560 Leading Change in Organizations.** Participants will learn to navigate the world of needs assessment tools in order to build an organization's ability to operate on the consistent generation of information. Systems used to analyze information and implement change resulting from data will be covered through case studies, individual and group exercises. Participants will develop practical tools for engaging people at all levels of an organization through inevitable change. Credit 3 hours.
- 565 Knowledge Based Leadership.** The course will cover the integration and alignment of strategic planning, mission, vision with goals and objectives to position organizations to transition to a knowledge based environment. Participants will develop a plan for capturing "tribal knowledge" and using that knowledge to create and communicate a shared vision. Credit 3 hours.
- 570 Leadership for the Future.** Participants will learn to identify trends, implement change initiatives, maximize resources, and develop a response to changing workforce dynamics. This course provides a thorough foundation in the methods used when leading project initiatives. Credit 3 hours.
- 575 Organizational Structures and Behavior.** Participants will learn decision making models, principles of organizational hierarchy, and how organizations are impacted by leadership styles. Participants will analyze how their own leadership behavior impacts others through 360-degree feedback. Credit 3 hours.
- 580 Practical Problem Solving for Today's Organizations.** Working from current and relevant case studies, learners will develop the skills to make real-world, real-time decisions. Credit 3 hours.
- 585 Leading Quality Improvement Initiatives.** The course will address the importance of implementing quality principles integral to leadership which will benefit stakeholders, provide an under-

standing of the philosophies underlying quality, emphasize the importance of employee empowerment, deal with issues surrounding teams and group dynamics, and develop an awareness of process improvement and its role in building solid effective organizations. Learners will be qualified to earn the credential of Certified Quality Improvement Associate. Credit 3 hours.

**590 Leadership Project.** Based on a project of choice pertinent to the learner's needs, the learner will develop a plan to integrate a number of initiatives including collaboration in decision making, building flexible organizations to navigate the flow of change, an incentive structure that rewards leadership development of employees, and other progressive initiatives. This course will examine how to plan, implement, and integrate these initiatives to achieve highly successful organization. Prerequisite: This course should be taken after completion of at least 30 hours in the program. Credit 3 hours.

# Master of Science in Security Administration Program (M.S.S.A.)

The Master of Science in Security Administration program at Southwestern College is a 36-hour degree program. Courses are six weeks long and are available completely online. The degree may be completed in 1.5 years of continuous part-time study. The emphasis in each class is based on coupling both real-world skills and understanding with theoretical frameworks and emerging security administration models. All classes will be delivered using an online asynchronous delivery modality using the Blackboard™ course management system.

## Degree Offered

Southwestern College confers a Master of Science in Security Administration degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

## Academic Advising

All graduate students may choose an advisor at any one of the Professional Studies centers.

## Electronic Portfolio

At the conclusion of the program, graduates will have an electronic portfolio (an individual repository of materials, projects, and assignments that demonstrate learning and growth throughout the program). Threaded within and throughout the entire Master of Science in Security Administration curriculum will be full-array of learning opportunities that will provide both depth and breadth of learning and exemplary assessments for inclusion in the learner's electronic portfolio. Learners have the option of receiving a professional evaluation of their portfolios for an additional fee.

## Registration

The Master of Science in Security Administration program schedules two to three consecutive six-week sessions within each traditional school term. The terms are fall (beginning in late August), spring (January–April), and summer (May–August). Students are advised to take one course each session. Students with special circumstances may ask for permission to take more than one course. This request must be made in writing to the director of graduate academic programs.

Registration is open two weeks prior to the start of the next session and may be completed either online or on-ground with a Professional Studies staff member.

## Charges and Fees 2006–07

M.S.S.A. tuition per credit hour - \$350 + \$25 technology fee per course

Transcript Fees:

Printed, per copy - \$7

Faxed, per copy - \$10

## Cancellation of Charges

Students who officially withdraw from a course may be eligible for some cancellation of charges. To withdraw, give notice in writing or in person to the graduate program office.

Tuition and fees for courses are cancelled according to the following schedule for classes lasting six weeks:

90 % is cancelled when notice is given within the first week of class.

50% for notice given before the end of the third week.

25% for notice before the end of the fourth week.

