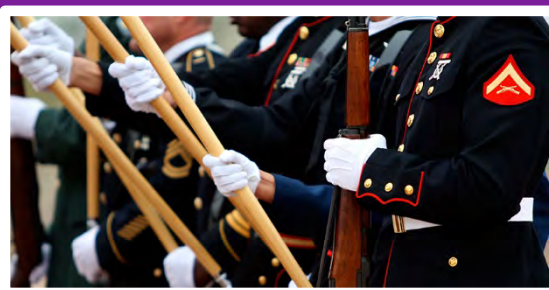
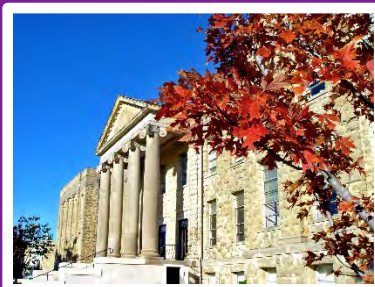


GRADUATE CATALOG

2015-2016



Step Up. Opportunity Awaits.



SOUTHWESTERN
COLLEGE

PROFESSIONAL STUDIES

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General Information

■ HISTORY

Southwestern College was chartered June 19, 1885, by the Methodists of Kansas as “an institution of learning of full collegiate powers.” It opened its doors for forty-three students on September 7, 1886. The first name of the College was “The Southwest Kansas Conference College”; the name “The Southwestern College” was adopted November 5, 1908.

The residential campus*, located on 85 acres in Winfield, Kansas, offers undergraduate and graduate degree programs for traditional age learners.

The College began offering degree completion programs for working adults in 1994. Currently Professional Studies has undergraduate and graduate programs in Wichita, Kansas; McConnell Air Force Base, Kansas; Midwest City, Oklahoma; Fort Riley, Kansas; Overland Park, Kansas, and online.

Southwestern is a learning community of approximately 1,800 learners, 50 full-time teaching faculty members, and 270 affiliate faculty members from leading industries across the country. In addition to programs for traditional age learners and working adults, the College provides learning opportunities for service men and women in all branches of the military.



*Southwestern College Residential Campus
Winfield, KS

■ VISION

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
- Leadership through service in a world without boundaries

■ MISSION

Southwestern College provides a values-based learning experience that emphasizes intellectual, personal, and spiritual growth. Founded in 1885 by Kansas Methodists and now related to the Great Plains Conference of the United Methodist Church, the college offers bachelor's, master's and doctoral degrees on ground and online.

Southwestern College:

- Prepares students for careers and for graduate studies with courses that foster critical thinking and effective communication and are characterized by meaningful professor-student interaction.
- Employs emerging technologies that promote learning.
- Strives to live by and teach a sustainable way of life.
- Provides preparation for a wide range of church-related vocations and involvement.
- Offers programs that embrace prior learning and facilitate career progression for working adults, members of the armed services, and persons in transition.
- Affords a residential learning experience abundant with co-curricular activities that build social awareness and interpersonal skills and cultivate an ethos of service and leadership.

■ LEARNER FOCUS

Southwestern College Professional Studies is strongly committed to being:

Learner focused

We understand and empathize with the unique needs of adult learners. Programs and services are specifically tailored toward adults who are balancing the pursuit of a college degree with work and family demands and/or military service.

Ethically sound

Building upon our historic connection to the United Methodist Church, we meet the highest ethical standards when working with learners and each other.

Academically excellent

Academic programs are reviewed on an ongoing basis to ensure that they exceed institutional outcomes. Instructors have relevant work experience as well as strong teaching skills with exemplary academic credentials.

Responsive

Understanding and responding to the educational needs of the workplace, community, and the military serve as a hallmark. We operate with a spirit of innovation and creativity in the development and deployment of new programs. We seek partnerships with other educational providers and organizations for the explicit reason of increasing access of educational opportunities to adults and are flexible in program design to the benefit of learners and the larger community.

iNstitutionally accountable

We recognize our unique role and work actively to participate in and advance the overall strategic goals and directions of Southwestern College.

Empowering

We take a developmental and motivational approach with learners and each other in order to help everyone reach their dreams – educationally, personally, and professionally.

Resolute

We are committed in our efforts to see our learners persist to graduation. We accept the role of learners' advocate and will never give up on our learners' lifelong goals to achieve an education.

■ ACCREDITATION

Southwestern College is accredited by The Higher Learning Commission, (312) 263-0456, www.ncahlc.org.

It is further accredited by the University Senate of the United Methodist Church, the National Association for the Education of Young Children (early childhood education), the National Association of Schools of Music (music), the National Council for Accreditation of Teacher Education & the Kansas State Department of Education (teacher education program), the Commission on Accreditation of Athletic Training Education (athletic training), and the Commission on Collegiate Nursing Education (CCNE) (nursing):

One Dupont Circle NW, Suite 530

Washington, DC 20036, Phone: (202) 887-6791;
<http://www.aacn.nche.edu/ccne-accreditation>.

Southwestern College is required by accrediting bodies to notify enrolled learners in a timely manner regarding curriculum changes affecting their program of study. Additionally, learners are expected to maintain current contact information with the College in order to ensure timely receipt of program related materials. Students should contact their academic success coach at 888-684-5335 for learner specific program information.

■ TITLE II COMPLIANCE

Southwestern College is in compliance with federal regulations on disbursement of Title II information.

■ PRIVACY

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 learners. This information includes the learner's academic record, test scores, and academic progress. A full statement of policy and learners' rights is posted at <http://www.sckans.edu/student-services/registrars-office/>

General Information

■ NOTICE OF NONDISCRIMINATION

Southwestern College is committed to a policy of nondiscrimination on the basis of race, religion, color, gender, age, national origin, ancestry, marital status, military and veteran status, registered domestic partner status, medical condition, sexual orientation, gender identity, genetic characteristic, physical or mental disability, or any other legally protected characteristic 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 director of human resources, Lonnie Boyd, Southwestern College, 100 College, Winfield, KS 67156, telephone (620) 229-6141. Persons with questions or concerns regarding this policy may contact Lonnie Boyd, director of human resources.

■ ACCIDENTS OR INJURY

Southwestern College does not insure against accidents or injury to learners that may occur during college sponsored activities or those that occur off campus as the result of class assignments. Learners are expected to act responsibly by taking necessary precautions against accidents. Learners are also advised to protect themselves from the financial burden of accident or injury by maintaining personal insurance.

■ ADA COMPLIANCE

Southwestern College Professional Studies is committed to making reasonable accommodations for qualified students with documented disabilities. If you have a disability that may impact your learning and for which you may need accommodations, please contact the director of learner support and academic success via your academic success coach.

■ DISABILITY SERVICES

The college does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in college programs and activities, nor are the persons with disabilities denied the benefits of these programs or subjected to discrimination.

It is the responsibility of the learner to bring to the college's attention the need for accommodation due to a qualifying disability along with such supporting information as reasonably required. Requests for accommodation should be made to the director of learner support and academic success, and must be supported by appropriate documentation of the relevant disability. The director, in consultation with other trained professionals if necessary, will determine what reasonable accommodations will be made by the college. The learner should provide an updated request for accommodation should any changes occur which must be considered.

■ CATALOGS

Courses and policies in this catalog are subject to change through the processes set forth in the institutional policy manuals. 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 learners and, as such, the catalog should not be construed as a contract between the college and the learners.

General Information

Selection of Catalog

In most cases, learners will meet graduation requirements stated in the catalog under which they first enter the program. When graduation requirements change, learners 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. Learners who leave the graduate program but re-enroll having missed no more than the equivalent of three full semesters may follow the catalog under which they were previously enrolled.

■ OFFICE LOCATIONS

KANSAS

Wichita

2040 S. Rock Road
Wichita, KS 67207-5350
Ph: 316.684.5335 ▪ Fax: 316.688.5218
enrollment@sckans.edu

McConnell AFB

22 FSS/FSDE
53474 Lawrence Ct.
Bldg. 412, Suite C, Room 116
McConnell AFB, KS 67221-4000
Ph: 316.688-3397
enrollment@sckans.edu

Fort Riley

Building 215, Custer Ave.
Fort Riley, KS 66442
Ph: 785.784.9930 ▪ Fax: 785.239.6739
enrollment@sckans.edu

Kansas City

3965 W. 83rd Street, Suite 251
Prairie Village, KS 66208
Ph: 913.223.3268 ▪ Fax: 316.688.5215
enrollment@sckans.edu

Winfield – Residential Campus

100 College Street
Winfield, KS 67156
Toll Free Ph: 800.846.1543
<http://www.sckans.edu/campus/>

OKLAHOMA

Midwest City

1401 S. Douglas Blvd. Suite P
Midwest City, OK 73130
Ph: 405.733.3301 ▪ Fax: 405.733.1254
enrollment@sckans.edu

For an up-to-date and complete listing of staff visit our website at:

<http://ps.sckans.edu/staff-directory>

■ ADMISSIONS

Southwestern College Professional Studies invites applications from working adults, military members and other individuals who are seeking to continue their education at the graduate level. All degree-seeking applicants must have completed a bachelor's degree from an institution recognized by the Council on Higher Education Accreditation (or the foreign equivalent for an international applicant). Those who are completing a bachelor's degree may also apply if they will hold this degree by the time they enroll.

Applicants must submit all application materials (<http://ps.sckans.edu/admissions-center>) that include:

- Application form
- Personal essay
- Current resume
- Two letters of recommendation (at least one from a current or former employer)
- Payment agreement
- Enrollment form
- Identity verification form
- Student consent form (optional)
- Official transcript from the degree-granting institution

Official transcripts, including military or other externally evaluated transcripts, must be sent directly from your previous institution to the Southwestern College office of the registrar. Transcripts sent by the learner or a third party will not be accepted. Southwestern College Professional Studies alumni are waived from the letters of recommendation requirement and application fee.

To be considered for admission, applicants' transcripts should document at least one of the following:

- a cumulative undergraduate grade point average (GPA) of at least 3.0 based on a 4.0 system
- 3.0 GPA for the last 60 semester hours in a degree program
- 3.0 GPA for a completed graduate degree program

Southwestern College Professional Studies reserves the right to accept or deny each applicant.

Categories of Admission

Applicants for graduate studies may be admitted under one of two classifications.

Full Admission

Full admission may be granted when the applicant has submitted a complete application packet and the registrar has received an official transcript from the degree-granting institution. Furthermore, the applicant meets the requirements detailed above.

Conditional Admission

Conditional admission may be granted to a student who falls in one or more of the following categories:

- Has less than the minimum 3.0 GPA
- Applies for graduate work while completing the last semester of a bachelor's degree
- Has not submitted all official transcripts

For students who are conditionally admitted based on less than a 3.0 GPA, failure to earn a 3.0 SC GPA after attempting 9 credits will result in the conditional admission being rescinded. Further enrollment at SC will be denied. Students who maintain satisfactory academic progress after completing 9 credits will be considered fully admitted to Southwestern College.

For students who fail to successfully complete their bachelor's degree, the conditional admission will be rescinded. They will have to reapply after completing their degree.

Students conditionally admitted on the basis of delayed or missing official transcripts may enroll in courses. In order to ensure continuing enrollment, transcripts must be received by the end of the fourth (4th) week of the first (1st) session in which the student is enrolled. If at the end of four (4) weeks the Southwestern College registrar has not received all previous college transcripts, the learner will not be allowed to enroll in any future classes and will be dropped from all future sessions. Once transcripts are received, students will be considered fully admitted to Southwestern College.

Getting Started

■ NON-DEGREE SEEKING LEARNERS

Learners who do not plan to work for an advanced degree may be admitted as non-degree learners. Non-degree learners need special approval from the appropriate academic administrator prior to enrolling in their first course and evidence of a conferred bachelor's degree. A maximum of 12 non-degree graduate credits may be earned. A non-degree seeking learner who later wishes to enter a degree program or apply completed course work to a graduate certificate must undergo the full application and admission review process.

