



## **INVITATION TO TABOR COLLEGE**

Catalogs, dreams, and plans seem to go together. As a kid, when a catalog came, I would page through it and dream about what I saw and make plans to acquire whatever captured my attention. The Tabor College Catalog is similar in nature.

On these pages you will find information that will inspire you to make plans to fulfill your vocational dreams. Degree programs, major fields of study, and course descriptions give you the content that will prepare you for your chosen vocation. Questions that you have about financial aid, degree requirements, and adult-oriented student services are answered. Procedures and steps that you will need to take to enroll in Tabor College are listed. All of this is to assist you as you work to make your vocational dream become a reality.

Tabor College is committed to preparing you for a life of learning, work, and service for Christ and His Kingdom. These pages are designed to help you get started on the path of your vocational goals becoming a reality in your life. Enjoy the dreaming. Begin making your plans. And do not hesitate to contact us directly either by phone, email, or going to our website and finding out more about how Tabor can help your vocational dreams become a reality.

With Joy,

A handwritten signature in cursive script, which appears to read "Jules Glanzer". The signature is written in dark ink and has a fluid, personal style.

Jules Glanzer  
President

## READER'S GUIDE TO THE COLLEGE CATALOG

The catalog is one of the most important documents you will receive from Tabor. Almost everything you need to know about the College can be found within its pages. At first glance, some of the information may seem complicated, but if you spend time familiarizing yourself with the way it is organized, you should soon feel comfortable with it.

**Chapters.** The catalog is divided into clearly labeled chapters. The Table of Contents lists the beginning page of each chapter.

**The Index.** If you are not sure in which chapter to look for specific information, refer to the index in the back of the catalog. Subjects of importance are listed in alphabetical order.

**Major Requirements.** The chapter entitled “Programs of Study” includes a listing of the required courses for each major, concentration or certificate program offered at the Tabor College School of Adult and Graduate Studies. The majors are arranged alphabetically beginning with undergraduate and then graduate programs.

**Course Descriptions.** The chapter entitled “Course Descriptions” contains the title, number, and description of all courses approved prior to the printing of this academic catalog, arranged alphabetically by prefix.

**Course Schedule.** The Registrar’s Office prepares detailed course schedules before each semester, with course times, instructors, and class locations. These are available on the Tabor College Intranet site.

Ask an admissions representative to contact you or visit the campus. Learning to know the people – faculty and students – will help you decide if Tabor College is where you belong.

### ***Tabor College School of Adult and Graduate Studies***

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Wichita, Kansas 67205

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Toll-free: (800) 546-8616

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Web Site: [www.tabor.edu/adult-graduate](http://www.tabor.edu/adult-graduate)

Financial Aid: (800) TABOR-99 / (800) 822-6799

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If after reading the catalog you have questions about some aspect of Tabor College, please call or write:

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Tabor College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 1-800-621-7440.

Tabor College does not discriminate on the basis of race, color, gender, religion, disability, or national or ethnic origin in its administration of its educational policies, federal, state, and institutional financial aid policies, scholarship programs, loan programs, athletic programs, admissions criteria, or any other College-administered programs.





**School of Adult and Graduate Studies**

**ABOUT THE COLLEGE**

## THE CONTEXT

### MISSION

Preparing people for a life of learning, work and service for Christ and His Kingdom.

### VISION STATEMENT

Tabor College's vision is to be the college of choice for students who seek a life-transforming, academically excellent, globally relevant, and decidedly Christian education.

### CORE VALUES

The core values that influence the mission and vision of Tabor College include a commitment to being Christ-centered in all aspects of life, a passion for learning, the promotion of service to others, and meaningful involvement in college and community activities.

**Christ-centered:** The primary value of Tabor College is its desire to be a Christ-centered institution. All activities and programs flow out of this value and are evaluated in reference to it. The Mennonite Brethren Confession of Faith provides the biblical and theological foundation for the institution.

**Learning:** The purpose of Tabor is to promote learning. Tabor recognizes that learning occurs in informal settings as well as in the classroom and organized field experiences. Our goal is to develop students who are broadly educated, competent, and embrace the joy of learning which will last a lifetime.

**Service:** Service is at the heart of Christ-centered education. We emphasize the value of caring for others in all that we do.

**Involvement:** We believe that being engaged increases learning. Participation, both in the formal classroom and outside of it, is an effective way to prepare students for a life of work and service.

**Community:** Tabor values community. It desires to be a place where individuals feel like they belong, where there is a sense of mutual support, and members hold each other accountable.

### OBJECTIVES

#### **Tabor is...A Christian College**

Tabor seeks to be more than just a "church-related" college. Its goal of providing a Christ-centered higher education is taken very seriously. Tabor requires that its faculty and staff be able to articulate and practice a strong faith in Jesus Christ as Savior and Lord. Tabor also seeks to integrate Christian convictions and values into its learning experiences throughout the College.

**Tabor is...A Liberal Arts College**

Tabor seeks to provide a Christian worldview, infusing the entire curriculum with important dimensions of meaning and purpose. The Christian perspective redeems the educational process from the moral crisis, despair, and the lack of purpose in a secular worldview.

In the liberal arts tradition, students, faculty, and staff should demonstrate:

1. An understanding of the main fields of knowledge.
2. An understanding of the relationships between the fields of knowledge.
3. An understanding of value systems in order to develop the mind and character for free and mature decision making.
4. Methods of inquiry unique to the various disciplines of knowledge.
5. An understanding of the creative arts in a wide range of human experience and knowledge.
6. Independent scholarship.
7. Competency in reading, writing, speaking, and the functional use of numbers.
8. An understanding of how to care for the human body, use the environment, and use leisure time in order to maintain and improve physical and mental well-being.

**Tabor is...A Community of Learners**

Aided by divine grace, love, and power, a community of learners may achieve high moral standards and experience the deepest meaning and potential of human nature.

In such a community, students, faculty, and staff should practice Christian virtues by demonstrating:

1. Healthy interpersonal relationships in order to be free to learn. Disengagement from people is an evasion of the educative task.
2. The ability to converse with people. Faculty serve as models for students as they think and talk through their own positions on various issues. Teachers share their own views and are willing to take a positive stance, but do not force students to subscribe to those views. The integrity of the student's perspective is respected.
3. Self-acceptance. Only persons who have come to terms with themselves are free to learn.
4. A loving and supportive attitude toward others. Because new knowledge and insights threaten a person's identity and world views, loving acceptance allows a person to learn, change, and make new and meaningful commitments that give identity and perspective.
5. Self-discipline, integrity, and responsibility. These are key ingredients of the learning process.
6. Respect for others, regardless of socio-economic background, gender, ethnic/cultural background, racial differences, and maturity of their personal faith.

**Tabor is...A Church/Career Training Center**

The first calling of all Christians is to follow Christ and bear witness to their faith. Skills should be acquired to do this as effectively as possible. One's vocation or profession becomes the arena in which one lives out his or her faith.