# Program Requirements

## Master of Science in Security Administration Degree

### Requirements (36 credit hours):

- In Security Management
- 500 Contemporary Security Administration
- 505 Security Administration and Business Strategies
- 510 Enterprise Risk Management
- 515 Physical Security Planning and Vulnerability Assessment
- 520 Administration of Information Security
- 560 Security Law
- 565 Organizational Security Investigations
- 570 Homeland Security Defense and Administration
- 575 Best Practices and Special Issues in Homeland Security
- 580 Terrorism: Perspectives and Consequence Management
- 585 Emergency, Disaster, and Contingency Management
- 590 Security Portfolio

## Security Administration Courses

Department Code: MSA

- 500 Contemporary Security Administration.** This course provides leading-edge concepts for Chief Security Officers (CSO) as well as middle to upper-level security management professionals. The principal focus is emerging criminal and terrorist threats that pose serious challenges to professionals throughout the security industry. Core areas of security are also comprehensively covered as well as business management and leadership competencies. Credit 3 hours.
- 505 Security Administration Business Strategies.** The primary focus of this course is to direct learners through the entire continuum of management strategies aimed at achieving personal and professional success. Real world concepts and their application to asset protection are illustrated via situational case presentations. The learner is exposed to concepts of advocacy, continuous quality improvement strategies, and a plethora of helpful suggestions designed to deliver organizational results. Measurable metrics, business needs, effective communication, and how to receive the necessary resources for success are also examined. New risk assessment models and proven strategic planning concepts are discussed as well as the blueprint for business executives and security managers where they are and where they need to be to drive their security program to maximize its contribution to their organization. Credit 3 hours.
- 510 Enterprise Risk Management.** Learners in this course will focus on all risks in which an organization may be exposed. A systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources is reviewed. The risk management process, asset identification, threat identification, threat assessments, vulnerability identification and assessment, risk management, and cost benefit analysis are also examined. Credit 3 hours.
- 515 Physical Security Planning and Vulnerability Assessment.** The focus of this course emphasizes real-world concepts, principles, and processes for building security and safety design – including assessing needs and working with security consultants. Security design concepts, security evaluation and planning, building hardening, security technology, and biochemical and radiological protection are covered. Conducting vulnerability assessments of physical protection systems from start of planning through final analysis, including senior management briefing, is examined. Credit 3 hours.
- 520 Administration of Information Security.** This course provides a management review of information security issues and a thorough treatment of the administration of information security. Topics such as planning for contingencies, policy and programs, models and practices, risk management, threats, protection mechanisms, personnel security, law and ethics, and project management are studied. Credit 3 hours.
- 560 Security Law.** Learners in this course will review the legal rights available to security officers, corporations, partnerships, and individually owned businesses for the protection of their property from employee and customer theft. It also discusses the legal rights of and responsibilities of security personnel and merchants as they pertain to theft and lawful arrest. Negligence, intentional torts, agency, contracts, alarms, damages, authority of private citizens, probable cause, arrest, search and seizure, interrogation, use of force by the private citizen, deprivation of rights, and entrapment are also examined. Credit 3 hours.
- 565 Organizational Security Investigations.** The primary concentration for this course covers the essentials of private and public investigations with the comprehensive study of the investigative process, tools of investigations, and types of investigations. A thorough examination of fraud detection, employee theft, embezzlement, accounting improprieties, compliance investigations, internal controls and safeguards to prevent fraud, information access and control strategies, and legal issues in corporate investigations are also reviewed. Other covered areas include surveillance and undercover, violent crimes, property crimes, controlled substances and drug offenses, terrorist activities, computer crime, and private sector investigations. Credit 3 hours.