Certificate Learners

Learners seeking a Southwestern College Professional Studies graduate certificate are admitted with non-degree seeking status. A maximum of 18 graduate certificate hours may be earned. A non-degree seeking certificate learner who later wishes to enter an advanced degree program must undergo the full application and admission review process.

■ TRANSFER LEARNERS

Learners may be able to transfer hours earned in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher for the MBA, 2.5 or higher for M.S.L., M.S.S.A., M.A.S.M., M.A.T.S., and M.S.M, 2.75 or higher for M.A.T. and M.Ed. graduate programs (see Education Catalog for additional details regarding transfer for education programs). Requests for transfer should be made through the learners' individual academic success coach.

Typically, no more than six semester hours (with grades of A or B) may be applied to the Southwestern College graduate degree, unless by specific articulation agreement or under special circumstances with approval by the appropriate academic administrator. Transfer credits from a Southwestern College graduate program to a second graduate program are limited to six semester hours for equivalent courses from the prior degree. It is required that there will be sufficient remaining unique courses to satisfy the total credits for the second degree. The decision to accept transfer credit will be made by the appropriate academic administrator. Official transcripts showing graduate coursework will also be required.

Transfer learners must also meet these requirements:

1. Regardless of grade points earned in graduate study at other institutions, have at least a grade point average of 3.0 for all work taken in the MBA and M.Ed. programs, and a 2.5 for all other graduate programs at Southwestern College.
2. Accept the judgment of appropriate academic administrator in substituting transfer credits for courses in the Southwestern College graduate catalog.

Getting Started

■ INTERNATIONAL LEARNERS

International learners who wish to attend Southwestern College Professional Studies belong in one of the two categories described below. Review the appropriate category for additional application information. In both categories, the learner's undergraduate degree must be officially recognized by the government of the country in which the degree was granted. Learners, who have attended schools where English was not the primary language of instruction, must show evidence of English proficiency through one of the following: a paper score of 550 or higher or an internet score of 80 or higher on the Test of English as a Foreign Language (TOEFL); a score of 6.5 or higher on the International English Language Testing Service (IELTS) test; a score of 4 or higher on the Chinese Government English Exam; or special courses at other institutions such as completion of the highest level of an Intensive English Language Center program or other relevant experiences.

Learners who have completed graduate-level courses outside the US and who wish to transfer credits into a Southwestern College graduate program must provide official copies of all college transcripts and record of any undergraduate and graduate degrees awarded. All foreign credentials not listed in English should have an accompanying literal translation. Alternatively, learners can provide a third-party transcript evaluation from an organization such as ECE or WES. Please see the Transfer Learners section in this catalog for additional information.

Category 1: Learners who study online with Southwestern College Professional Studies programs from a country outside the United States follow the same policies and procedures outlined under application process in this catalog. Learners in this category must make payment arrangements with the billing office at the time of enrollment, or they will be dropped prior to the start of class.

■ INTERNATIONAL LEARNERS (*continued*)

Category 2: Learners who are required to apply for an F-1 visa should plan to work jointly with a main campus and a Professional Studies admissions representative in order to ensure that all college admission and visa application requirements are met. Prospective learners can begin the process by contacting a Professional Studies admissions representative at 888.684.5335.

Getting Started

■ READMISSION

Learners not enrolled for the equivalent of more than three consecutive semesters are required to contact a Professional Studies graduate admissions counselor to complete all necessary documentation for readmission. Learners who leave the master's program but re-enroll having missed no more than one year (counting fall, spring, and summer semesters as one year) may follow the catalog under which they were previously enrolled. Southwestern College is in compliance with the Higher Education and Opportunity Act (HEOA) provision for service members readmission based on military service.

■ ORIENTATION

All Professional Studies graduate learners are given access to a Blackboard course with continuous enrollment for orientation and resources. This site

contains helpful information for all graduate learners, including supplemental program resources and details regarding capstone projects.

■ ACADEMIC SUCCESS COACHING (ADVISING)

Academic success coaching plays a critical role in the learner's educational journey at Southwestern College. A staff of professional, full-time coaches assists learners with degree plans, course selection, and other issues related to the learner's program. In addition, the academic success coach is prepared with the tools and best practices needed to help learners persist to their individual educational goals. Each academic success coach is committed to proactive learner contact, providing the necessary level of support for an optimal educational experience. Prospective learners are invited to discuss their specific goals with a graduate academic success coach.

Meet our academic success coaching staff at:

<http://ps.sckans.edu/academic-success-coaches>

■ PRIOR LEARNING ASSESSMENT

Learners may receive additional credit through prior learning assessment process. These include: transfer credit and credit evaluated by the American Council on Education (ACE).

A description of the policies specific to these various credit options is described below.

Transfer Credit

Learners must provide an official transcript of graduate coursework done at all other institutions for review by the appropriate academic administration to apply those hours toward requirements at Southwestern College. Only hours successfully completed with a final grade of "A" or "B" earned at institutions recognized by the Council for Higher Education Accreditation (CHEA) may be considered. A maximum of six graduate transfer hours may be applied to an advanced degree at Southwestern College.

Credit Evaluated by the Academic Council on Education (ACE)

Recommendations for graduate credit will be reviewed for credit and applied to degree requirements like other transfer credits.

Validation of Credits by Examination

This option is currently available only in Southwestern College undergraduate programs.

■ CODE OF CONDUCT

Enrollment at Southwestern College is interpreted by the institution to have both academic and social behavioral implications. Learners are expected to conduct themselves ethically, honestly, and with integrity. This requires the demonstration of mutual respect and civility in both academic and professional discourse and settings. Learners are expected to respect the rights and privileges of others and to foster an environment conducive to learning. The following actions or behaviors which are inconsistent with the college mission and academic traditions or unacceptable to the established community standards may result in suspension or expulsion.

1. Actions, oral statements, and written statements which threaten or violate the personal safety of faculty, staff, or learners.
2. Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive educational environment for any learner, faculty, or staff member.
3. Stalking or persistently pursuing another person and creating unwelcomed contact or communication.
4. Unauthorized, inappropriate or misuse of computers and technology.
5. Theft or damage to personal or college property or services.
6. Academic dishonesty including but not limited to plagiarism and cheating.
7. Physical harm or threat of physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
8. Carrying of weapons or other hazardous items on campus, at campus-sanctioned events, or when meeting with campus personnel (does not apply to learners who are law enforcement officers).
9. Using, dealing, or being under the influence of alcohol or illegal drugs while in class.
10. Falsification, alteration or invention of information on college forms including financial aid applications.
11. Violation of federal, state, or local laws and regulations that impact the college educational environment.

This list is representative but not all-inclusive. Violators of the code of conduct will be referred to the vice president of Southwestern College Professional Studies who will make an appropriate disciplinary decision.

Academics

■ ACADEMIC INTEGRITY

Southwestern College assumes the academic integrity of its learners. Academic dishonesty is any act of cheating, fabrication, plagiarism, and abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. In cases where academic integrity is in question, the following definitions and policies will apply:

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 to phrasings 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 written assignment or a portion of a written assignment for one class that was originally written for another class, without the express written consent of the instructor 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 non-circulating 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 College 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 learner. Examples: ruining another learner's lab work, failure to participate in group assignments, destroying another learner's term paper, etc.
8. Aiding and abetting academic dishonesty is knowingly facilitating any act defined in items 1-7.

■ POLICIES FOR DEALING WITH VIOLATIONS OF ACADEMIC INTEGRITY:

Course:

1. The instructor shall determine if the infraction is intentional or unintentional.
2. The instructor may issue a reprimand (written or oral) for intentional or unintentional violations, and/or assign a reduced score or zero for the assignment (paper, exam or project). Institutional procedures will also apply if a zero is recorded due to an intentional violation of the academic integrity policy.
3. The most severe violations of academic integrity may result in the learner receiving a failing grade in the course. In such circumstances the instructor will consult with the academic dean of Professional Studies prior to assigning the failing grade. Institutional procedures will also apply if a learner receives a failing grade due to a violation of the academic integrity policy.
4. The learner may appeal the instructor's decision to the academic dean of Professional Studies.

Academics

■ POLICIES FOR DEALING WITH VIOLATIONS OF ACADEMIC INTEGRITY *(continued)*

Institutional:

1. When a zero is recorded for an assignment because of intentional academic dishonesty the occurrence will be reported, in writing, to the academic dean of Professional Studies.
2. The violation will be documented by the appropriate college staff members.
3. Validated attempts of academic dishonesty will become a permanent part of the learner's academic record.
4. The academic dean of Professional Studies will review the documentation and may issue a written warning (probable first violation) or suspend (subsequent violations) the learner from Southwestern College.
5. The learner may appeal the academic dean of Professional Studies decision to the appropriate academic governance committee. Appeals must be submitted in writing within 30 days of notification by the academic dean of Professional Studies. Decisions of the academic governance committee are final.

■ GRADUATE DEGREES OFFERED

Southwestern College confers the following graduate degrees for program offered in Professional Studies:

M.A.S.M.	Master of Arts in Specialized Ministries
M.A.T.	Master of Arts in Teaching
M.A.T.S.	Master of Arts in Theological Studies
MBA	Master of Business Administration
M.Ed.	Master of Education with a major in Curriculum and Instruction
M.Ed.	Master of Education with a major in Special Education
M.S.L.	Master of Science in Leadership
M.S.M.	Master of Science in Management
M.S.S.A.	Master of Science in Security Administration

Learners seeking a degree must fulfill all requirements as listed in this catalog. M.Ed. and M.A.T. learners should refer to the Education Catalog for requirements.

■ CERTIFICATE PROGRAMS OFFERED

Southwestern College offers the following graduate certificate programs for Professional Studies. Non degree seeking certificate learners may transfer a maximum of one class into a certificate program.

Certificates

Emergency Planning
Enterprise Risk Management
Executive Leadership
Executive Quality Management
Rural Healthcare Administration

■ CHANGING DEGREES OR ADDING A GRADUATE CERTIFICATE

A learner wishing to change degrees must submit a completed change of degree form to the learner's academic success coach. The academic dean of Professional Studies reviews and approves the program change. The learner assumes responsibility for any extra credits that may be involved in meeting the requirements of the new degree.

Academics

■ COURSE NUMBERING SYSTEM

Courses are numbered by level:

- 100-400 Undergraduate*
- 500+ Graduate

**Graduate learners interested in taking undergraduate courses will need to contact an admissions counselor and undergo the undergraduate admissions process.*

Course Authorization

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

■ CALENDAR OF SESSIONS

Southwestern College Professional Studies programs include eight, six-week sessions each year, with three sessions during the traditional fall and spring semesters and two sessions in the summer semester. Teacher Education courses are offered in a combination of 12-week and 6-week sessions. Courses are offered online, on ground, and in a blended environment. Enrollment is completed online or at any on ground location. Enrollment opens:

- May 12, 2015 for Fall 2015 Session 1-3
- Nov 10, 2015 for Spring 2016 Sessions 1-3
- April 12, 2016 for Summer 2016 Sessions 1-2

Enrollment remains open through Monday at 4:59 p.m. Central Time the day the session begins.

Fall Semester

- Session 1: Aug 17 – Sep 27, 2015
- Session 2: Sep 28 – Nov 8, 2015
- Session 3: Nov 9 – Dec 20, 2015

Spring Semester

- Session 1: Jan 11 – Feb 21, 2016
- Session 2: Feb 22 – Apr 3, 2016
- Session 3: April 4 – May 15, 2016

Summer Semester

- PS Session 1: May 16 – Jun 26, 2016
- PS Session 2: Jul 4 – Aug 14, 2016

EDUC & RHC courses may combine two sessions in a single semester for one 12 week session.