As a part of a church/career training center, students, faculty, and staff should demonstrate:

1. Skill in churchmanship, meeting the Church's need for qualified workers. This is an important reason for Tabor's existence.
2. Career skills consistent with liberal arts and Christian objectives. Tabor offers a select number of majors and professional programs to help develop technical skills and competencies required for effective service.
3. How, through a chosen career or profession, a person can exhibit personal compassion, dedication to honesty and integrity, sensitivity to socio-political realities, and understanding of technological developments, adaptivity to change, and ecological sanity and harmony.

**Tabor is...A Center for Lifelong Learning**

The College is a center for continuing education in central Kansas, among its alumni, in the Mennonite Brethren Church, and in the larger evangelical community.

As part of a center for continuing education, students, faculty, and staff should demonstrate an understanding:

1. That learning is a life-long process
2. That education is an enrichment of life rather than merely a prerequisite for employment

**TABOR'S HISTORY AND THE MENNONITE BRETHERN CHURCH**

The Mennonite Brethren denomination is a part of the broader Mennonite family of Christian believers who trace their origins to Menno Simons and others in Europe in the sixteenth century. These believers were often called "Anabaptists" because they felt strongly that believers should be baptized "again," giving witness as adults to their mature and determined commitment to Christ as Savior and Lord. They were also convinced that the new birth is into an accountable community where they would read the Bible together to grow as disciples of Christ.

Along with these emphases, Mennonite Brethren have drawn on the mainstream of what is today called "evangelical Christianity," characterized by personal commitment to Christ, a high view of the Bible's authority, and the importance of proclaiming the good news of the gospel.

Among the numerous Mennonites who migrated from Russia to the Great Plains of the United States and Canada, it was the Mennonite Brethren and a similar group, the Krimmer Mennonite Brethren, who saw the need for an institution of higher education and chose Hillsboro, Kansas, for its location. On September 5, 1908, 39 students and three instructors held the first classes of Tabor College. Before that school year ended, enrollment grew to 104, with a faculty of five. On April 30, 1918, a fire tragically destroyed the building which had housed the College for its first ten years. Supporters

of the College quickly joined in constructing two new buildings, a dormitory-dining hall and an administration-classroom building, at a cost of more than \$130,000. The two buildings are still in use.

While Tabor College has continued to be affiliated with the Mennonite Brethren Church since the College's inception, changes have been made in the organizational structure from time to time. The Tabor College Corporation owned and operated the College until 1934, when ownership was transferred to the Board of Trustees of the Conference of the Mennonite Brethren Church of North America. The College now operates under its own charter. Its Board of Directors is responsible to the Mennonite Brethren churches of the Central, Southern, Latin America, and North Carolina districts.

Tabor College began degree completion programs in Wichita in 1993. These programs now include: Business Administration, Christian Ministry, and Nursing. Certificate programs and Master's degrees are also offered through the School of Adult and Graduate Studies.

## **DOCTRINE**

Tabor College, as a ministry of the Mennonite Brethren Church, accepts the "Confession of Faith of the Mennonite Brethren Churches of the United States" adopted in 1999. Mennonite Brethren follow evangelical Anabaptist theology, which emphasizes new birth into Christ and faithful discipleship, a mission of personal evangelism and social justice, and obedience to the Bible as interpreted within the community of faith. A full copy of the MB Confession of Faith is available online at the conference website ([www.usmb.org/beliefs/faith](http://www.usmb.org/beliefs/faith)).

## **ACCREDITATION**

Tabor College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, and is approved to offer training under the Veterans Educational Training Program.

The College holds membership in the Associated Colleges of Central Kansas, the Kansas Collegiate Athletic Conference, the Kansas Independent College Association, the Council of Mennonite Colleges, and the Council for Christian Colleges and Universities. In addition, Tabor College holds private accreditations in Athletic Training, Education, Music, and Nursing.

## **AGS LOCATION**

Tabor College School of Adult and Graduate Studies is located in the northwest portion of Wichita and is easily accessible from all directions, including Interstate 235 and Highway 96. The metropolitan area ensures that Tabor College School of Adult and Graduate Studies students have ample opportunity for ministry, practicum experiences, and networking.

## **TABOR COLLEGE SCHOOL OF ADULT AND GRADUATE STUDIES**

The AGS facilities feature five large classrooms with state of the art technology as well as administrative offices which house key services for Wichita students. Also housed in

this location are offices of the District Minister for the Southern District of the Mennonite Brethren Church and the Regional Director of the Mennonite Brethren Missions and Services International.

## STUDENT LIFE

While enrolled in an AGS program, the student's ability to understand and articulate increasingly complex ideas and feelings is intentionally developed. Consequently, both oral and written communication should reflect and demonstrate this search for precision and accuracy. Civility and respect are expected behaviors in the School of Adult and Graduate Studies. Tabor College discourages involvement in any activity that may be of an immoral or degrading nature. The historic and current commitment to the ideal of intellectual, spiritual, and physical wellness precludes the use of tobacco, alcohol, or any illegal substances at College facilities, during College events, or when representing the College formally as a student or alumni.

**Services for Students with Disabilities.** Students with disabilities may be eligible for academic accommodations under the Americans with Disabilities Act. Accommodations for students with disabilities are made only in consultation with the Disabilities Advisor in the Student Success Office. Students desiring academic accommodations should contact the Disabilities Advisor to request accommodations and services and report their disability to the instructor within the first two weeks of class. After appropriate documentation of disability is obtained, the Disabilities Advisor will determine reasonable academic accommodations based on the disability and will assist the student in obtaining these accommodations for courses.

## ACADEMIC ADVISING

Tabor College School of Adult and Graduate Studies believes that academic advising should be a developmental process that helps students to identify and clarify their interests, abilities, and life/career goals, and to develop an educational plan for realizing these goals. While the college provides a complete advising program to assist students, the ultimate responsibility for meeting degree requirements rests with the student.

**Writing Center.** Peer tutors are available in the TC Writing Center to help students at any stage of the writing process. The Writing Center is located on the Hillsboro campus, next to the Chapel on the main floor of the Lohrenz Building (620-947-3121 ext. 1022). Hours are posted and vary from semester to semester. The Student Success Office also provides other support services such as tutoring, testing, and learning improvement programs that are arranged on an individual basis. The director and other staff can be reached at 620-947-3121 ext. 1221 or 1223

**Library.** The Library had its beginning on the lower level of the first Tabor College building, erected in 1908. Following the fire of 1918, the Library was relocated to the first level of the H.W. Lohrenz Building, formerly known as the Administration Building, completed in 1920. The present Library, constructed in 1957, was renovated and enlarged in 1984.

A newly implemented online public access catalog provides access to over 53,000 cataloged books, videotapes, CDs, films, etc. Materials not converted into electronic

format are accessible through the integrated subject/author/title card catalog. Public-access computers provide web-based access to the Kansas Library Catalog (KLC), a union listing of book and periodical title holdings of Kansas, Oklahoma, and Texas libraries. Materials not owned by Tabor Library are available through Interlibrary Loan via the international Online Computer Library Center (OCLC), of which Tabor College

Library is a member. Currently the Tabor Library provides access to Britannica Online, Encyclopedia Americana Online, Grolier's Multimedia Encyclopedia Online, Infotrac Web, EBSCOhost, CQ Researcher, GaleNet Literature Resource Center, SIRS Discoverer, PsycARTICLES, PsycINFO, Lexis-Nexis, and FirstSearch databases. A campus-wide computer network allows access to library computer resources from any location on campus. Off-campus users are allowed access through Tabor's proxy server.