- 570 Homeland Security Defense and Administration.** This course provides a comprehensive overview of America's homeland security system, including key federal, state, local, and private organizations. Policy issues, technologies, legislation, preparedness recommendations, and trends are analyzed. Threat assessments, critical infrastructure protection, weapons of mass destruction, cyberterrorism, business preparedness, and emergency response and public protection are covered as well. Credit 3 hours.
- 575 Best Practices and Special Issues in Homeland Security.** Learners in this course will examine the current ability of national, state, and local agencies to respond to terrorism. Lessons learned and best practices from past emergencies and terrorist events are reviewed to identify preparedness and mitigation methods. Individual and local government preparedness, response, and practices are covered. Credit 3 hours.
- 580 Terrorism: Perspectives and Consequence Management.** Learners in this course will thoroughly examine the complex issues surrounding terrorism via a discussion of theories, domestic and international threats of terrorism, motivations for terrorism, and a review of the various religious, ideological, nationalistic, and ethnic movements taking place around the world. Consequence management is studied with a review of the incident management system, federal response plan, weapons of mass destruction effects, mass casualty decontamination, crime scene operations, and technology and emergency response. Credit 3 hours.
- 585 Emergency, Disaster, and Contingency Management.** This course outlines the essential roles of corporate and municipal managers and demonstrates the importance of their relationships with federal, state, and local government agencies as well as public and private community sectors. The emergency response plan, hazards, personnel training, and hazard and risk reduction strategies are covered. Contingency planning to protect vital facilities and critical operations is discussed via an implementation strategy, guidelines for minimizing development costs, and proven plan development methodology. Credit 3 hours.
- 590 Security Portfolio.** All learners in the M.S.S.A. program will be required to submit a professional portfolio addressing the competencies and skills they have achieved as a result of their graduate studies in Security Administration. The purpose of the portfolio is two-fold: to serve as a professional tool for the learner and will prove valuable in helping the learner document achievements and knowledge gained through the completion of the program, and will further serve as an assessment tool to ensure the currency and relevancy of the curriculum. Prerequisite: This course should be taken after completion of at least 30 hours in the program. Credit 3 hours.

# Master of Education Program (M.Ed.)

The Master of Education degree at Southwestern College meets the needs of area teachers as well as provides assistance for those seeking national certification through the National Board for Professional Teaching Standards. Majors in curriculum and instruction or special education are offered.

The major in curriculum and instruction is delineated below. The major in special education prepares teachers to work with children and youth with disabilities.

Most Southwestern graduate students are professionals employed in education or other fields. To accommodate the needs of these students, graduate classes are scheduled evenings and weekends.

## Degree Offered

Southwestern College confers a Master of Education degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

## Academic Advising

The director of teacher education will act as advisor for all students seeking the major in curriculum and instruction and the coordinator of special education will act as advisor for all students seeking the major in special education. For more information contact:

### Curriculum and Instruction Program    Special Education Program

Dr. David Hofmeister  
(620) 229-6115 or (800) 846-1543  
dhofmeis@sckans.edu

Dr. Dean Johnston  
(620) 229-6315 or (800) 846-1543  
djohnsto@sckans.edu

## Application and Course Registration

Application information to become a graduate student at Southwestern College is available in the front of this catalog.

There are four convenient methods to register for courses:

1. Telephone the college services counter at (620) 229-6251 or (800) 846-1853 and enroll in courses using MasterCard, Visa, or Discover for payment.
2. Write the college services office specifying the courses you are enrolling in and enclose full payment by check. Mail to:
 

Southwestern College  
100 College Street  
Winfield, KS 67156
3. Enroll in person at the main campus college services counter, Christy Administration Building.
4. Enroll online at [www.sckans.edu/med/](http://www.sckans.edu/med/)

## Charges and Fees 2006-07

M.Ed. tuition per credit hour - \$286

Transcript Fees:

Printed, per copy - \$7

Faxed, per copy - \$10

## Cancellation of Charges

Students who officially withdraw from a course may be eligible for some cancellation of charges. To withdraw, give notice in writing or in person to the graduate program office.

Tuition and fees for courses are cancelled according to the following schedule:

During the first 20% of class days the cancellation is 80%.

To 30% of class days the cancellation is 70%.

To 40% of class days the cancellation is 60%.

To the last day to withdraw the cancellation is 50%.

# Program Requirements

## M.Ed., Major in Curriculum and Instruction

The Master of Education with a major in curriculum and instruction provides a four-dimensional approach to preparing educators for the 21st century and is grounded in the five core propositions of the National Board for Professional Teaching Standards (NBPTS). Those propositions are that teachers:

- are committed to students and their learning
- know the subjects they teach and how to teach those subjects to students,
- are responsible for managing and monitoring student learning,
- think systematically about their practice and learn from experience, and
- are members of learning communities.

This program is consistent with the conceptual framework of the Dole Center for Teacher Education, which specifies that we build professional educators who have the abilities of wisdom, interaction, facilitation, and reflection. Each of these abilities can be seen in all of the dimensions of the program.

The first dimension of the program, the *Professional Core*, is a series of courses in the theoretical, philosophical, cultural, and historical processes of curriculum and teacher leadership. These courses assist candidates in using their knowledge of what students know, how they think, who they are, where they come from, and what motivates them. The courses that accomplish this active understanding and demonstration of skills are: EDUC 501 Education in American Society, EDUC 530 School/Curriculum Leadership, EDUC 542 Instructional Design, and EDUC 549 Multi-Cultural Classroom.