■ GRADING SYSTEM

The college grading system defines the following marks as graded hours and assigns the grade points shown per semester credit hour:

- A+ = The grade of A+ is reserved for a perfect score (100%) of all work in a course
- A = Superior work
(A+ or A, 4.00; A-, 3.67)
- B = Above average work
(B+, 3.33; B, 3.00; B-, 2.67)
- C = Average work
(C+, 2.33; C, 2.00; C-, 1.67)
- D = Minimally acceptable work for receiving credit
(D+, 1.33; D, 1.00; D-, 0.67)
- F = Failure
(0 points)
- WF = Withdraw Failure
(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
- AW = Administrative withdrawal from a course
- I = Incomplete work
- WM = Withdrawal by the Army
(obtained through the Army)
- S = Satisfactory work
(equivalent to a C- or better)

Southwestern College Professional Studies' participation in memoranda of agreements may require additional grade designations.

■ POWER CAMPUS SELF-SERVICE AND COURSE SELECTION

Learners are strongly encouraged to consult their academic success coach before selecting courses. Power Campus Self-Service is Southwestern College's web based learner information system where learners may enroll, view schedules, make schedule changes (drop a course before it begins), access account information, view unofficial transcripts, print grades, view progress towards degree, and pay their bill. It may be accessed at

<https://web01.sckans.edu/SelfService/Home.aspx>

Academics

■ COURSE LOAD

Full time status is nine (9) hours per semester (fall, summer, and spring). Three-quarter time is six (6) hours, while part time is four and a half (4.5) hours per semester. One course per session is the preferred course load in Professional Studies graduate programs. Enrollment in more than three credit hours in a session requires a review by and approval from the director of learner support and academic success. A learner may be dropped from a course at the discretion of the director of learner support and academic success if the learner has not received prior approval for more than three credit hours and if the learner has not provided sufficient evidence to demonstrate successful completion of the extra course(s).

■ 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.

■ INDEPENDENT STUDY

Independent study is available to serve a learner's interest in pursuing study in an area not offered in any established course. Approval forms are available from the graduate academic success coach. 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 appropriate academic administrator 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 the appropriate academic administrator before enrollment).
3. Contact hours between learner 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.

■ BLACKBOARD LEARN

Blackboard Learn is Southwestern College's course management software used for all online courses and as a supplement to many on ground classes.

Academics

■ DEETS LIBRARY

Learners are expected to make use of the Southwestern College Deets Library, where useful resources are held and access to online resources provided. Learners can also access reference materials and eBooks through the library. Access to the library is provided by using the Southwestern College ID and designated password from the College.

■ COURSE PARTICIPATION

For on-ground courses, learners are expected to attend all classes for the full length of the class period. More than one absence in a six week period is considered unacceptable and may result in a lower grade for the course. Late arrival or early departure may be counted as absences at the discretion of the instructor. Failure to participate in an on-ground class during the first week of a session may result in a drop from that course. Learners are responsible for missed material and for arranging make-up work.

For online learners, regular, systematic weekly participation is expected according to the tenets established on the course syllabus. More than one week of nonparticipation in one six-week period may result in a lower grade for the course. Learners who fail to demonstrate participation in an online course by the end of the first week of class may be dropped unless other arrangements have been made with the instructor.

■ FAILURE TO MEET COURSE REQUIREMENTS

In order to pass a course all key assignments must be complete. Failure to complete and submit any key assignment may result in a failing grade for the course.

If a learner exceeds the permitted number of class absences or otherwise fails to do the work of a course, an instructor can inform that learner in writing that it will be impossible for the learner to pass the course and an F will be the result when grades are turned in. The instructor may wish to suggest to the learner that further attendance or completion of class work will not change this outcome.

If this notice comes prior to the official last day to withdraw from a course (refer to withdrawal section), the learner may withdraw and receive a grade of "WD." After that date the grade will be an "F."

A copy of the notification letter will be retained in the learner record.

Academics

■ INCOMPLETE WORK

A learner may request a temporary grade of incomplete when the work of the learner has been generally satisfactory but for reasons beyond the learner's control it has not been possible to complete certain assignments made by the instructor. A minimum of 50 percent of the course work must be completed before an incomplete can be granted. If the instructor agrees to the learner's request, the learner and instructor must jointly complete a form describing the work remaining in the course and a plan for its completion. The form will then be submitted to the academic dean of Professional Studies. If the incomplete is acceptable the form will be filed with the registrar.

If an incomplete is given, the learner will work with the instructor to set a reasonable deadline. A deadline of no more than 30 days is strongly suggested. Under extreme conditions, learners may request a maximum of 90 days after the end of the course to complete the course work. A grade of "F" will automatically be entered as a final grade if the remaining work is not completed by the deadline.

Incompletes must be requested by the learner prior to the end of class and are awarded at the discretion of the instructor. To qualify for an incomplete, the learner must have made satisfactory progress in the class and have encountered extraordinary circumstances preventing the completion the class by the scheduled end date.

Extension of the deadline may be allowed by special permission of the academic dean of Professional Studies in cases of illness or other conditions beyond the learner's control. Requests for extensions of deadlines must be initiated by the learner and endorsed by the instructor involved in order to be considered. During the period in which a learner holds an incomplete, the grade point average will be calculated without counting the incomplete. A learner who has received a grade of Incomplete in a course cannot submit a withdrawal request for the course.

An instructor may not give an incomplete unless the learner has requested it. If the form is not submitted to the Professional Studies Academic Affairs office by

the end of the grading period for that term, a grade of "F" will be recorded.

Academics

■ EXTRA CREDIT POLICY

Southwestern College Professional Studies instructors may not offer extra credit to learners.

■ REPEATING COURSE WORK

If a learner 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 do not fall under this rule.

■ APPEAL OF GRADE

Any grade change or appeal for a grade change must be requested in writing within 30 days after the end of the course in which the grade is given. If a learner 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 learner may then seek resolution with the academic dean of Professional Studies by providing a written appeal of the grade. The academic dean of Professional Studies will render a decision based on a review of the course, assignment submission, and any documents submitted by the learner with the written appeal. If the learner disputes this decision, the final step would be to submit a written request for an appeal of a grade to the appropriate academic governance committee.

All written appeals should be submitted in a letter document format which should include any relevant information, including specific assignments in question. Appeals can be submitted electronically via email to the academic dean of Professional Studies with the documents as attachments.

The academic governance committee has the right to interview the learner, the faculty member(s), and other pertinent individuals in an effort to reach a just resolution of the issue. The committee will render the final decision on the appeal. Notification of the grade appeal findings will be forthcoming from the committee.

This process is also followed in appealing sanctions placed on a learner as a result of the academic integrity policy and code of conduct violations.

Academics

■ COMPLAINT POLICY

Southwestern College tries to be sensitive to learner concerns. Learners should first attempt to resolve conflicts regarding a course directly with the instructor. Other concerns can be communicated to a professional studies staff member. If such an attempt fails, the learner should report the complaint to the appropriate academic administrator. If the learner is not satisfied, a written complaint may be filed in the appropriate academic administrator's office. The academic administrator will review the complaint and attempt to resolve the issues among the parties.

■ WITHDRAWAL

Withdrawal requests must be made in writing or by submitting the online form found at:
<http://w3.sckans.edu/ps/withdraw/>.

Official Withdrawal from Courses

A learner may withdraw from a course at any time before the start of the last week of class in a regular six week session and receive a grade of "WD." For courses lasting longer than six weeks, the last date to withdrawal is two weeks before the end of the course. A charge will result for any course withdrawal after the end of the first week of class. Military learners who wish to inquire about the impact of mobilization, activation, and temporary duty assignments on academic standing and financial responsibilities associated with adding, dropping and withdrawing from a course, should speak with their academic success coach or a staff member in the billing office at (888) 684-5335.

Withdrawal from College

Any learner wishing to withdraw entirely from the college during a term should give official notice to the director of learner support and academic success. Withdrawal protects the academic record in that the designation of "WD" is recorded for any course in progress at the time of the learner's departure from the college. Learners who leave without completing the withdrawal process risk receiving "Fs" for courses in progress and can receive full charges for the courses. Information regarding charges and fees is found in this catalog under "Charges and Fees."

Administrative Withdrawal

A grade of "AW" may be registered for any learner who has not participated in class and cannot be contacted by the end of the third week of class. The administration may also elect to register "AW" for courses in progress under limited circumstances associated with medical emergencies, disciplinary action, or exigent circumstances preventing the learner from requesting a withdrawal or an incomplete.

■ ASSESSMENT

Southwestern College is committed to quality in higher education, striving to meet the educational needs of society and of individual learners. The academic assessment program at Southwestern exists to evaluate the effectiveness of the college experience in assisting learners' movement toward the outcomes identified as flowing from the mission of the college. To that end aggregate data are collected from learners periodically. The process and product of academic assessment focuses on the centrality of the teaching mission of higher education and on the institution's ability to self-correct in ways meaningful to the educational experience of learners. The information resulting from the assessment process will not be used in any way other than for institutional improvement.

■ ACADEMIC FORGIVENESS

Individuals who have accumulated a grade point average of less than 2.0 at Southwestern College may petition the appropriate academic governance committee 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 and must be deemed ready for academic success. Academic forgiveness expunges all of the learner's academic record at Southwestern College and may be received only once. When granted, the learner'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 learner may then resume study under no academic restrictions.

Academics

■ ACADEMIC FORGIVENESS *(continued)*

This policy applies only to the usage of learner academic records within Southwestern College. This would include the use of learner grade point average in determination of graduation requirements, suspensions and probations, and internal financial aid stipulations. Although a learner'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 learner transferring from Southwestern College to another institution must follow the receiving institutions policy.

■ ACADEMIC STANDING

To remain in satisfactory academic standing, a learner must maintain a cumulative grade-point-average (GPA) of 3.0 for the MBA, M.Ed., and M.A.T. or a 2.5 GPA for all other programs each session and make satisfactory academic progress towards his/her degree. At the end of each session, the cumulative grade point average and academic record of the learner will be evaluated to determine academic standing. Failure to remain in good academic standing will result in the learner being placed on academic probation, suspension or expulsion as defined below. M.Ed. and M.A.T. learners should refer to the Education Catalog for additional information.

Satisfactory Academic Standing

A learner will remain in satisfactory academic standing if his/her cumulative grade point average is 3.0 or above for the M.B.A., M.Ed., and M.A.T. or a 2.5 or above for all other program, earns no grade below a C and withdraws from no more than 2 courses in an academic year. Learners not meeting satisfactory academic standing may be moved into probation or suspension.

Academic Probation

After completing 3 credit hours of coursework, a learner must have a minimum cumulative grade point average of 3.0, no grade below a C, and no more than 2 withdraws in an academic year. Those not meeting these conditions will be placed on academic probation. The learner will receive notification from the appropriate academic administrator. Any learner placed on probation is subject to the conditions prescribed by the academic dean of Professional Studies. Learners on probation are required to repeat any course in which they received less than a 2.0 as soon as possible, raise his/her cumulative grade point average to a 3.0 or above within 3 sessions and not receive a grade lower than a C within those 3 sessions. If the learner does not raise the cumulative grade point average to over a 3.0 within the three sessions, the learner may be placed on academic suspension. In addition, learners who violate professional or academic standards of conduct may also be subject to probation, suspension or expulsion.

Learners placed on academic probation as a result of an approved suspension appeal, will be held accountable to the conditions as outlined in their re-admittance letter.

Academic Suspension

Learners who fail to make positive academic progress toward the degree and who fail to maintain defined satisfactory academic standards may be suspended from the college. Additionally, after completing 12 hours of course work, a learner must have a minimum cumulative grade point average of 3.0 with no grade below a C, have no more than 2 withdrawals in an academic year and completed at least 60 percent of attempted courses or the learner may be suspended from the graduate program.