The Library maintains approximately 150 periodical subscriptions in paper format. These periodicals are accessible through indexing in either paper or electronic indexes. The web-based periodical databases, Infotrac Web and FirstSearch, provide subject access to citations and full-text to numerous periodical titles.

The Library is intended to support a broad academic curriculum, but several subject areas of particular interest to the College and its constituency are especially represented in the collection, including Mennonite Brethren history, life and thought, peace studies, as well as materials on C. S. Lewis, Flannery O'Connor, and Madeleine L'Engle. An extensive juvenile literature collection includes Newberry, Caldecott, and William Allen White award-winning books. Some 2,000 recordings, including compact discs, as well as a large selection of cataloged scores, support the music program.

The Library building also houses offices and holdings for the Center for Mennonite Brethren Studies.

## ACADEMIC INTEGRITY

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

The following definitions are used for this policy.

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 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 representing the words or ideas of another as one's own in any academic exercise.
4. **Dissimulation** is disguising or altering one's actions so as to deceive another about the real nature of one's actions concerning an academic exercise. Examples: fabricating excuses for missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), etc.
5. **Abuse of resources** is damaging 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 to do so by the Library, etc.

6. **Forgery of academic documents** is unauthorized changing or construction of any academic document. Examples: changing transcripts, changing grade books, changing grades on papers which have been returned, forging add/drop slips, etc.

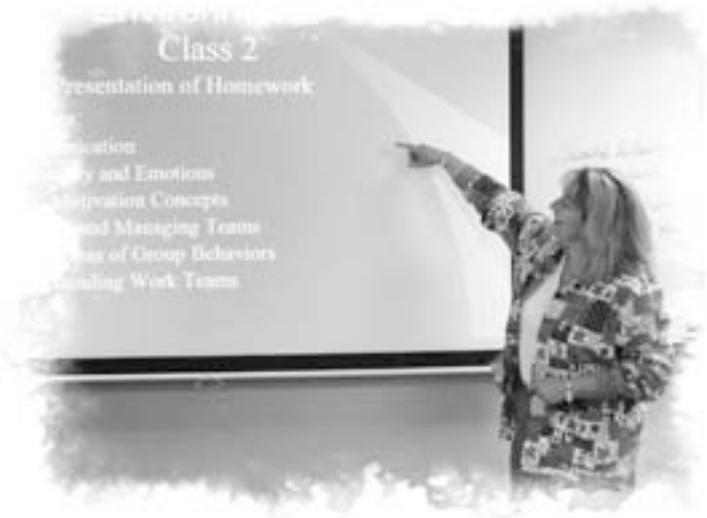
7. **Sabotage** is damaging or impeding the academic work of another student. Examples: ruining another student's lab work, destroying another student's term papers, etc.

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

### **Procedural Guide for Dealing with Academic Dishonesty**

1. The instructor shall determine if the infraction is intentional or unintentional.
  - a. If unintentional, the instructor shall deal with the infraction at his/her discretion. The instructor may choose to use the system created for intentional infractions.
  - b. If intentional, the procedures outlined in 2-4 shall be followed.
2. Infraction of categories 1-4 shall be dealt with by the individual instructor and the Academic Dean
  - a. The instructor shall:
    - Determine the sanction for his/her class. The sanction is at the discretion of the instructor, though it may involve the student's receiving a failing grade for the course.
    - Inform the Academic Dean of the infraction and sanction.
  - b. The Academic Dean shall:
    - Keep a record of reported infractions and sanctions.
    - Be permitted to place the student on academic probation effective immediately. This shall be understood as a full semester's probation.
    - If the infraction is not the student's first offense, the Academic Dean will determine further institutional sanctions. Sanctions may include removal of privileges to participate in extra curricular activities, suspension, or dismissal from the College.
3. Infractions of categories 5-8 shall be reported to the Dean of Student Life. The Dean of Student Life shall:
  - a. Keep a record of reported infractions and sanctions.
  - b. If the reports are substantiated, determine other sanctions as deemed appropriate. These other sanctions may include, but are not limited to, the following:
    - With the Academic Dean's concurrence, placing the student on academic probation
    - With the Academic Dean's concurrence, revoking the student's library privilege
    - Suspension or dismissal from school
    - Requiring restitution for lost/damaged material
    - Charging fines
    - Placing the student on disciplinary probation
  - c. Call a meeting of the Student Appeals Committee to determine further institutional sanctions if the infraction is not the student's first offense or if the student is already on disciplinary probation. Sanctions may involve suspension or dismissal from the College.

- d. In writing, notify the person who reported the offense of the disposition of the case.
4. Students shall have the right to appeal decisions in I and II by means of the established grade appeal procedures. Students shall have the right to appeal decisions in III by means of the established disciplinary appeal procedures.



**School of Adult and Graduate Studies**

**ADULT DEGREE  
ADMISSIONS  
INFORMATION**

## GENERAL INFORMATION

Tabor College began an adult degree completion program in Wichita in 1993, with the establishment of a major in Management and Organizational Development in 1994 (this program was discontinued in 2002). In 1996, a Business Administration major was added; in 1997, a Christian Ministry major was added. A Bachelor of Science in Nursing degree was initiated in 2001. A Master of Science in Accounting was added in 2005 and has been redesigned into a Master of Business Administration in 2008 with a concentration in Accounting. In 2009 an additional concentration in Leadership-Management was approved. The Restricted Licensure program in Teacher Education was initiated and the Master of Education degree was revised and offered again in 2009. The cohort-based programs are interdisciplinary and designed for adults with significant life-learning experience. Each of the undergraduate majors leads to a Bachelor of Science degree.

The Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE). Initial accreditation was received in June 2002. Continuing accreditation was received for the maximum 10 years, through June 30, 2017.