The second dimension, the *Area of Emphasis*, provides for content foci. By focusing on a particular area of the curriculum, teachers are able to make connections within and across disciplines to strengthen their teaching and explore new and promising learning paths that enrich their students' learning. The content area focus promotes critical thinking skills and helps students use prior knowledge to gain confidence and independence in posing, exploring, and solving new problems. Courses for this dimension will vary.

The third dimension, *Research and Assessment*, provides teachers with the tools to become effective and perceptive educators in their schools and classrooms. Through a series of courses in research, tests and measurements, and field-based research, teachers learn to gauge student progress through the on-going processes of action research, multiple evaluation methods, and the interpretation of research literature, which serves as a guide for improving their practice. Considered crucial, the mastery of these tools connects teacher-leaders to their daily practice through a systematic, scientific framework that validates their work and brings about positive curricular change in their individual classrooms. This dimension is accomplished through the following courses: EDUC 511 Research Methodologies, EDUC 531 Field-Based Research Block 1, and EDUC 543 Tests and Measurements.

The last dimension is the *Pathway (Portfolio) Experience*. The Master of Education degree is a standards-based program grounded in the precepts of the National Boards of Professional Teaching Standards (NBPTS). The program promotes that assessment as a course of action will provide demonstrated evidence of the candidate's growth and development. The vehicle for this assessment is the portfolio. The portfolio will be a purposeful collection of educational artifacts developed throughout the program which are designed to provide tangible evidence of the candidate's growth and transformation across time, and to demonstrate the candidate's academic growth, skill development, and professional dispositions that improve instruction and enhance student learning.

The contents of the portfolio provide evidence of the candidate's competence in:

- Thoroughly knowing the subjects taught and how to effectively teach those subjects to students,
- Effectively managing and monitoring student learning;
- Thinking systematically about practice and learning from that experience,

- Demonstrating competencies in critical and reflective thinking, and scholarly writing,
- Demonstrating commitment to students and their learning,
- Demonstrating growth and transformation through the establishment of new professional goals, and
- Disseminating knowledge and appropriate practice to the professional community.

Required portfolio components are:

- A written statement of teaching and learning philosophy grounded in theory,
- Documentation of competencies in the area of emphasis
- Case studies, diagnostic and evaluative plans, and other assignments that demonstrate knowledge of ability to apply theories and research to educational practice (3 selected documents),
- Self-assessments,
- An action research study and
- Documentation that demonstrates membership in the learning community and collegiality.

Reflective statements similar to those in NBPTS licensure processes will connect themes of experiences in the candidate's graduate program to understanding of theory, research, knowledge, skills and dispositions learned.

The presentation of the portfolio to the teacher education faculty has as its main goal a broad overview, incorporating other work completed during the program and requiring the candidate to engage in critical dialogue on how her/his current self-evaluation processes reflect the thoughtful consideration of knowledge gained through the completion of the program and are now exhibited in her/his role as a scholar.

The Master of Education with a major in curriculum and instruction incorporates the ideals of the National Boards and empowers teachers to become reflective practitioners who will be able to meet the challenge of providing quality educational programs for all students.

## **M.Ed., Major in Curriculum and Instruction**

### **Major Requirements:**

In the Professional Core:

- 501 Education in American Society
- 530 School/Curriculum Leadership
- 542 Instructional Design
- 549 Multi-Cultural Literature

Area of Emphasis:

- 9 hours of electives in a particular area of the curriculum

In Research and Assessment:

- 511 Research Methodologies
- 531 Field-Based Research Block 1
- 543 Tests and Measurements

Portfolio:

- 565 Pathway Experience

## **M.Ed., Major in Special Education**

The major in special education is designed for those who wish to earn a license in teaching special education as part of their graduate degree programs. A core of 30 hours followed by additional courses to total a minimum of 39 hours is required for the graduate degree. Licensure in mild disabilities (learning disabilities, mental retardation and/or behavior disorders) may be earned with 33 hours. A minimum of 12 hours is required for a provisional license.