- Learners may expect to have his/her academic status reviewed more frequently, if the appropriate academic administrator so requests.
- Learners who violate professional or academic standards of conduct may also be subject to suspension or expulsion.

Academics

Academic Suspension *(continued)*

Learners who are suspended may appeal, but are required to sit out for six sessions and if re-admitted will come back on a probationary basis. See appeal process for further explanation.

Learners enrolled in the M.Ed. and M.A.T. programs should refer to the Education Catalog and the teacher education handbook for further clarification on suspension.

Appeal Process

Any learner who is academically suspended has the right to appeal and may request a one-time reinstatement after a period of six sessions. An appeal must be made in writing, should include any relevant information or documentation that supports the reason for the appeal and be addressed to the academic dean of Professional Studies and Professional Studies academic affairs council (PSAAC). Appeals should be submitted in a Word document and attached to an email to the learner's academic success coach. Appeals will be reviewed by PSAAC and the council's decision shall be final.

A learner, who has been suspended and granted an appeal, may be readmitted on a probationary basis and is subject to the stipulations as defined by the academic dean of Professional Studies and PSAAC.

Learners not enrolled for 12 consecutive months or longer, will be required to submit a new application along with the appeal and will matriculate under the current catalog requirements.

Expulsion

A learner, who has previously been suspended and allowed to reenter under the appeal process, may be expelled if satisfactory academic progress is not maintained. No further reviews or appeals will be permitted. This includes withdrawing and/or receiving a grade of less than a "B" in any course.

Learners who violate professional or academic standards of conduct may also be expelled with no further review or appeal.

■ **REQUIREMENTS FOR GRADUATION**

Degree Requirements

From the date of acceptance, learners have five consecutive years to complete the degree. If an extension is necessary, an application in writing must be made to the appropriate academic administrator stating information pertinent to the request.

1. Complete the specific program requirements for the master's program.
2. Have an overall grade point average of: 3.0 (B average) for the M.B.A. and M.Ed. or a 2.5 (B-average) for all other graduate programs, with no single grade below a C (2.0).
3. Have Southwestern College graduate course credit of at least 30 hours per degree.
4. Complete the Application for Degree by stated deadline.
5. Be elected to the degree by the faculty and the Board of Trustees.

■ **CONFERRING DEGREES**

Learners who have completed all degree requirements must complete and return an Application for Degree to the office of the registrar by the first day of the month preceding graduation to be considered for graduation.

Regardless of the point at which a learner completes coursework for a degree at Southwestern College, degrees are conferred in May, August, and December. Learners are considered May, August, or December graduates.

Learners who complete requirements in May, or the end of the summer semester immediately following, may participate in May Commencement ceremonies.

Learners who complete requirements in December may participate in Commencement ceremonies the following May. Commencement ceremonies are held annually in May on the main campus in Winfield, Kansas.

Programs of Study

■ CHARGES and FEES

The following charges apply to Professional Studies graduate programs. Military tuition discounts are available for active duty military and their spouses, reserve members, guard members, and DoD civilians.

Tuition* (*per credit hour*)

- \$ 453 Master of Arts in Specialized Ministries
- \$ 462 Master of Arts in Teaching
- \$ 453 Master of Arts in Theological Studies
- \$ 602 Master of Business Administration
- \$ 462 Master of Education (C&I, Spec. Ed.)
- \$ 539 Master of Science in Leadership
- \$ 539 Master of Science in Management
- \$ 539 Master of Science in Security Administration

Fees

- \$ 100 Online materials fee
- \$ 40 Application Fee
- \$ 30 Technology fee (*per session*)
- \$ 7 Official transcript fee (*per copy*)
- \$ 10 Faxed official transcript (*per copy*)
- \$ 15 Tuition payment plan fee
(*per semester; non-refundable*)

* *Military tuition discounts are available for active duty military and their spouses, reserve members, guard members, and DoD civilians.*

* *Business Alliance Tuition Discounts are available for eligible employees of Business Alliance Partners*

■ OFFICIAL TRANSCRIPTS

A transcript is a certified copy of a student's permanent academic record. It contains confidential information and cannot be released without the student's signed, specific request.

Learners may order as many transcripts as desired in one online transaction using any major credit card. Southwestern College offers electronic transcript delivery to other educational institutions (through the National Student Clearinghouse) as well as by mail, fax, and overnight delivery options.

Learners may order their transcripts online by selecting *Records Request* in PowerCAMPUS Self-Service or through www.getmytranscript.com.

■ TEXTBOOKS

If a textbook is required for a course, it is the learner's responsibility to obtain textbooks. In lieu of a textbook, some courses may have course materials provided for which there is a course material fee. The learner should consult the course syllabus for textbook or course materials requirements. Syllabi can be found in the Current Learner section of the website at: <http://ps.sckans.edu/course-syllabi>. Southwestern College has an agreement with its preferred textbook vendor that allows a learner to purchase through the enrollment center by debit or credit card. The college is in compliance with the Higher Education and Opportunity Act (HEOA) provision on course material information disclosure through their preferred vendor at <http://bookstore.mbsdirect.net/sckans.htm>.

■ PAYMENT OF ACCOUNTS

Payment Policy

Learners Payment Obligation

All tuition and fees from each semester are due and payable by the first day of classes and before a learner may enroll in an additional semester. In order to finalize registration, payment arrangements must be made before classes begin. Any learner unable to make payment in full before the first day of classes (including those learners who have not completed the financial aid process) must make a payment arrangement. A \$15 per semester nonrefundable fee will be assessed.

Failure to make Payment Arrangement

Failure to pay in full or arrange for a payment plan by the final day for adding may result in future classes being dropped. Failure to make any payment as agreed in a payment plan may result in a mandatory administrative withdrawal from courses in which the learner is currently enrolled.

Change of Address

To facilitate accurate record keeping it is necessary to keep the college apprised of current name, address, email address and social security information. Change of address notification can be handled online, in-person, or through written correspondence.

Payments

Statements

Billing statements will be available online through Self-Service by the first business day of the month for any learner with a balance due. Statements will reflect anticipated financial aid until the time of disbursement of funds to the learner's account. The balance due will be based on all charges less anticipated aid. Any miscellaneous charges will be included in the monthly billing and will be due and payable upon receipt of the statement.

Payment Methods

Payments to Southwestern College may be made online through Self-Service by ACH/electronic check, Visa, MasterCard, American Express or Discover. Payment may also be made through the Billing Office, in person, by mail or by phone.

Returned Checks

A \$25 fee will be assessed for each check returned by our bank and not paid for any reason. If a check returned for non-sufficient funds was intended as a payment on account, it will be considered a non-payment and will be subject to the conditions in the Past Due Accounts section.

Refunds

Refunds will be credited first to the balance due on account in accordance with the published refund policy. Financial aid refunds will only be issued after funds are disbursed to the learner's account. They will be processed on a weekly basis.

Payment Plans

Standard Payment Plan

For those who are unable to pay tuition in full prior to class start date, Southwestern offers a payment plan option. A \$15 per semester nonrefundable fee will be assessed for all payment plans. The standard payment plan allows payment over 5 months in the fall and spring semesters, and over 3 months in the summer semester. (Aug-Dec for Fall, Jan-May for Spring, and May-Jul for Summer). Failure to pay according to the payment plan agreement will result in a stop on the learner account until it has been brought to current status. Missed or late payments will be subject to a finance charge based on the unpaid balance for the semester.

Financial

Company Reimbursement

For tuition reimbursed by an employer, the learner must submit a copy of the employer's tuition reimbursement letter or voucher authorizing tuition and fee reimbursement to Accounts@sckans.edu. The learner must also select the Company Reimbursement payment option in ePayment each semester. Balances will be deferred for 60 days from the end of the semester on tuition and fees covered by your employer. Payment for all tuition and fees not covered by the employer is due by the first day of class. A \$15 nonrefundable fee will be assessed unless the full amount of tuition and fees is paid in full by the first day of class. The authorization letter/voucher should be printed on company letterhead and must specify the following:

- The name of the agency
- The appropriate contact person
- The learners name
- The course and/or fees that have been pre-approved for payment

Direct Company Billing

If a learner's organization has authorized Southwestern College for direct billing to the organization, a voucher or letter authorizing the direct billing must be submitted to the Student Accounts Office at Accounts@sckans.edu. They must also select the Third Party Payer payment option in ePayment each semester. Learners will be responsible for paying any fees not paid by their sponsor. The letter should be printed on company letterhead and must specify the following:

- The name of the agency
- The appropriate contact person
- The invoice mailing address
- The learners name
- The course and/or fees that have been pre-approved for payment

MILITARY

All Active Duty Army

Army learners must register through the portal. Southwestern College works directly with the Army for payment of accounts (some exceptions may apply). They should select the Third Party Payer payment option in ePayment each semester.

Active Duty and Reserve Air Force

After registering for courses with Southwestern College, all active duty and reserve Air Force who wish to use tuition assistance (TA) as payment for their course(s) and fee(s) will need to log into the AI Portal and request tuition assistance. Once learners have been notified of TA approval, they will then need to select the Third Party Payer payment option in ePayment each semester.

All Active Duty Navy, Marines, Coast Guard, and DoD

After registering for courses with Southwestern College, all Navy, Marines, Coast Guard, and DoD learners who wish to use Tuition Assistance (TA) as payment for their course(s) and fee(s) will need to submit their approved TA form to Student Accounts at Accounts@sckans.edu. Learners also need to select the Third Party Payer payment option in ePayment each semester.

VA Education Benefits

A Veterans Affairs certifying official is on staff at Southwestern College. If a learner wishes to activate VA education benefits for use at Southwestern College, contact VA@sckans.edu. Learners must also select the GI Bill payment option in ePayment each semester.

Past Due Accounts

Prior balances

A person who has outstanding indebtedness to the college will not be allowed to register for additional classes, receive a transcript or record, have academic credits certified, or receive a diploma until the indebtedness has been satisfactorily cleared. Prior balances must be paid before setting up a new payment plan. Registration for the current semester will not be complete until all outstanding indebtedness has been cleared.

Financial

Finance Charges

A monthly finance charge of 1.5 percent (annual rate, 18 percent) is assessed on the unpaid balance of an account. The finance charge will be waived if on-time payment is received based on an agreed-to payment plan.

Final Payment Notices

Any account with a balance at the end of a semester will receive a 30 day letter. If payment is not made upon receiving a final notice, the account is subject to being sent to collections.

Collections: If a learner does not make full payment of tuition, fees, and other college bills and the account is sent to a collection agency, the learner is responsible for all collection costs, including agency fees, attorney fees and court costs, plus whatever amounts the learner owes the college. In addition, non-payment or a default judgment against the learner's account may be reported to a credit bureau and reflected in a credit report.

■ ADMINISTRATIVE WITHDRAWAL

If a learner does not demonstrate participation in a course by the end of the third week of class and cannot be reached by phone or e-mail, a grade of AW (Administrative Withdrawal) may be recorded for the course, and tuition will be assessed according to normal withdrawal fees.

■ CANCELLATION OF CHARGES

Learners who officially withdraw from courses will have fees cancelled based upon the date of written notification of withdrawal by the learner. An official withdraw request must be submitted in writing to one of the following:

- Online: <http://w3.sckans.edu/ps/withdraw>
- E-mail: withdraw@sckans.edu
- Fax: 316-688-5218
- Mail: Learner Support (DLSAS)
2040 S. Rock Rd.
Wichita, KS 67207

■ CANCELLATION OF CHARGES *(continued)*

Military Learners who wish to inquire about the impact of mobilization, activation, and temporary duty assignments on financial responsibilities associated with adding, dropping, or withdrawing from a course should speak with a staff member in the billing office at (888) 684-5335.