## ADMISSIONS REQUIREMENTS

Minimum requirements for consideration for admission to Tabor College School of Adult and Graduate Studies are as follows:

High school diploma or GED

- a. Four years out of high school or a minimum of two years full time work experience or an unencumbered Registered Nurse license
- b. English Composition I with a minimum grade of C- or enrollment in ENG 101 English Composition I within the first 12 hours of study
- c. Successful completion of the AGS Computer Literacy Exam or Enrollment in BUS 200 Technology Skills to Enhance Productivity within first 12 hours of study
- d. Completed application for admission with receipt of application fee
- e. Official transcripts from all schools previously attended

Students applying for degree completion program must also meet the following requirements:

- a. 54 hours of transferable college credit
- b. Minimum GPA of 2.0; RN-BSN program a minimum GPA of 2.5

Students applying for admission to the core curriculum credit program [Studies To Enhance Program Success (STEPS)] at Tabor College School of Adult and Graduate Studies must also meet the following requirements:

For students requesting admission with a GED and no previous college credit, the following admission requirements must be met:

- a. Students with GED composite scores of 500 or more will be considered for admission to Tabor College. Students who took the GED prior to

- January 2000 with composite scores of 50 or more will be considered for admission to Tabor College.
- b. Students with GED composite scores between 450 and 500 will be considered for admission on academic probation. Students who took the GED prior to January 2000 with composite scores between 45 and 49 will be considered for admission on academic probation. (See the Academic Information section for clarification.)
  - c. Students with GED composite scores below 450 will not be considered for admission. Students who took the GED prior to January 2000 with composite scores below 45 will not be considered for admission.
  - d. Two letters of reference

### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE RN-BSN PROGRAM**

1. Students must possess an unencumbered license to practice as a registered nurse (RN) in the state where the student will fulfill practicum requirements. A current, active nursing license must be presented to Tabor College School of Adult and Graduate Studies upon request.
2. **Admission of Graduate Nurses:** Graduate nurses (GN's) who meet admission criteria but have not taken the NCLEX-RN exam will be given conditional admission to the RN-BSN Program. Such students must present a Kansas RN license at least 60 days prior to starting any practicum course.
3. **Admission of the Registered Nurse with an Associate Degree:** Actively practicing registered nurses who have graduated from an NLN or NLNAC accredited associate degree program within 0 to 5 years need no knowledge or work experience validation. Students graduating 6 to 10 years ago need no validation if, during the last 3 years, the student has registered nurse work experience of 1,000 hours. Students graduating more than 10 years ago will have all nursing credits held in escrow until graduation requirements are met. The number of nursing credits varies among nursing programs. Nurses who have not been actively practicing as registered nurses and do not meet the above criteria must complete and pass an RN refresher course prior to admission into the program.
4. **Admission of the Registered Nurse with a Diploma in Nursing:** Students who have graduated from a NLN or NLNAC accredited diploma program and have registered nurse experience of 1,000 hours in the last 3 years will receive 38 hours of lower-level credit to be held in escrow until graduation requirements are met. Students may be granted credit for other knowledge, such as anatomy and physiology and pharmacology, by passing a NLN standardized test. Nurses who have not been actively practicing as a registered nurse and do not meet the above criteria must complete and pass an RN refresher course prior to admission into the program.

## **ADDITIONAL ADMISSION REQUIREMENTS FOR THE RESTRICTED LICENSURE PROGRAM**

1. Verification of employment with a Kansas School District in the subject for which the candidate is enrolled. Verified by a letter from the superintendent. (Must be submitted each year of enrollment).
2. Verification of passing score on the Praxis II Content Test. Due to KSDE regulations, this information must reach the Director of Graduate Teacher Education during the first year of program participation.

## **ADMISSION STATUS: STUDENTS SEEKING A DEGREE**

Students will receive a letter of admission to the specific program for which application was made. A student's admission status will be in one of the following categories:

***Full Admission:*** The student has met all the admission requirements.

***Provisional Admission:*** The student is allowed to attend class pending official verification of required admission documents. Provisional students may not attend classes beyond Module One without a change in status.

***Conditional Admission:*** The student has entry deficiencies, but an acceptable educational plan has been developed with regard to those deficiencies. Conditional Admission Status constitutes academic probation and requires that the advisor and student discuss the course load and other issues related to academic success. Verification of this discussion is documented in the student's file.

## **ADMISSION STATUS: STUDENTS NOT SEEKING A DEGREE**

Students who are not seeking a degree, but who wish to take one of the courses offered, may be considered under the admission status as follows:

***Guest Admission:*** Guest students may take up to 12 credit hours without formally applying for admission to Tabor College School of Adult and Graduate Studies. In order to do so, students must be out of high school for four years or have worked full time for two; submit copies of transcripts; complete an enrollment form and make payment arrangements on or before the first class.

***Professional Development Status:*** Must enroll in 13 or more credit hours. Students who wish to be admitted in this status must meet the following criteria in addition to submitting a completed application with fee:

- a. Four years out of high school or a minimum of two years full-time work experience.
- b. Successful completion of the Compass E-Write writing diagnostic.
- c. Successful completion of the AGS Computer Literacy Exam or enrollment in BUS 200 within first 12 hours of study
- d. Provide official copies of all transcripts.
- e. Satisfy the elective program guidelines for the elective credit program as outlined in this Academic Catalog.

## **POLICY FOR TRANSFERRING CREDIT**

### **Credit from Accredited Institutions**

Credit from institutions accredited by the following accrediting bodies will be accepted: Middle States Association of Colleges and Schools (MSA), the Northwest Association of Schools and Colleges (NASC), North Central Association of Colleges and Schools (NCA), New England Association of Schools and Colleges, Inc./Commission of Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-Jr.), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-Sr.), American Association of Bible Colleges (AABC), and the Association of Theological Schools (ATS).

### **Credit from Non-accredited Institutions**

Credit from institutions not accredited by a regional accrediting agency will not be accepted as transferable credit unless one of the following criteria is met:

1. The institution is accredited by one of the accrediting bodies under the CORPA (Commission of Recognition of Postsecondary Accreditation) umbrella.
2. The Adult and Graduate Studies Committee approves the transfer of credit based on the evaluation of the mission statement as stated in the institution's catalog, the content of the courses taken, and the credentials of the faculty.
3. A minimum of three regionally accredited institutions will accept the courses being submitted from the institution where the credit was earned.

If one of the above criteria is met, the following guidelines will apply:

1. Credit will only be awarded for courses of study similar to subject areas offered at Tabor College or for courses of study that are approved by the Adult and Graduate Studies Committee.
2. Credit will be awarded after the student completes 20 credit hours at Tabor College with a GPA of 2.0 or higher.
3. The amount of credit awarded cannot exceed the following caps:
  - a. 75 hours from each four-year institution
  - b. 62 hours from each three-year institution (maximum 70 hours per cap below)
  - c. 40 hours from each two-year institution (maximum 70 hours per cap below)

### **Professional, Technical, and Military Credit**

Credit from professional, technical or military work will be transferable credit if there is a guideline from either the American Council on Education (ACE) Guide to the Evaluation of the Educational Experiences in the Armed Services, or the Program on Non-sponsored Collegiate Instruction (PONSI) which recommends credit.

### **Credit by Examination**

Tabor College has policies for the following external exams: AP, CLEP, DANTES, and IB. Scores which meet criteria of these policies will be accepted as transferable credit subject to the caps below.