### **Major Requirements:**

In Education:

- \*522 Instructional Strategies: Behavior Difficulties
- \*523 Instructional Strategies: Learning Difficulties

- \*524 Introduction to Special Education
- 525 Collaboration with Parents and Professionals
- 526 Classroom Management/Behavior Modification
- 535 Assessment Strategies
- \*559 Practicum in Mild Disabilities
- 559 Practicum in LD, MR, BD
- Electives (choose a total of 9 hours):
  - 529 Legal Issues in Special Education
  - 532 Technology in Special Education
  - 533 Language Development and Disorders
  - 534 Transitions in Education
- Research requirements (the following two courses are required for degree):
  - 511 Research Methodologies
  - 531 Field-Based Research Block 1
- \*required for provisional certification

Successful completion of a program portfolio equivalent to that of the Pathway Portfolio (described above) will be required for this major. The portfolio will demonstrate that the student has met the state and national standards (Common Core of Knowledge and Skills Essential for All Beginning Special Education Teachers from the Council for Exceptional Children) for special education teaching. Additionally, those desiring to be licensed in Kansas must complete the ETS national assignment in mild disabilities.

## Education Courses

Department Code: EDUC

- 501 Education in American Society.** Examines historical, national, and regional educational issues. Analysis of issues and trends in terms of their application to current educational structures and implications for educators. Credit 3 hours.
- 504 Educational Theory in the Classroom.** This course will emphasize the application of learning theories in the classroom. A variety of theories regarding brain-based research will be explored including multiple intelligences and emotional intelligence. Extensive opportunities will be provided to develop classroom activities and strategies that utilize these theories. Credit 3 hours.
- 509 Advanced Educational Psychology.** Provides comprehensive summaries of the major contemporary theories of personality. Relevant research and general evaluation of the theories will also be included. The theories will be placed in the general context of psychology and educational pedagogy for purposes of application in educational settings. A further intent is that the course will provide intrapersonal and interpersonal understandings. Credit 3 hours.
- 511 Research Methodologies.** Provides the essentials for conducting research, interpreting statistical principles, and quantification. Descriptive and inferential statistics will be surveyed as well as library techniques. Credit 3 hours.
- 522 Instructional Strategies: Behavior Difficulties.** The purpose of this course is to study the theories, content, methods, and materials for delivery of instruction to students with behavior disorders, to utilize evaluation procedures to deliver individualized instruction to students, to modify curriculum materials, and to develop instructional materials for use with students with behavior disorders. Credit 3 hours.
- 523 Instructional Strategies: Learning Difficulties.** The purpose of this course is to study the theories, content, methods, and materials for delivery of instruction to students with academic problems, to utilize evaluation procedures to deliver individualized instruction to students, to modify curriculum materials, and to develop instructional materials for use with students with academic difficulties. Credit 3 hours.
- 524 Introduction to Special Education.** Designed to provide an overview of the fields of behavior disorders, learning disabilities, and mental retardation for present and future teachers, school psychologists, administrators, counselors, and other professionals preparing to work with students with mild disabilities. Emphasis on causes, identification, classification, characteristics, and recent trends and issues. Credit 3 hours.
- 525 Collaboration with Parents and Professionals.** Study of the basic principles, tools, and techniques of counseling, conferencing, and consulting related to the parents and professionals working with exceptional children. Credit 3 hours.
- 526 Classroom Management/Behavior Modification.** A study of behavior of children and youth with emphasis on the diagnosis and modification of problematic behaviors. Credit 3 hours.