For courses lasting six weeks

- Full tuition will be reimbursed when withdrawal notice is given before midnight Sunday the end of the first week of class.
- Seventy percent of tuition will be reimbursed when notice is given before midnight Sunday of the second week of class.
- Tuition is not reimbursed when notice is given after midnight Sunday of the second week of class.
- Withdrawal is not permitted after the fifth week of class.

For courses lasting twelve weeks or longer

- Full tuition will be reimbursed when withdrawal notice is given before midnight Sunday the end of the first week of class.
- Seventy percent of tuition will be reimbursed when notice is given before midnight Sunday of the fourth week of class.
- Tuition is not reimbursed when notice is given after midnight Sunday of the fourth week of class.

A week starts on Monday and ends Sunday before midnight central time.

■ CANCELLATION OF FINANCIAL AID

Withdrawing learners 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), then to a Pell grant, SEOG, and other Title IV programs.

For Southwestern aid, the amount returned is the same percentage as the amount of charges cancelled. For state and other aid, all funds are usable until the learner's account balance reaches zero. Any excess is returned.

Refunds

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

■ FINANCIAL AID AND FELLOWSHIPS

Some graduate learners are eligible for federal financial aid, primarily loans. For information, inquire at the financial aid office on the main campus or see a financial aid counselor at the Wichita Campus.

Two graduate fellowships are awarded on a competitive basis. Tuition waivers depend on the terms of the fellowship. Please obtain information about these fellowships directly from the Vice President of Professional Studies.

How to Apply for Financial Aid

Learners must have been granted admission to Southwestern College. Before financial aid can be applied to an account, these steps should be followed to apply for financial aid:

1. Complete the confidential Free Application for Federal Student Aid (FAFSA), indicating Southwestern College (School Code Number 001940) on the form. Application forms may be obtained online at www.fafsa.gov. Priority application receipt date for financial aid for all returning learners is April 1.
2. Submit all documents requested by the financial aid office.

Financial Aid Regulations

The following regulations govern all scholarships and grants:

1. Southwestern College Scholarships and grants are awarded by application.
2. Southwestern College is federally obligated to adjust the financial aid awards of learners who withdraw prior to the end of the semester or who reduce the number of hours enrolled in during a semester. Southwestern College Scholarships and grants are adjusted according to the college's policies on cancellations and refunds. Federal and state aid is adjusted according to federal regulation
3. For learners receiving state or federal aid, Southwestern College is required by law not to offer institutional aid that would exceed the financial need of the student.
4. Financial aid awards are credited to student accounts according to federal regulation and divided among the student's total number of terms (maximum of three within a 12 months period – summer, fall, spring).
5. Learners in the Professional Studies and graduate programs are not eligible for main campus institutional aid programs.
6. The entire financial aid award may be voided if incorrect or false information is provided on the Free Application for Federal Student Aid (FAFSA). Intentional false statements or misrepresentation on any of the student's financial aid application materials may subject the filer to a fine or imprisonment, or both, under provisions of the U.S. Criminal Code.

Satisfactory Academic Progress

Southwestern College is required by federal regulation to monitor satisfactory academic progress for financial aid recipients. These standards ensure that only those learners demonstrating satisfactory progress toward the completion of their educational program will continue to receive financial aid. Southwestern College's policy measures a learner's performance in the following four areas: 1) successful completion of courses (credit hours), 2) cumulative grade point average (GPA), 3) maximum time to degree completion, and 4) overall pace toward degree.

1. Successful Completion of Courses

At the end of the fall, spring, and summer semesters, learner progress is measured by comparing the number of attempted credit hours with the number of earned credit hours (i.e., receipt of a grade of A, B, C, D, or S). In any given year, learners must have earned at least 70 percent of the credits they attempted to remain in good standing for financial aid purposes only. The following letter grades do not count toward earned hours, but do count toward the completion of attempted hours:

- F – Failure
- I – Incomplete
- WD – Withdrawal
- WF – Withdraw Failure
- WM – Military Withdrawal
- AM – Administrative Withdrawal

2. Cumulative Grade Point Average

Learners whose work is below level described in the academic suspension policy are failing to make minimum progress toward their degree (see Academic Policies).

3. Maximum Time to Degree.

Graduate learners are eligible to receive federal and state financial aid up to 54 attempted credit hours. Students in the Ed.D program are eligible to receive federal and state aid up to 81 attempted credit hours. Once a student has exceeded the

maximum attempted hours, all financial aid will be suspended for subsequent semesters.

4. Overall Pace toward Degree.

At the end of the fall, spring, and summer semesters, learner progress is measured by comparing the number of cumulative attempted hours with the number of cumulative earned hours (i.e., receipt of a grade of A, B, C, D, or S). Learners must have earned at least 70 percent of the overall credits they have attempted to remain in good standing. The following letter grades do not count toward earned hours, but do count toward the completion of attempted hours:

- F – Failure
- I – Incomplete
- WD – Withdrawal
- WF – Withdraw Failure
- WM – Military Withdrawal
- AM – Administrative Withdrawal

Financial Aid Warning/Suspension/Probation

At the end of the fall, spring, and summer semesters, all aid recipients will be evaluated for satisfactory academic progress. Financial aid recipients who do not meet one of the four requirements for progress will be placed on financial aid warning for one semester. A learner on financial aid warning is eligible to receive financial aid for the next semester of attendance. If the learner does not meet one of the four conditions imposed upon him/her during the warning period, the learner will be placed on financial aid suspension. Suspension prevents the learner from receiving any federal or state financial assistance for future semesters until such time as the learner again meets all four satisfactory academic progress standards. Learners who have reached the maximum hour limit and have yet to receive a degree are immediately sent to suspension without a warning period. Learners on suspension have the right to appeal the decision.

Conditions for Appeal Reinstatement

Learners may appeal their financial aid suspension by submitting an appeal form to the financial aid office for consideration by a committee of student services officials. Appeal forms are available from the financial aid office.

Some circumstances, such as medical problems, illness, death in the family, relocation, or employment changes can be considered for an appeal. The committee will review the appeal and contact the learner by a reasonable date. Learners who are approved will be placed on financial aid probation and required to submit to a prescribed academic plan. Learners must meet the goals on the academic plan to be removed from financial aid probation. The committee's decision is final and may not be appealed further.

In certain circumstances and on a case-by-case basis, students may be placed on financial aid probation without having to appeal the suspension. In these cases, students will be given one semester to rehabilitate satisfactory progress.

Learners who choose to pay for their expenses using private resources may continue to enroll in subsequent semesters without appealing. Learners may have their financial aid reinstated and may be removed from suspension or probationary status once all satisfactory academic progress standards are met.

Consortium Agreements

Occasionally, it is in the learner's best interest to round out a semester schedule using coursework from one or more different colleges. Under certain circumstances and on a case-by-case basis, Southwestern may enter into a consortium agreement with these other colleges in order to qualify to receive federal aid that is based on total enrollment – particularly the Pell Grant. Learners interested in this option should speak with their academic success coach and then notify the financial aid office of their plans prior to the beginning of the semester the student is wishing to combine coursework. In such cases, proration of institutional financial aid may apply.

Financial

■ FEDERAL AID

Teacher Assistance for College and Higher Education (TEACH)

This federal grant program is offered to learners who intend to teach full-time in high-need subject areas for at least 4 years at schools that serve learners from low-income families. The grant provides full-time undergraduates and graduates with up to \$4,000 per year. Learners interested in this grant must be admitted to the teacher education program, meet the academic requirements, and sign an annual Agreement to Serve with the Federal Government. Should the learners not fulfill their part of the contract in the Agreement to Serve, the grant will turn into a Federal Unsubsidized Direct Loan.

Federal Loans

The Department of Education offers a variety of learner loans. The learner is under full obligation to repay the loans.

Federal Unsubsidized Direct Loans

Unsubsidized loans are available to learners who do not demonstrate financial need. The loan is the same as the Subsidized Stafford Loan except the learner is responsible for the interest while enrolled.

More information

Additional financial aid information is available online at <http://ps.sckans.edu/financial-aid>.

■ LEARNER COMPLAINT AND APPEALS PROCESS

Learners with complaints about their account balances, student records, or other non-academic matters should seek resolution with the appropriate administrator. If satisfactory resolution is not achieved at this level within 30 days of the complaint, the learner may file a formal appeal with the Vice President for Professional Studies, whose decision will be issued within 30 days and is final.

Programs of Study

■ MASTER OF ARTS IN SPECIALIZED MINISTRIES (M.A.S.M.)

The Southwestern College Professional Studies Master of Arts in Specialized Ministries program is designed for those who want to enhance their understanding of, and hone their skills in, working with youth and young adults. This nondenominational program is ideal for working or aspiring youth ministers who are called to lead others through the doctrines of the Christian faith. The Master of Arts in Specialized Ministry uses non-traditional formats that are well adapted to the needs of contemporary learners.

Core Required Courses (21 credit hours)

- SMIN501 Introduction to Ministry
- SMIN503 Studies of the Old Testament
- SMIN505 Studies of the New Testament
- SMIN507 Theology
- SMIN509 Survey of Church History
- SMIN596 Practicum in Specialized Ministry Part 1
- SMIN597 Practicum in Specialized Ministry Part 2

All requirements of area of emphasis below:

Emphasis in Youth and Young Adult Ministry

Emphasis Required Courses (15 credit hours)

- SMIN530 Theology of Youth Ministry
- SMIN531 Ethical Issues in Youth Ministry
- SMIN532 Faith and Formation in Developing Adults
- SMIN533 Program Design and Development in the Local Church
- LEAD570 Leadership for the Future

■ MASTER OF ARTS IN THEOLOGICAL STUDIES (M.A.T.S.)

Southwestern College Professional Studies' Master of Arts in Theological Studies (M.A.T.S.) program is designed for those who want to pursue graduate work in theology and biblical studies. It is also suitable for those who want to minister more effectively in the church or in a church-related ministry. The M.A.T.S. uses non-traditional formats that are well adapted to the needs of contemporary learners.

Required Courses

- SMIN503 Studies of the Old Testament
- SMIN505 Studies of the New Testament
- THEO510 Theological Research Methodology
- THEO511 History of Christianity 1
- THEO512 History of Christianity 2
- THEO521 Systematic Theology 1
- THEO522 Systematic Theology 2
- THEO523 Systematic Theology 3
- THEO530 Spiritual Theology
- THEO540 Philosophy of Religion
- THEO545 Theological Ethics
- THEO550 Science and Religion
- THEO565 Studies in Theologians
- THEO595 Thesis

Elective Courses

- THEO 595B Continuing Thesis
- THEO 596 Workshop in Theological Research and Careers

Programs of Study

■ MASTER OF ARTS IN TEACHING (M.A.T.)

The on ground (main campus) or online (professional studies) Master of Arts in teaching degree at Southwestern College provides graduate courses toward Kansas teacher licensure for grades 6-12 for graduates who have received baccalaureate or higher degrees in the following areas: biology, English, social sciences, mathematics, physics, and speech/theatre. The program can enable licensure for grades K-12 for graduates who have received baccalaureate or higher degrees in music as well as physical education. The graduate program does not include a pathway to early childhood or elementary licensure. A transcript review is conducted to determine if additional undergraduate courses are needed to meet all Kansas State Department of Education (KSDE) content standards associated with a teaching license. A content area deficiency plan is developed if additional courses are needed. Successful completion of the MAT does not ensure teacher licensure. In addition to KSDE approved teacher education course work, the agency also requires successful completion of the Praxis II content exam as well as the Principles of Learning and Teaching exam to receive a teaching license. See <http://www.ets.org>.

To accommodate the needs of candidates, graduate classes are scheduled on-line in six and 12-week sessions. Field experiences in high schools as well as practica/student teaching are required. Kansas licensure is accepted in other states. Anyone interested in the program who resides in a state other than Kansas must check with that state's department of education to determine specific licensure requirements for teaching within that state and the acceptability of an out of state license.