### **Additional Policies That Apply to Transfer Credit**

1. No credit will be transferred for courses passed below C- at non-accredited institutions. A maximum of 9 credit hours of "D" grades earned at regionally accredited institutions may be transferred.
2. Credit reported on transcripts as clock hours will not be considered as transferable credit. In such cases, students may earn credit through portfolio assessment (PSTs or LLPs- see below.)
3. The following are additional caps that apply to all credits earned:
  - a. 70 hours from institutions less than four years
  - b. Cap on Technical Credit:
    - i 40-semester hour cap for technical credit taken toward an AA, AS, AGS, AAAS, and baccalaureate degree at a regionally accredited institution and for technical credit evaluated by ACE/PONSI that is recommended for upper-division baccalaureate credit.
    - ii 30-semester hour cap of any other technical credit, including technical credit earned through transfer, through ACE/PONSI-approved courses that are recommended for lower-division credit, and through portfolio assessment. Credit that was earned as part of an A.A.S. degree or vocational certificates is included under this cap.
    - iii The definition of "technical credit" is as follows:
      - The course primarily teaches a person how to do something, i.e., its purpose is to allow students to learn a specific skill such as machinery or equipment, EMT, aviation, nursing (ward care, hands-on patient care), computer repair and usage, office studies, drafting, automotive, cosmetology, etc.
      - The course content focuses on the applied aspects of the topic, with minimal attention to theoretical concepts.
  - c. 30 hours of life experience credits\*: PSTs (Professional Schools and Training) or LLPs (Life-Learning Papers)
  - d. 30 hours of credit by examination\*: CLEP, DANTES, AP- Advanced Placement, IB-International Baccalaureate
  - e. A maximum of 9 hours of cohort based courses may be transferred into the undergraduate degree completion programs.

\*The total of life experience credits and credit by examination cannot exceed 45 hours.

## **OPTIONS FOR EARNING ADDITIONAL COLLEGE CREDIT**

### **CLEP\***

CLEP, the College-Level Examination Program, gives students the chance to earn credit for what they already know. Students may get further ahead in their college career by earning a qualifying score on one or more of the 30+ CLEP exams.

### **DANTES\***

DANTES, Defense Activity for Nontraditional Education Support, is a credit by examination program available through Tabor College. DANTES tests are available in mathematics, social science, business, physical science, and humanities. Some tests may be taken to fulfill a Core Curriculum requirement. Credit cannot be earned from these exams if the content has already been awarded credit in any other way. All tests may be taken for additional credit.

Students who receive a passing score from DANTES are given credit on the transcript. Student transcripts will reflect the name of the exam and the heading "Credit by Examination." DANTES tests do not receive a letter grade, only the number of hours of credit earned. Students who do not receive a passing score must wait 180 days before retaking the test.

### **LIFE-LEARNING PAPERS (LLP) \*\***

Students may write Life-Learning Papers that identify significant learning from past experiences. Students are provided with a model to help analyze the learning experience, break it into component parts, and thoughtfully examine each element. College work from a two-year school beyond the 70-hour cap may be looked at for credit through a Life-Learning Paper.

## **OTHER CLASSES AT TABOR COLLEGE SCHOOL OF ADULT AND PROFESSIONAL STUDIES**

Students may pick up courses from the STEPS program, Saturday classes, or selected courses from other Bachelor's degree programs. Tabor College also offers Core Curriculum courses on Saturdays based on the needs and interest of students.

### **PROFESSIONAL SCHOOLS AND TRAINING (PST)\*\***

Students may receive credit for professional schools, courses, workshops, seminars, and licenses for which college credit has never been awarded. Credit may be earned for college-level learning that directly relates to professional development, providing the proper documentation is submitted.

### **TABOR COLLEGE CREDIT BY EXAMINATION\***

This is another opportunity for students to test out of needed college credit. Student must receive written approval from the chair of the department in which the course is taught. The student then provides the petition to the faculty member who will be administering the examination. A nonrefundable examination fee will be due to Tabor College Wichita prior to the administration of the exam.

**TRANSFER CREDITS**

Students may take classes through other institutions, correspondence credits, or distance learning. Please contact Student Services prior to taking classes to complete a transfer approval form.

\*A maximum of 30 hours may be earned from credit by examination.

\*\*A maximum of 30 hours may be earned for LLPs and PSTs.

Note: The combination of credit by examination and life experience credits (LLPs and PSTs) cannot exceed 45 hours.



**School of Adult and Graduate Studies**

**ADULT DEGREE  
FINANCIAL AID**

## FINANCIAL AID

Tabor College is committed to the ideal of providing education to qualified students regardless of their financial means. Financial aid is offered to eligible students through scholarships, grants, loans, and employment. The Office of Student Financial Assistance is given final authority for all official offers and awards of financial aid on behalf of Tabor College under the supervision of the Director of Student Financial Assistance.

All applicants for aid are encouraged to file the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper forms are available from high school guidance counselors or by writing to the Tabor College Office of Student Financial Assistance.

The Office of Student Financial Assistance will act on all scholarship applications and FAFSA results. Notification of award will be made in writing to all students who are accepted for admission to Tabor College. The student is asked to accept or decline the financial aid awarded to him or her by the reply date indicated on the award notice. All students have the right to appeal for an extension of time to accept the financial aid award package. If a student would like to have the aid package reviewed again, he or she should contact the Office of Student Financial Assistance by the reply date.

Tabor College encourages all students to apply for and accept government grants, church scholarships, and other sources of aid outside of Tabor College.

Tabor College students are allowed access to personal financial aid applications materials contained in their financial aid file. Any student wishing to review the materials in his or her file must contact the Office of Student Financial Assistance for an appointment. Students will only have access to their personal information; materials relating to parents and/or guardians will not be available unless authorized by the parent or guardian. *Tabor College complies with the Federal Trade Commission rules related to the safeguarding of customer financial information as addressed by the Gramm-Leach-Bliley Act (GLB Act). The College is also in compliance with the Family Educational Rights and Privacy Act (FERPA). Academic and financial information retained in student files is secured from unauthorized access through administrative and electronic controls.*

## STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require Tabor College to establish Satisfactory Academic Progress standards for student financial aid recipients. Tabor College's standards of SAP measure a student's academic performance both qualitatively and quantitatively by reviewing the following three areas of performance: completion rate for coursework enrolled, total cumulative grade point average (Cum GPA) earned and the maximum time frame to complete a degree. The Office of Student Financial Aid is responsible for ensuring that all students receiving federal financial aid are meeting these minimal standards. The standards of SAP apply for all federal financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study, Federal Supplemental Educational Opportunity Grant and Federal Family Education Loans (Stafford and PLUS).

### **Items to consider:**

- Financial aid SAP is similar to but not exactly the same as academic progress required for graduation.
- Being declared ineligible for financial aid does not mean a student has been academically dismissed from Tabor College. It means that students may not receive government financial aid. They may still be eligible for Tabor College aid.
- Any appeal of ineligibility is good for only one term. Approval of an appeal places the student on “financial aid probation” only for the term the appeal was approved.
- No federal aid may be paid to a student’s account for a subsequent term until after grades for the probationary period have been reviewed and the student’s status determined to be satisfactory.
- Failure to meet the minimum SAP standards after an appeal was approved will place a student in ineligible status once again.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

A student must be in an admitted/enrolled status as a regular student in a degree program and making satisfactory academic progress toward a degree, in order to be considered for participation in federal financial aid programs administered by Tabor College’s Office of Student Financial Aid. Making satisfactory academic progress, for these purposes includes three factors: 1) a minimum prescribed cumulative grade point average (CUM GPA) defined by Tabor College, 2) a prescribed completion rate of courses enrolled, and 3) proceeding through the program at a pace leading to completion in a time frame of 150% of the average length of a program. The specific expectations include the following:

Maintain a minimum cumulative grade point average (CUM GPA) from coursework taken at Tabor College: The minimum CUM GPA for undergraduates is 1.70 for freshmen, 1.80 for sophomores, and 1.90 for juniors and 2.0 for seniors.