- 529 Legal Issues in Special Education.** The focus of this course is on the legal and professional issues in special education. It will include an in-depth study of special education laws and their impact on programs for exceptional children and youth. Credit 3 hours.
- 530 School/Curriculum Leadership.** Provides current leadership theory and evidential argument practices congruent with the changes taking place in education today. Focus of the course is on leadership in the development and implementation of curriculum and instruction. Credit 3 hours.
- 531, 541 Field-Based Research Block 1,2.** A cohort experience where students develop and implement action research projects with area schools and service organizations. Special emphasis will be placed on issues related to curriculum and student outcomes. The importance of building meaningful school and organization partnerships will be explored. All students majoring in curriculum and instruction are required to complete EDUC 531. Credit 3 hours each.
- 532 Technology in Special Education.** This course will provide an overview of the technology available for students with special needs. Included will be low-tech devices, augmentative devices, and using technology to adapt instruction. Credit 3 hours.
- 533 Language Development and Disorders.** This course is designed to provide an introduction to language disorders. Designed for classroom teachers, it provides an overview of language development and language disorders, the development of literacy, the relationship between language disorders and learning disabilities, and language as it affects academic areas. Credit 3 hours.
- 534 Transitions in Education.** The focus of this course is on the theoretical constructs and practical considerations in programming for students with disabilities from the preschool through the secondary and post-secondary level. Credit 3 hours.
- 535 Assessment Strategies.** Focus on the use of observation techniques and the administration and interpretation of test instruments including screening tests, formal and informal tests, norm and criterion-referenced tests, and diagnostic and achievement tests. Individual assessment of developmental skills, academic achievement, adaptive behavior and processes will be included. Tests will be evaluated for their usefulness in diagnosis, placement, and intervention in special education and remedial programs. Credit 3 hours.
- 542 Instructional Design.** The purpose of this class is to provide teachers with the knowledge and skills to become master teachers. It will provide teachers with specific research-based techniques in curriculum design and assessment. Credit 3 hours.
- 543 Tests and Measurements.** Provides classroom educators with the knowledge and skills necessary to effectively measure pupil achievement in the classroom and to be a competent consumer of standardized tests. Credit 3 hours.
- 544 Characteristics of the Adult Learner.** The study of the context of adult learning in the 21st century and major theories on adult development and learning, including androgogy, self-directed learning, and transformational learning. Emphasis will be on the practical application of these theories to the practice of teaching and training adults in post-secondary and organizational settings. Credit 3 hours.
- 545 Teaching Methods for Adult Learners.** Study and practice in effective teaching techniques for post-secondary and adult education settings. Special emphasis on instructional strategies designed to promote motivation in learning. Credit 3 hours.
- 546 Online Teaching and Training.** Explores the communication technologies used in the foundation and delivery of online courses, programs and seminars. Includes topics on synchronous and asynchronous modes of communication, web-based resources, models of teaching and learning theory, and formative evaluation. Credit 3 hours.
- 547 Assessment and Evaluation in Adult Education.** Explores issues in learner-centered assessment and evaluation, including critical thinking, active learning, principles of good practice, facilitation, and instructor feedback. Focuses on specific classroom strategies for effective evaluation of specific learning outcomes. Credit 3 hours.
- 548 Program Planning.** Investigates the theory and research of program planning and development for adults, including processes used to develop educational programs in various settings. Topics include needs assessment, program design and development, implementation, and evaluation. Credit 3 hours.
- 549 Multi-Cultural Classroom.** Explores ideas and ways to adapt education to a variety of cultures. Credit 3 hours.
- 559 Practicum in Mild Disabilities.** This is a field-based course relating theory to application. Students will be placed in settings where they will obtain experiences working with students with mild disabilities. Required paperwork is to be submitted to the registrar's office at the time of enrollment. Credit 3 hours.
- 559 Practicum in LD, MR, or BD.** This is a field-based course relating theory to application. Students will be placed in settings where they will obtain experiences working with students with

learning disabilities, mental retardation, or behavior disorders. Required paperwork is to be submitted to the registrar's office at the time of enrollment. Credit 3 hours.

**565 Pathway Experience.** The focus of this course will be the development of a portfolio, which will be a purposeful collections of educational artifacts designed to provide tangible evidence of the student's growth and transformation across time, and to demonstrate the candidate's ability to reflect on and critically examine educational practices that improve instruction and enhance student learning. It is the culminating experience in the major. Credit 6 hours.

## **Humanities**

**Department Code: HUM**

**515 Writing Across the Curriculum.** Prepares teachers for implementing writing activities across various disciplines. The writing process, collaborative writing, peer assessment, revision, and strategies for promoting writing in the classroom will be studied and practiced. Credit 3 hours.

# Administration

W. Richard Merriman Jr., Ph.D., President  
James A. Sheppard, Ph.D., Vice President for Academic Affairs  
Karen L. Pedersen, Ph.D., Vice President for Professional Studies and SC Online  
Jeni McRay, Ph.D., Director of Graduate Academic Programs  
John Dupuy, CPA, Division Chair, Business Program  
Linda Bussman, MBA, Director of Enrollment Management  
Candyce Duggan, M.A., Director of SC Online  
David Hofmeister, Ph.D., Director of Teacher Education  
Stephanie Humphries, M.Ed., Fifth-Year MBA Admissions Representative  
Dean Johnston, Ph.D., Coordinator of Special Education  
Stacy R. Townsley, M.A., Registrar

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