Please refer to the Education Catalog for more information.

■ MASTER OF BUSINESS ADMINISTRATION (MBA)

The Master of Business Administration (MBA) program provides the knowledge and skills necessary to successfully formulate, plan, execute, and administer sustainable business strategies and operations. This program emphasizes broad knowledge and skills in business leadership and management, organizational character development and ethical behavior, and global and regional strategy development and execution. In addition, the MBA offers areas of concentration in finance, information technology, and marketing. Learners demonstrate the acquisition, mastery, and value of the knowledge and skills gained throughout the program through their application to realistic scenario and simulation-based activities and applied projects.

Required Courses

- MBA 500 Organizational Behavior and Human Resources
- MBA 505 Business Law and Ethics
- MBA 510 Business Research
- MBA 512 Financial Management, Analysis, and Decision Making
- MBA 514 Managerial Economics
- MBA 530 Marketing Strategies
- MBA 535 Knowledge-based Decision Making
- MBA 540 Global Operations
- MBA 544 Organizational Dynamics and Change
- MBA 545 Technology and Innovation Management
- MBA 580 Globalization and Organizations
- MBA 585 Global Strategies
- CAPS600 Graduate Project

MBA Specializations

Finance

- MBA 550 Strategic Financial Decision Making
- MBA 551 Financial Markets and Innovation
- MBA 552 Portfolio Management

Marketing

- MBA 555 Market Research
- MBA 556 Digital Marketing
- MBA 557 Marketing and Stakeholders

Information Technology

- MBA 560 Digital Commerce and eBusiness
- MBA 561 Collaboration and Social Media Technologies
- MBA 562 Emerging Technologies and Solutions

Programs of Study

■ MASTER OF EDUCATION (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 (NBPTS). Majors in curriculum and instruction or special education are offered. Most Southwestern graduate learners are professionals employed in education or other fields. To accommodate the needs of these learners, graduate classes are scheduled evenings and weekends in six and 12-week sessions. Some courses and programs are available online. Please refer to the Education Catalog for more information.

M.Ed. Majors

Curriculum and Instruction (C&I)

Adaptive Endorsement in Special Education

Functional Endorsement in Special Education

■ MASTER OF SCIENCE IN MANAGEMENT (M.S.M.)

The Southwestern College Professional Studies Master of Science in Management program (M.S.M.) prepares leaders of today's complex and diverse business environment to manage key business operations and lead their organizations to success. The learner will develop skills in areas that support the management functions of planning, organizing, leading, and measuring the performance of the organization. Topics include project management, human resource management, finance, organizational ethics and statistical analysis. The program not only introduces the learner to strategic, tactical, and operational areas, but also to a variety of leadership theories and styles necessary for leading successful organizations. The M.S.M. graduate has demonstrated competence in interpersonal and written communication, ethical reasoning through complex practical application activities, as well as the ability to utilize resources to continue learning about best practices in management in order to prepare him for advancement in his field. The strong foundational concepts taught by professionals support the learners in the completion of projects that make a positive difference in their workplaces, churches, communities, or personal lives, and also may inspire them to continue in additional graduate degree programs.

Required Courses (39 credit hours)

Core (24 credit hours)

In Leadership (6 credit hours)

- LEAD500 Leadership Styles and Theories
- LEAD565 Knowledge Based Leadership

In Management (18 credit hours)

- MBA 500 Organizational Behavior and Human Resource Management
- MGMT505 Project Management Fundamentals
- MGMT560 Ethics in the Global Marketplace
- MGMT565 Financial Analysis and Management 1
- MGMT580 Quality Management and Statistical Analysis
- CAPS600 Graduate Project

Programs of Study

■ MASTER OF SCIENCE IN MANAGEMENT (M.S.M.) (continued)

In Leadership OR Management (3 total credit hours from this section)

Note: Additional courses taken from this section do not count as electives.

- LEAD560 Leading Change in Organizations **OR**
- MBA 544 Organizational Dynamics and Change

Electives (choose 12 credit hours total)

- LEAD510 Leadership in Context
- LEAD515 Leadership Communication and Conflict Resolution
- LEAD520 Leadership Coaching
- LEAD570 Leadership For the Future
- LEAD580 Practical Problem Solving for Today's Organizations
- MGMT510 Financial Accounting
- MGMT515 Managerial Accounting
- MBA 505 Business Law and Ethics
- MBA 530 Marketing Strategies
- MGMT575 Financial Analysis and Management 2

Learners pursuing the Master of Science in Management may choose to integrate the Rural Healthcare Certificate to focus the programs elective requirements. Rural Healthcare courses are 12 weeks in length.

Required Courses (39 credit hours)

Core (24 credit hours)

In Leadership (6 credit hours)

- LEAD500 Leadership Styles and Theories
- LEAD565 Knowledge Based Leadership

In Management (12 credit hours)

- MBA 500 Organizational Behavior and Human Resource Management
- MGMT505 Project Management Fundamentals
- MGMT560 Ethics in the Global Marketplace
- MGMT580 Quality Management and Statistical Analysis

■ MASTER OF SCIENCE IN MANAGEMENT (M.S.M.) (continued)

In Leadership OR Management (3 total credit hours from this section)

Note: Additional courses taken from this section do not count as electives.

- LEAD560 Leading Change in Organizations **OR**
- MBA 544 Organizational Dynamics and Change

Electives (fulfilled via the Rural Healthcare Administration curriculum, 18 hours)

- RHC 510 Leadership in Healthcare Administration
- RHC 565 Leading for Quality in a Rural Context
- RHC 575 Financial Decisions in the Changing Healthcare Landscape
- RHC 580 Organizational Development and Culture
- RHC 585 Information Technology to Lead Rural Healthcare from the Medical Perspective
- RHC 590

Programs of Study

■ MASTER OF SCIENCE IN SECURITY ADMINISTRATION (M.S.S.A.)

Southwestern College's Master of Science in Security Administration (M.S.S.A.) program prepares learners to take on increasing levels of responsibility and leadership positions as mid-to-upper level managers in the security industry. In addition to knowledge in security-related subject matter, individuals will learn problem solving techniques, leadership skills, critical thinking, and how to apply theory to practice. The program is directed toward those not only entering into, but advancing in the growing security industry in private or government security fields such as physical security, vulnerability assessment, information security, homeland security, emergency management, risk management, contingency and continuity planning, and crime prevention. Courses concentrate on business strategies, risk management, planning, assessment, best practices, and security concepts and practices.

Required Courses

- MSA500 Contemporary Security Administration
- MSA505 Security Administration Business Strategies
- MSA510 Enterprise Risk Management
- MSA515 Physical Security Planning and Vulnerability Assessment
- MSA520 Administration of Information Security
- MSA560 Security Law
- MSA565 Organizational Security Investigations
- MSA570 Homeland Security Defense and Administration
- MSA575 Best Practices and Special Issues in Homeland Security
- MSA580 Terrorism: Perspectives and Consequence Management
- MSA585 Emergency, Disaster, and Contingency Management
- CAPS600 Graduate Capstone

■ MASTER OF SCIENCE IN LEADERSHIP (M.S.L.)

The Southwestern College Professional Studies Master of Science in Leadership program prepares the learner for leadership positions in various organizations. The learner develops skills required to become a more effective leader in military, government, health care, and education organizations, as well as small business, non-profit, or corporate environments. The emphasis is on practical application of relationship management; best leadership practices, which are strongly supported by research; and successful examples of leadership styles and organizational structures with a global and ethical perspective. The M.S.L. graduate exhibits competency in interpersonal and written communication, and also demonstrates the essential leadership practices of inspiring a vision, encouraging others to act, data driven strategic planning, and ethical reasoning, which are all necessary for leaders in today's society. The program is designed so that learners can use resources provided throughout the program to apply their leadership skills to leading change and quality initiatives. Students learn practical problem solving and how to evaluate the most effective ways to lead their organizations. The Master of Science in Leadership program also may inspire learners to continue in additional graduate degree programs.

Required Courses (36 credit hours)

- LEAD500 Leadership Styles and Theories
- MGMT560 Ethics in the Global Marketplace
- LEAD510 Leadership in Context
- LEAD515 Leadership Communication and Conflict Resolution
- LEAD520 Leadership Coaching
- LEAD560 Leading Change in Organizations
- LEAD565 Knowledge Based Leadership
- LEAD570 Leadership for the Future
- LEAD575 Organizational Structures and Behavior
- LEAD580 Practical Problem Solving for Today's Organizations
- LEAD585 Leading Quality Improvement Initiatives
- CAPS600 Graduate Project

Programs of Study

■ **MASTER OF SCIENCE IN LEADERSHIP (M.S.L.)**

(continued)

Learners pursuing the Master of Science in Leadership may choose to integrate the Rural Healthcare Certificate into their degree program. Rural Healthcare courses are 12 weeks in length.

Required Courses *(36 credit hours)*

In Leadership/Management *(18 credit hours)*

- LEAD500 Leadership Styles and Theories
- MGMT560 Ethics in the Global Marketplace
- LEAD515 Leadership Communication and Conflict Resolution
- LEAD520 Leadership Coaching
- LEAD565 Knowledge Based Leadership
- LEAD585 Leading Quality Improvement Initiatives

In Healthcare Administration *(18 hours)*

- RHC 510 Leadership in Healthcare Administration
- RHC 565 Leading for Quality in a Rural Context
- RHC 575 Financial Decisions in the Changing Healthcare Landscape
- RHC 580 Organizational Development and Culture
- RHC 585 Information Technology to Lead
- RHC 590 Rural Healthcare from the Medical Perspective

Programs of Study

■ GRADUATE CERTIFICATE IN EMERGENCY PLANNING

Southwestern College's Emergency Planning graduate level certificate is designed to prepare the executive security professional for assessing and designing contingencies for public and private security measures in a global society. Threats to safety and systems are examined and emphasis is given to the analysis of models and practices. Learners will examine the cost-benefit comparisons of contemporary, theoretical, and practical models.

Individuals completing the Emergency Planning Certificate at Southwestern College may apply all of these 15 credit hours earned toward a Master of Science degree in Security Administration.

Required Courses

- MSA 515 Physical Security Planning and Vulnerability Assessment
- MSA 570 Homeland Security Defense and Administration
- MSA 575 Best Practices and Special Issues in Homeland Security
- MSA 580 Terrorism: Perspectives and Consequence Management
- MSA 585 Emergency, Disaster, and Contingency Management

■ GRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT

Southwestern College's Enterprise Risk Management graduate level certificate emphasizes the executive analysis and assessment of organizations' security vulnerability. It is designed to prepare the manager with security administration responsibilities for contingency planning and investigation in addition to systematic assessment of organizational risk. Learners will have an opportunity to examine various models and practices that help the security management professional balance the costs and risks facing today's organizations.

Individuals completing the Enterprise Risk Management Certificate at Southwestern College may apply all of these 15 credit hours earned toward a Master of Science degree in Security Administration.

Required Courses

- MSA 510 Enterprise Risk Management
- MSA 515 Physical Security Planning and Vulnerability Assessment
- MSA 520 Administration of Information Security
- MSA 565 Organizational Security Investigations
- MSA 585 Emergency, Disaster, and Contingency Management

Programs of Study

■ GRADUATE CERTIFICATE IN EXECUTIVE LEADERSHIP

Southwestern College's Executive Leadership graduate level certificate will help prepare managers or future managers to be effective leaders in today's contemporary, global organizations. Emphasis is placed on applied, practical projects while focusing on topics facing today's leaders in human resources management, change management, decision making, communication, and diversity issues that include generational differences.