Each full-time student (enrolled in 12 or more semester hours) must earn at least 67% of all attempted hours each academic year. Students who enter during interterm or the spring semester must earn the same 67% of all attempted hours for the enrolled semester in order to maintain financial aid eligibility.

Students are expected to complete degree requirements within 150% of the average length of their program of study, i.e. 186 credit hours.

SAP is measured annually after the end of the spring semester, which is the end of the academic year. All attempted hours, even in terms when a student did not receive federal financial aid, must be included in the SAP review. Failure to comply with any one of the following requirements will result in probationary status or the loss of federal student aid eligibility:

### **FAILURE TO MEET SAP STANDARDS FINANCIAL AID PROBATION**

Satisfactory Academic Progress is reviewed in May at the end of each academic year (for traditional undergraduate students and after each term for AGS and Graduate students). Students not meeting the GPA and/or the completion percentage requirements at that time will be automatically placed on “financial aid probation”. [Students

exceeding the 150% credit limit criteria for their first Bachelor's degree, are not eligible for "financial aid probation."]

Financial aid probation provides an opportunity for students to correct deficiencies and to re-establish compliance with the SAP standards. Students have until the end of the succeeding academic year to correct their SAP problem. Therefore, a student on financial aid probation at the end of the academic year in May has the ensuing summer, fall and spring semesters to correct their SAP deficiency. Students remain eligible for federal financial aid while on "financial aid probation".

Students placed on financial aid probation will receive written notification of this action. However, it is the responsibility of the student to know whether his/her grade report, when compared to the SAP criteria, will cause placement on financial aid probation, or the immediate loss of eligibility. The SAP policy is listed in the Catalog and the policy manual located in the financial aid office.

At the end of the probationary period, the student will either :

Be removed from probationary status because all three components of the SAP policy are now met; or

Be suspended from receiving assistance from federal sources and will receive a Financial Aid Suspension Letter.

## **APPEAL PROCEDURE**

Students not meeting the Satisfactory Academic Progress requirements may appeal their financial aid suspension. To do so a student must submit their appeal no later than one month after the end of that term. Appeal submission requires they provide the Office of Student Financial Aid with a signed SAP Appeal Form explaining why he/she should not be suspended. The SAP Appeal Form is available on-line for downloading and printing, or directly from the Office. A student may appeal due to mitigating or extenuating circumstances that could not be influenced, planned for, or prevented by the student (e.g., hospitalization, prolonged illness, death in the immediate family, etc.). Documentation verifying the situation is required and must accompany the appeal.

The appeal will be reviewed by the Student Appeals Committee and a decision rendered and conveyed in writing by the Director of Student Financial Aid or her/his delegate to the student within two weeks of the receipt of student's appeal. Decisions regarding appeals are final and, consequently, not subject to further review. If a student's appeal is approved, federal aid may be allowed for one term. The outcome of a student's appeal depends upon the nature of the circumstances causing the violation, documentation provided, and how well the student has demonstrated that they are now making good progress toward earning their degree.

## **FINANCIAL AID SUSPENSION AND RE-ESTABLISHING ELIGIBILITY**

After financial aid has been withdrawn for failure to maintain satisfactory academic progress, students may re-establish eligibility by improving their completed courses and grade point averages through Tabor College at their own expense. Students should contact the financial aid office at the end of the semester in which two-thirds or more of the hours attempted have been completed. It may also involved dealing with issues that have hindered their progress. Probationary financial aid eligibility will be permitted for

an upcoming semester. When two-thirds of the courses attempted have been completed in one semester and if all other academic progress requirements have been met, the student is taken off of financial aid probation. Suspended students are encouraged to speak with the financial aid office about alternative loan opportunities available to them if they must supplement their own and/or their family's resources.

## ACADEMIC SCHOLARSHIPS

Transfer students are awarded academic scholarships exclusively on the basis of their college work. The majority of scholarships are independently sought and awarded external to Tabor College for students in the School of Adult and Graduate Studies. These are through professional affiliations and organizations as adults. Information on external scholarships is available in the Admissions Office.

***Church Scholarships and Church Matching Grants.*** Students are encouraged to seek financial assistance from their church congregations. Churches may provide scholarships in the names of students to be applied on accounts. The College will match that award up to \$250 with a maximum of \$500 per academic year as financial aid. Church treasurers should inquire with the Office of Student Financial Assistance regarding details of this program.

The Office of Student Financial Assistance is given final authority for all official offers and awards of financial aid on behalf of Tabor College under the Director of Student Financial Assistance.

## GOVERNMENT AND ELIGIBILITY-BASED AID

To apply for all eligibility-based aid, complete the FAFSA and code Tabor in Step 6. Title IV federal financial aid code is 001946. The resulting eligibility analysis forms determine your eligibility for the following programs. *Note:* Tabor College will determine eligibility on a preliminary basis. Final acceptance and granting of aid is done by the various government agencies for state and federal awards. Tabor College does not guarantee these awards and will not replace awards denied by these agencies.

***Federal Pell Grant.*** The Pell Grant is designed to provide financial assistance to those with financial eligibility who desire to attend post-high school educational institutions. Grants range from (\$1,609 to \$5,350). Application for a Pell Grant is made by completing the FAFSA.

***Federal Stafford Student Loan Program.*** This program provides for a federal guarantee of a student loan from a commercial lending agency for those students demonstrating financial eligibility. Stafford loans may be considered Subsidized or Unsubsidized. Repayment with interest begins six months after the student ceases to be at least a half-time student. A student must be enrolled at least half time to be eligible for a Stafford Loan. If the student does not wish to utilize a certain lender, the Office of Student Financial Assistance is able to recommend a servicer.

***Veterans' Benefits.*** Students who have served in the Armed Forces are entitled to an educational expense allowance and a monthly subsistence allowance. The student should at the time of registration present a Certificate of Eligibility and Entitlement issued by the Veterans' Administration. The endorsement of this certificate by the institution completes the arrangements for receiving benefits granted by the G.I. Bill of Rights. Credit is granted for college courses completed through the Armed Services as

recommended by the American Council on Education. Individuals eligible for these benefits must comply with all Terms of Financial Settlement. Veterans' benefits are facilitated by the Registrar's Office.

**Verification Requirements.** Some students' federal aid applications will be selected for verification by the Department of Education or by Tabor College. Those students selected will be notified on their Student Aid Report and by letter from Tabor College. A Verification Worksheet will be sent to the student. The Verification Worksheet should be completed, signed, and sent, along with signed federal tax forms and W-2s, to the Office of Student Financial Assistance.