Individuals completing the Executive Leadership Certificate at Southwestern College may apply all of these 15 credit hours earned toward a Master of Science degree in Management or a portion of the credit hours towards a Master of Business Administration or a Master of Science in Leadership.

Required Courses

- MBA 500 Organizational Behavior and Human Resource Management
- LEAD520 Leadership Coaching
- LEAD565 Knowledge-Based Leadership
- LEAD560 Leading Change in Organizations
- MGMT505 Project Management Fundamentals

■ GRADUATE CERTIFICATE IN EXECUTIVE QUALITY MANAGEMENT

Southwestern College's Executive Quality Management graduate level certificate is designed to prepare the leader in an organization to manage an existing quality program or establish a new quality initiative. Emphasis is given to the behavioral and organizational culture issues that impact quality initiatives. Learners will gain experience with the measurements and processes that can support quality programs in a real-world project. In addition, the certificate is designed to support the efforts of managers to lead through the necessary changes for establishing quality initiatives.

Individuals completing the Graduate Certificate in Executive Quality Management at Southwestern College may apply all of these 15 credit hours earned toward a Master of Science degree in Management or a portion of the credit hours towards a Master of Business Administration or a Master of Science in Leadership.

Required Courses

- MBA 500 Organizational Behavior and Human Resource Management
- MGMT505 Project Management Fundamentals
- MGMT580 Quality Management and Statistical Analysis
- LEAD570 Leadership for the Future
- LEAD585 Leading Quality Improvement Initiatives

Programs of Study

■ GRADUATE CERTIFICATE IN RURAL HEALTHCARE ADMINISTRATION

The Graduate Certificate in Rural Healthcare Administration is designed to: 1) develop or enhance the knowledge and skills of those people seeking or currently fulfilling leadership positions in rural critical access and other acute care hospitals, rural long-term care facilities, rural health clinics, and other rural public and private healthcare facilities and programs; and 2) promote networking among the program's participants, reducing the professional isolation that can be experienced as part of rural healthcare leadership roles. The courses are delivered online with applied field experience and/or simulated activities occurring throughout the program.

Individuals completing the Rural Healthcare Certificate at Southwestern College may apply all of these 18 credit hours earned toward a Master of Science in Leadership or a Master of Science in Management.

Required Courses

- RHC 510 Leadership in Healthcare Administration
- RHC 565 Leading for Quality in a Rural Context
- RHC 575 Financial Decisions in the Changing Healthcare Landscape
- RHC 580 Organizational Development and Culture
- RHC 585 Information Technology to Lead
- RHC 590 Rural Healthcare from the Medical Perspective

Course Descriptions

CAPS600: Graduate Project (3 cr hrs)
All learners will prepare and submit a professional capstone portfolio as a graduate requirement in this course. The portfolio serves as an opportunity for the learners to demonstrate their achievement of their respective degree program outcomes through their degree program coursework, and their commitment to lifelong learning through the identification of specific future learning goals. All learners will be required to prepare, conduct, and report on an applied learning project relevant to their degree program as a second graduate requirement in this course. This project will cover theory, concepts, practices, knowledge, and skills covered across the respective degree program courses, and their application to a real-life or simulated situation. Learners' projects from this course are also included in the final professional portfolio submitted at the end of the course. *Prerequisite: Successful completion of all major courses.*

LEAD500: Leadership Styles and Theories (3 cr hrs)
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.

LEAD510: Leadership in Context (3 cr hrs)
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 and impact culture and community. Participants will develop a plan of action for dealing with that impact.

LEAD515: Leadership Communication and Conflict Resolution (3 cr hrs)
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.

LEAD520: Leadership Coaching (3 cr hrs)
The course will help students 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.

LEAD560: Leading Change in Organizations (3 cr hrs)
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.

LEAD565: Knowledge Based Leadership (3 cr hrs)
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.

LEAD570: Leadership for the Future (3 cr hrs)
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.

LEAD575: Organizational Structures and Behavior (3 cr hrs)
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.

Course Descriptions

LEAD580: Practical Problem Solving for Today's Organizations (3 cr hrs)

Working from current and relevant case studies, students will develop the skills to make real-world, real-time decisions.

LEAD585: Leading Quality Improvement Initiatives (3 cr hrs)

The course will address the importance of implementing quality principles integral to leadership which will benefit stakeholders, provide an understanding 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. Students will be qualified to earn the credential of Certified Quality Improvement Associate.

MBA 500: Organizational Behavior and Human Resources (3 cr hrs)

This course covers 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, organizational character development, motivation, and teamwork. Human Resource management topics include human resources strategy, selection, performance evaluation, reward systems, and employee development. Heavy emphasis will be on the strategic implications of these topics.

MBA 505: Business Law and Ethics (3 cr hrs)

Businesses must meet the legal and ethical standards imposed by a changing society. Decisions must be made that reflect the legal obligations of our world and the ethical standards by which a company will be known. Any company can face challenges in the form of globalization of the business enterprise, potential of hostile takeovers, concerns with market strategies, and continuing developments in international law and administrative regulation. Learners examine the legal, social, historical, and political/economic regulatory

environments to understand that the legal and ethical perspectives are crucial in all business transactions markets.

MBA 510: Business Research (3 cr hrs)

This course provides an overview of business research methodologies. Learners will develop the fundamental technical knowledge and skills needed to conduct effective primary and secondary, qualitative and quantitative research and to analyze and present findings and conclusions.

MBA 512: Financial Management, Analysis, and Decision Making (3 cr hrs)

Learners explore and apply the principles of financial management and examine the use of accounting and financial information to plan, analyze, and implement business decisions and activities. Topics include concepts such as time value of money, risk and valuation, cost of capital, capital structure and budgeting, long-term financing decisions, working capital policy and management, and financial analysis and planning. The course concludes with a focus on strategic and operational performance analysis and evaluation for effective decision making.

Prerequisite: BSAD495.

MBA 514: Global Economics (3 cr hrs)

This course combines the application of economic theory and methodology to managerial decision making within the context of global organizations and the diverse economic environments of which they are a part. The emphasis in this course is on comparative economics, systemic change, and assessment of a global economy.

Prerequisite: BSAD490.

MBA 530: Marketing Strategies (3 cr hrs)

Learners explore marketing concepts of importance to managers, including product development and brand management, price determination, distribution strategy, and advertising/promotion management in both a global and regional context. Emphasis will be on strategic implications of these topics, rather than the theories themselves. Learners will be required to exhibit mastery of the topics through the development of a complete, case-based integrated marketing strategy.

Cross-Listed with MGMT530.

Course Descriptions

MBA 535: Knowledge-based Decision Making (3 cr hrs)

In this course, learners develop the skills necessary to apply the principles and practices of knowledge management and business intelligence, and qualitative and quantitative knowledge to strategic and operational business decision making. Learners study specific business modeling applications include forecasting, decision analysis, simulation, and linear programming. Learners also examine and apply methods for capturing, analyzing, and applying tacit knowledge to decision-making. Learners explore the application of knowledge exchange and decision making process tools and software technologies to effective decision making. Prior study of business research recommended.

MBA 540: Global Operations (3 cr hrs)

This course focuses on the central role operations plays in a global organization's success. Learners gain an understanding of the strategic advantages provided by the operations function to successful organizations and the analytic tools that are required for effective operations decision-making. Topics of study include global operational strategies and supply chains; process design and analysis; and lean manufacturing, Six Sigma, and other approaches to managing quality.

MBA 544: Organizational Dynamics and Change (3 cr hrs)

This course provides a foundation in organizational change theory and practice. Learners gain a framework for understanding and changing organizations from a micro to macro level as they learn how to create an organization that is responsive to environmental forces. Change in large and small, and public and private entities will be examined through analysis of real world businesses.

Prerequisite: MBA 500. Cross-Listed with MGMT520.

MBA 545: Technology and Innovation Management (3 cr hrs)

This course examines information technology and innovation from a strategic management perspective. Learners will explore the strategic management of high technology companies, investigate emerging technologies in a global marketplace, and gain an understanding of the importance of aligning product development and system design.

MBA 550: Strategic Financial Decision Making (3 cr hrs)

Learners explore and apply the principles of strategic and financial management. They will create and execute effective financial strategies. Topics include financial risk assessment and management, financial analysis and forecasting, creating, integrating, and executing financial and organizational strategies.

Prerequisites: MBA 512 and MBA 535.

MBA 551: Financial Markets and Investments (3 cr hrs)

Learners examine financial market characteristics and potential means for investing. Topics include profiling and assessing pros and cons of financial markets, valuation methods, and investment selection and risk.

Prerequisites: MBA 512 and MBA 535.

MBA 552: Portfolio Management (3 cr hrs)

Learners apply strategic financial decision-making skills to create manage a financial portfolio.

Prerequisites: MBA 550 and MBA 551.

MBA 555: Market Research (3 cr hrs)

Learners examine market research approaches and learn strategies for conducting effective market research. Topics include defining the purpose and goals of research, assessing and selecting research methods, managing research projects, analyzing results, and making recommendations.

Prerequisites: MBA 510 and MBA 530.

Course Descriptions

MBA 556: Digital Marketing (3 cr hrs)

Learners examine the influence of digital marketing on marketing strategies, the opportunities that digital marketing presents, and the effect of consumer engagement on marketing initiatives. Topics include digital and mobile media, social networking, and search engine marketing.

Prerequisite: MBA 530.

MBA 557: Marketing and Stakeholders (3 cr hrs)

Learners explore the value of marketing to all stakeholders. Topics include marketing strategies for consumers, employees, shareholders, members, partners, and the general public.

Prerequisites: MBA 530 and MBA 555.

MBA 560: Digital Commerce and eBusiness (3 cr hrs)

Learners evaluate digital commerce and eBusiness strategies, and the effect that they have on internal operations, business partnerships, B2B relationships, customer relationships, and other commerce activities.

Prerequisite: MBA 545.

MBA 561: Collaboration and Social Media Technologies (3 cr hrs)

Learners examine the impact of collaboration and social media technologies on an organization. Topics include identifying collaboration and social media technologies, assessing their features, value, and impact on internal and external operations and strategies.

Prerequisite: MBA 545.

MBA 562: Emerging Technologies and Solutions (3 cr hrs)

Learners explore how emerging technologies can help solve strategic and operational problems. Topics include new technologies, value assessment, and the acquisition-decision process.

Prerequisite: MBA 545.

MBA 580: Globalization and Organizations (3 cr hrs)

The course will examine how globalization influences strategy and performance within firms. Learners will develop a framework for analyzing opportunities and risks in a global marketplace. Learners will study the political and economic forces that shape production, trade flows, capital flows, interest rates, exchange rates, and other variables that create the global economic landscape.

Prerequisite: MBA 514.

MBA 585: Global Strategies (3 cr hrs)

Learners synthesize and apply the knowledge gained in previous MBA courses and from examining the principles and practices for developing and implementing organizational strategies. Learners engage in a global business project, preparing and executing business strategies for a global company.

Prerequisite: Successful completion of all core MBA courses with the exception of CAPS600.

MGMT505: Project Management Fundamentals (3 cr hrs)

In this course, 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.

MGMT510: Financial Accounting (3 cr hrs)

Learners concentrate on interpreting financial statement information, using accounting information for decision making and evaluation, and examining current trends in accounting of importance to the manager.

Course Descriptions

MGMT515: Managerial Accounting (3 cr hrs)

Learners examine the use of accounting information to assist management in planning, analyzing, and implementing business decisions and activities. The course focuses on strategic and operational performance analysis and evaluation.

MGMT560: Ethics in the Global Marketplace (3 cr hrs)

What are the challenges for an organization to be considered an ethical corporate citizen, locally and globally? How can an organization effectively address those challenges in a diverse global society, economy, and marketplace while also pursuing profitability? Learners explore ethical leadership and the organization, and the triple bottom line, evaluating the means and potential strategies for ethically balancing profit, corporate social responsibility, and environmental sustainability. Learners also examine the local and global impact of those strategies, inclusive of the impact on societies, cultures, economies, and stakeholder constituencies.