All documentation must be provided by the student before any Title IV financial aid will be applied to the student's account. If a student does not respond with documentation, his or her account will only be credited with Tabor institutional aid which is non-need based. The Business Office will charge a delinquent account fee each month for unpaid balances. No exception or waiver of this fee will be granted while state or federal aid applications and awards are pending or in transit. This is explained in supplemental information under Terms of Financial Settlement.

Tabor College does not discriminate on the basis of race, color, gender, religion, disability, or national or ethnic origin in its administration of its educational policies, federal, state, and institutional financial aid policies, scholarship programs, loan programs, athletic programs, admissions criteria, or any other College-administered programs.

## **FINANCIAL PAYMENT POLICIES**

### **TUITION AND FEES**

Total costs vary by program. This information may be obtained from the College staff. All students are required to meet with the Student Accounts Representative and Financial Aid Representative upon enrollment.

### **PAYMENT PLAN**

For students in a cohort-based program of study, a \$100 deposit is to be paid by the student prior to the first class. After a student completes Term 1, the \$100 is applied to their student account. If the student withdraws before the end of Term 1, the deposit is non-refundable and will not be applied to their account. Charges for the Term are due on or before the first class. Each subsequent Term's charges are due on or before the first class of the Term.

In order to waive full payment on or before the first class, a student must:

1. Have applied for financial aid/employer assistance and
2. Provide evidence that aid/assistance will be available in the immediate future.

*Note:* Student accounts must be in a current status at the end of each Term, or the student may be denied additional enrollment in coursework or be administratively withdrawn.

## PAYMENT OPTIONS

### Financial Aid

The Free Application for Federal Student Aid (FAFSA) is the application for the Pell Grant and determines one's eligibility for the Stafford Loan (formerly Guaranteed Student Loan), both of which are based on "need" as determined by the FAFSA. The FAFSA may be obtained from the AGS Staff. Students must be enrolled at least part time (6 credit hours) to qualify for most Federal Aid programs.

By completing the FAFSA, all students may determine their eligibility for the various sources of federal student aid. Included are the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Subsidized and Unsubsidized Stafford Loans, and Perkins Loans. Due to the varying starting dates of classes, students will need to complete more than one FAFSA for two successive years. The Office of Student Financial Assistance and AGS staff will inform students as to which year's forms will be needed. Students enrolled in most AGS programs are considered to be "half time", in compliance with federal financial aid regulations.

By completing the FAFSA and coding Tabor in Step 6 (Title IV financial aid code is 001946), the student will begin the process. (*Note:* Completed FAFSA should be returned to the Tabor College Financial Aid Office.) Thirty percent of all federal-aid applicants are selected at random for verification. Selected students will need to submit federal income tax returns, W-2 forms, and a verification worksheet to the Office of Student Financial Assistance. The Office will notify those who are selected. Upon receipt of all of the above, the Director of Student Financial Assistance will award appropriate types and amounts of aid. The student will then be able to sign an award notice, complete a loan application form, and complete a student loan entrance interview. This will complete the process.

*Note:* In some situations students may qualify for deferment of loan payments. To qualify, students must be attending classes. Most loan companies require half-time student status for deferment. Please contact the lender for deferment qualifications and information.

*Also:* If a tuition refund is due the student as a result of withdrawal from classes, and the student received financial aid, refunds must be returned to the financial aid programs.

### Employer Assistance

To be eligible for employer assistance, a student must fill out an "Employer Assistance Information" form prior to the beginning class. This form is for any student whose employer will make payments to the College or to the student personally.

*Note:* If the student's employer requires the student to submit a grade in order to pay for tuition, the student is responsible for submitting the grade to the employer in a timely fashion. If the employer issues a Tuition Voucher, Approval Certificate, etc., the student must submit that to the College on or before the first class session of each Term in order to receive proper credit on the student's account.

If the employer will make payment to the student rather than to the College, or if payment will not be made until after successful completion of an entire Term, the student should not show this as Employer Assistance and must make other arrangements for payment of charges, such as applying for a student loan, using the Term payment plan, or using the monthly payment plan.

**Personal Funds**

Students may pay for their program with personal funds by using the monthly payment plan or the Term-based payment plan. (See the Student Account Representative for payment plan information.) Processing fees apply for students selecting the Term-based payment plan.

**RECRUITMENT INCENTIVE**

Tabor College School of Adult and Graduate Studies students who are enrolled in a cohort program are eligible to receive a recruitment incentive for referring qualified prospects. If the referred student enrolls in a cohort program, the student who provided the referral will receive \$200. If the referred student enrolls in an out of program course, the student who provided the referral will receive \$50. Tabor College School of Adult and Graduate Studies alumni who make referrals also receive acknowledgement and an appreciation gift for any student referrals resulting in enrollments.

**REFUND PROCEDURES**

Tuition and book fees will be charged for each course. Prior to the 50% attendance point there is a \$100 drop fee and full book fee. At that time the student is responsible for 100% of charges associated with an individual class or in the case of the Bachelor's degree completion programs, the term. (Refunds are subject to the Federal Title IV "Refund or Repayment" Regulations and, therefore, must be determined by the campus Financial Aid Officer.) Academic credit will be given for modules *completed*. Grades are earned upon 50% of course schedule completion.

**CHANGES IN REGISTRATION/REFUND POLICIES**

To withdraw enrollment from a module or STEPS class, a student must complete a Student Status Form. A withdrawal fee will be assessed for each withdrawal. Because withdrawal may jeopardize financial aid due to federal and state government regulations, students are advised to consult with the Office of Student Financial Assistance about their particular situation *before* withdrawing. Tuition and book fees will be charged as previously described in Refund Procedures. The student becomes responsible for 100% of charges associated with an individual class at 50% of course schedule and has an earned course grade.

Academic credit will be given for modules completed. A non-punitive grade of *W* will be recorded on the transcript for withdrawals which occur between the start and the midpoint of a course. If the last date of attendance falls after the midpoint of a course, a grade will be assigned.

For policies related to withdrawing from a program or re-admission, see Withdrawal from a Program in this section of the catalog.



**School of Adult and Graduate Studies**

**ADULT DEGREE ACADEMIC  
INFORMATION**

## CORE CURRICULUM PROGRAM

A liberal arts curriculum is composed of three major segments: Core Curriculum courses, major courses, and electives. Our Core Curriculum program is defined as those courses that the faculty of Tabor College consider to be essential for all students to take. It includes the courses that we believe are central to a Christian liberal arts education. Within this package, Tabor College attempts to communicate its primary distinctives and core values. A student who has successfully completed a degree at Tabor, including the Core Curriculum curriculum, will have been exposed to a number of issues and skills areas that represent important competencies for productive living as a citizen of society and the Kingdom of God. These include the following:

1. Uses effective communication skills in reading, writing, speaking, and authentic interpersonal relationships/dialogue.
2. Solves problems using critical thinking skills individually and in groups/teams.
3. Uses technology competently to gather, synthesize, and present information.
4. Demonstrates a critical understanding of the scientific method, inductive reasoning, and deductive reasoning.
5. Participates in activities and services with an enhanced awareness and respect of intercultural relationships in the global society.
6. Demonstrates an understanding of the nature and role of fine arts in society.
7. Summarizes the impact of historical perspective regarding events, ideologies, and values.
8. Articulates an understanding of the biblical core foundation of Christian faith.
9. Practices ethical behavior in personal, academic, competitive, and professional contexts.