MGMT565: Financial Analysis and Management 1 (3 cr hrs)

This course introduces and covers a broad range of financial topics of interest to managers. Differentiation between accounting and finance; time value of money; macroeconomics, including supply and demand; forecasting techniques, capital budgeting and investment decisions are included.

MGMT575: Financial Analysis and Management 2 (3 cr hrs)

Learners study complex financial analysis tools and their role in managerial decision-making. The learner will utilize the techniques learned in Financial Analysis I in practical case studies. Risk measurement, opportunity cost of capital, short and long-term financial decisions, corporate financing alternatives, and financial analysis and planning are covered.

Learners 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: MGMT565.*

MGMT580: Quality Management and Statistical Analysis (3 cr hrs)

This course explores foundations of quality management. Tools and methods for analytic study including basic probability and statistics are discussed. Models of quality management are utilized through practical case study application. Learners will have the opportunity to apply quality management and statistical analysis to a real-world project of their choice.

MSA 500: Contemporary Security Administration (3 cr hrs)

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.

Course Descriptions

MSA 505: Security Administration Business Strategies (3 cr hrs)

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. A blueprint for business executives and security managers that shows where they are and where they need to be in order to drive their security program to maximize its contribution to their organization is also discussed.

MSA 510: Enterprise Risk Management (3 cr hrs)

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.

MSA 515: Physical Security Planning and Vulnerability Assessment (3 cr hrs)

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.

MSA 520: Administration of Information Security (3 cr hrs)

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.

MSA 560: Security Law (3 cr hrs)

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.

MSA 565: Organizational Security Investigations (3 cr hrs)

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.

Course Descriptions

MSA 570: Homeland Security Defense and Administration (3 cr hrs)

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, cyber-terrorism, business preparedness, and emergency response and public protection are covered as well.

MSA 575: Best Practices and Special Issues in Homeland Security (3 cr hrs)

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.

MSA 580: Terrorism: Perspectives and Consequence Management (3 cr hrs)

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.

MSA 585: Emergency, Disaster, and Contingency Management (3 cr hrs)

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.

RHC 510: Leadership in Healthcare Administration (3 cr hrs)

This course studies a range of issues and related problems faced by corporate leadership in the rapidly changing healthcare/health services delivery system. The course offers an introduction to various leadership styles and traits with application to working in the modern healthcare industry. Challenges to leadership include managed care, the ethics of healthcare, the aging population, technology integration, and compliance issues.

RHC 565: Leading for Quality in a Rural Context (3 cr hrs)

The rewards and challenges of urban healthcare administration are different from those of rural healthcare administration. This course explores the barriers to quality innovation and how to dismantle them. Topics include limited resources to achieve great need; high performance leadership; the multiple roles and responsibilities for rural healthcare corporate leadership; community outreach and relationship building; the outsider status in an insular environment; and stability, credibility, entrenchment, and trust, internal and external.

RHC 575: Financial Decisions in the Changing Healthcare Landscape (3 cr hrs)

This course prepares current and future rural healthcare corporate leadership with a full understanding of financial planning, control measures and financial management to effectively examine and address the complex financial challenges within the healthcare sector. The courses focuses on concepts to include demand (from physicians, patients, and families), supply distribution, utilization of resources, and cost-benefit analysis as they apply to the healthcare industry. Analysis and identification of healthcare financial trends, finance sources and reimbursement models, including current and future payment systems for healthcare, such as Medicare and Medicaid, are addressed.

Course Descriptions

RHC 580: Organizational Development and Culture (3 cr hrs)

The primary focus of this course is to understand the fundamentals of managing a healthcare environment. Healthcare corporate leadership must understand every level of rural healthcare administration, from the maintenance staff to board elected by the community. The course examines the organizational process, including intervention strategies, and the role of organizational development in creating the changes that improve individuals, teams, and the organization itself. Key topics include diversity in the community and in the workplace, managing patients and staff, fundamentals of compliance, and adapting internal processes to regulations.

RHC 585: Information Technology to Lead (3 cr hrs)

This course introduces information system design and structure principles specific to healthcare delivery. Topics include understanding contemporary information system technologies specific to healthcare, including electronic medical records, electronic reimbursement, patient information security, communication and diagnostic tools. The course also focuses on gathering and analyzing relevant institutional data for decision making. Strategies for financing continuing upgrades to information systems will be explored, and the course will cover the impact of technology on diagnosis and treating illness and disease and preparing for ways technology will continue to change medicine. The course includes a focus on the implementation and training needed to implement information technology and to further evidence-based healthcare and data driven decisions.

RHC 590: Rural Healthcare from the Medical Perspective (3 cr hrs)

A fundamental challenge for rural healthcare facilities and programs is attracting and retaining qualified medical personnel. Understanding the needs, both professionally and personally, of physicians, nurses, and other clinicians will enable corporate leadership to know how to productively recruit potential candidates and how to provide an enticing package, to include compensation, schedules, professional development, and family considerations.

This course provides the corporate leader with a thorough understanding of medical personnel needs and concerns about rural medicine. In addition, the course provides a basic understanding of some of the medical issues today, equipping the corporate leader to speak a common language with a physician, nurse, or other clinician.

SMIN501: Introduction to Ministry (3 cr hrs)

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.

SMIN503: Studies of the Old Testament (3 cr hrs)

This course provides an introduction to the literature and history of ancient Israel with special attention given to the 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 a variety of church and para-church ministries.

SMIN505: Studies of the New Testament (3 cr hrs)

This course provides an introduction to the 27 books that constitute the New Testament. The 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 a variety of church and para-church ministries.

SMIN507: Theology (3 cr hrs)

In this course, learners learn to link scriptural, historical, and theological sources in order to both create and understand theological constructs for youth ministry. Attention is given to how context (race, class, gender, other) shapes theological convictions.

Course Descriptions

SMIN509 Survey of Church History (3 cr hrs)

This course provides a survey of the social, institutional, and intellectual history of Christianity. Topics will investigate how various church traditions give shape to ministry.

SMIN530: Theology of Youth Ministry (3 cr hrs)

This course provides 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 students to consider how content in each category gives shape to youth ministry.

SMIN531: Ethical Issues in Youth Ministry (3 cr hrs)

This course provides 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.

SMIN532: Faith and Formation in Developing Adults (3 cr hrs)

Learners study 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.

SMIN533: Program Design and Development in the Local Church (3 cr hrs)

This course provides 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.

SMIN596: Practicum in Specialized Ministry Part 1 (3 cr hrs)

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 are submitted prior to the Practicum Part I course start date and includes the description of the work to be undertaken during the Part I and Part II schedule, evaluation criteria, and the off-campus supervisor, and the supervising teacher.

SMIN597: Practicum in Specialized Ministry Part 2 (3 cr hrs)

This course is a continuation of the Practicum Part I and is required to be scheduled consecutively with SMIN 596. The practicum involves real work experience in a ministerial setting.

Prerequisite SMIN596

THEO510: Theological Research Methodology (3 cr hrs)

This course enables learners to obtain an understanding of what is expected in graduate level theological research and to begin work on the organized research for their forthcoming master's thesis. A proposed thesis topic and a research bibliography are developed in concert with the course instructor. The finished product of the course includes an annotated bibliography of pertinent research materials, a preliminary outline of the entire thesis (to three levels), and an estimated writing schedule.

THEO511: History of Christianity 1 (3 cr hrs)

This course provides an account of the history of the Christian church from its inception in the first century of the Common Era to the time of the Protestant Reformation in the 16th century. Special focus is upon the development of Christian doctrine by major figures and movements, including the Seven Ecumenical Councils.

Course Descriptions

THEO512: History of Christianity 2 (3 cr hrs)
This course provides an account of the history of the Christian church from the Protestant Reformation to the present day. The focus is upon the theological developments that characterize the various strands of Christian tradition in the modern period, and the major figures and groups that are representative of them. *Prerequisite: THEO511*

THEO521: Systematic Theology 1 (3 cr hrs)
This course begins the systematic study of the Christian faith as articulated in the Nicene Creed. This course focuses on the First Article, which includes Trinity, the divine attributes, the doctrine of creation, the nature of the human person (theological anthropology) and the God/World relationship.

THEO522: Systematic Theology 2 (3 cr hrs)
This course continues the systematic study of Christian faith by focusing on the Second Article of the Nicene Creed, which includes the person of Jesus Christ (Christology), sin (hamartiology) and salvation (soteriology).

THEO523: Systematic Theology 3 (3 cr hrs)
This course concludes the systematic study of the Christian faith by focusing on the Third Article of the Nicene Creed, which includes the Holy Spirit (pneumatology), the church (ecclesiology), sacraments and the Last Things (eschatology).

THEO530: Spiritual Theology (3 cr hrs)
This course examines theology as a spiritual discipline, an act of worship undertaken by the Church in service to God for the sake of the world. The focus is upon the affective dimension of the theological enterprise. Major figures and systems of spiritual formation will be examined, such as Hesychasm, Ignatian spirituality and other monastic forms.

THEO540: Philosophy of Religion (3 cr hrs)
This course is an investigation into the nature and role of philosophy in religion, the relationship of faith and reason, the use of religious language, of the arguments for and against the existence of God, and the clarification and defense of the attributes of God in a particularly Christian theistic perspective.

THEO545: Theological Ethics (3 cr hrs)
This course is a survey and evaluation of various ethical systems and representatives of those systems from within a Christian framework. Emphasis will be placed on, but is not limited to, Aristotle, Augustine, Aquinas, the Utilitarians, Kant and a study of various issues in meta-ethics and normative ethics, as well as an investigation of ethical decision-making \$ case studies. The cases will potentially cover various topics currently being debated in ethics, e.g., abortion, euthanasia, genetic engineering, infanticide, surrogate motherhood, business ethics, environmental issues, etc.

THEO565: Studies in Theologians (3 cr hrs)
This course is designed as a rotating topical course that will examine the major works of influential modern theologians. To be included are such major figures as Karl Barth, Wolfhart Pannenberg and Jürgen Moltmann. *Prerequisites: SMIN503, 505 and THEO512, 521, 522, 523 and 540.*

THEO550: Science and Religion (3 cr hrs)
This course is a study of various issues that arise in the potential integration of science and Christian theology (e.g. models of integration, the distinctness of religion, relationship of scientific methodology to theological methodology, the range of positions in the creation/evolution debate) as well as an investigation of selected topics in philosophy of science relevant to a Christian perspective (e.g., the realist/antirealist debate, the nature, formation, use, and confirmation of scientific laws and theories, scientism and the assumptions and limits of science).

THEO595: Thesis (3 cr hrs)
This 12-week course is designed to facilitate the writing of the thesis. The course will require regular periodic submissions of chapter/section drafts for professional guidance/critique. The finished product is a completed master's thesis of 35-50 pages that constitutes an original scholarly contribution to the field of inquiry. *Prerequisite: Completion of all courses in the learners' program.*

Course Descriptions

THEO595B: Continuing Thesis (1 cr hr)
This is a 6-week, -1- credit elective course. Students will be required to register for THEO595B each session immediately following THEO595 until the thesis is completed. Students can enroll in THEO595B a maximum of two times in order to complete the thesis.

THEO596: Workshop in Theological Research and Careers (1.5 cr hrs)
This course is designed to facilitate the ongoing process of the learners' theological research and the exploration of career options after the completion of the MATS. Learners obtain encouragement as they discuss their research experience with their peers and evaluate possible future professional outlets, including leading and serving the church, seeking postgraduate education (PhD), and assuming positions as valuable assets in leadership and labor for the common good.
Prerequisite: Concurrent enrollment with THEO595.