Tabor College's distinctives as an institution of higher education center primarily on our heritage as a faith-centered, church-related liberal arts college. The overall commitment of Tabor College is to develop holistic collegiate-level competence, and a distinctly Christian lifestyle and world view. These attributes are developed through the curriculum as well as through student life activities. Our distinctives find expression in many places, including our Core Curriculum program:

***Christ-centeredness.*** We try to both teach and live the commandment to love God and neighbor. Our aim is to see faith development occur in our students. Instruction in the classroom proceeds from a Christian/biblical world view, and students are encouraged to develop such a perspective for themselves.

***Community.*** We live in an academic community at Tabor College, and desire to live as a community of faith as well. We support each other, and hold each other accountable for excellence, personal, and spiritual growth.

***Competence.*** We strive for holistic education that includes intellectual, emotional, spiritual, physical, and relational dimensions.

**Service.** We stress the importance of serving Christ in all vocations, and provide service/learning opportunities for students.

**Cross-cultural Sensitivity.** We believe that students must be prepared to live and work in a diverse world.

The Core Curriculum program is further guided by a number of philosophical principles:

1. Our students should be generalists, well acquainted with the major ideas of human intellectual history.
2. Our Core Curriculum program should introduce students to a variety of disciplines, but within the framework of a unified vision and purpose.
3. We recognize the value of secular learning, and strive to learn God's truth wherever it may be found.
4. We believe that there are "ideals" to be pursued in life – namely, the way of Christ. We want our students to be free to become all that God intends them to be.
5. We believe that Christian maturity and citizenship are characterized by the ability to critique our culture, as well as seeking to develop Christian ways of viewing the world.

### **Core Curriculum Conceptual Framework**

The Core Curriculum is based on the Tabor College Mission Statement and Philosophy.

Each graduate of Tabor College will demonstrate competencies as a result of the Core Curriculum. The Core Curriculum, including courses and experiences, is:

1. Broad in scope, covering a wide range of topics.
2. Dealing with worldviews, constructs, and concepts and their applications to the Christian life.
3. Interrelated, asking general questions within historical contexts and seeking meaningful connections across multiple areas of inquiry.
4. Descriptive about the nature of inquiry within any given discipline.
5. Outcomes-related, designed to develop or enhance the skills and knowledge identified by the faculty and other constituents as essential traits of a Tabor College graduate.
6. Characterized by principles of Christian theology and ethics from a Mennonite Brethren perspective within the core curriculum course content.
7. Community-focused, where students learn to listen to each other, respectfully critique ideas, and support each others' learning.
8. Respectful of all persons from different cultures and backgrounds, where students grow in their understanding of the increasing interdependence of people of diverse cultures throughout the world, including the United States.

**Classification.** Students enrolled in 12 or more credit hours are classified as full-time students; those with fewer than 12 hours are classified as part-time students. The following guidelines are used to determine class standing:

Freshman	meets all entrance requirements
Sophomore	24 credit hours completed
Junior	56 credit hours completed
Senior	88 credit hours completed

**Course Numbers.** Every course listed in the catalog is preceded by a number. The number indicates the level of difficulty of the course content.

000-099	These courses are not applicable to a degree
100-199	Recommended for freshmen
200-299	Recommended for sophomores
300-399	Recommended for juniors
400-499	Recommended for seniors
500-599	Graduate Level, open to undergraduate students by special permission
600-699	Graduate Level, open to holders of a bachelor's degree, subject to prerequisites

Students are not limited to courses matching their year in college. A freshman may take a junior level (300) course if prerequisites have been met, but should not be surprised to find the content more difficult than in a 100-level course. In some cases, special permission from the instructor or the Dean, School of Adult and Graduate Studies is necessary for a student to take a course beyond his or her academic level.

### UPPER-LEVEL CREDIT

Courses offered at the 300-level or above are defined as upper level. The following criteria differentiate upper- from lower-level credit:

1. Standards for the quality of work submitted are more stringent. The quality of writing will be evaluated more rigorously.
2. Work submitted is of a higher order or synthesis/integration.
3. Assignments include applications of principles learned.
4. Students are expected to work more independently.

### SATISFACTORY ACADEMIC PROGRESS

For AGS students, the following criteria represent satisfactory academic progress at Tabor College:

1. A semester GPA of 1.70 or higher for 6 or more credits; and/or a GPA of 1.70 or higher for last 9 credits
2. A cumulative resident GPA with these minimums:

Semesters completed	Cumulative Resident GPA
1-2	1.70
3-4	1.80
5-6	1.90
7 or more	2.00

The following additional criteria must be met to maintain continuous enrollment toward degree completion.

1. Successful completion of a module with no more than two retakes
2. No more than two consecutive failures of program modules
3. A resident cumulative GPA with these minimums:

At the program's midpoint-1.9 or higher

Near the program's conclusion-cumulative GPA of 2.0 or higher, and 1.70 or higher in the major (C- is 1.7)

AGS programs consist of varying numbers of terms. Satisfactory Academic Progress for students who qualify for federal financial aid but who are not enrolled in one of the degree seeking programs will be determined by the Tabor College Dean of Adult and Graduate Studies for continued enrollment and the Director of Student Financial Assistance for continued receipt of federal financial aid on a case-by-case basis.

Students are eligible for academic probation one time and then academic suspension.

Students who fail to meet the criteria will also be subject to financial aid probation or suspension in alignment with Federal Financial Aid Guidelines.

**Extraordinary Circumstances.** Students may experience extraordinary problems during a term. Within one year of having completed such a term, a student may petition the Provost to be withdrawn retroactively from any class or classes taken during that term. Any such petition will be processed by the Adult Graduate Studies Committee. The petition should include clear and documented evidence. Retroactive withdrawal will be granted only under exceptional circumstances, such as extraordinary medical problems. If retroactive withdrawal is granted for any course, the grade for the course will be changed to RW. The effect of such a grade on the student's GPA will be the same as that of a W.

**Effect of Withdrawal on GPA.** A WF has the same effect on the GPA as an F. Grades of W, WP, and RW are not computed in the GPA.

## **GENERAL ACADEMIC PROBATION/SUSPENSION GUIDELINES**

### **Probation**

A student will be placed on academic probation if any of the following is true:

1. They have not accomplished the GPA requirements of the School of Adult and Graduate Studies (See section on Satisfactory Academic Progress).
2. They are found to be in violation of the standards of academic integrity. (See section on Academic Integrity)
3. They are admitted under the Conditional Admission Status.

A probationary period will last for three classroom modules, or a minimum of 9 credit hours. If, at the end of the first probationary period, Satisfactory Academic Progress

has not been achieved, the student will be placed on academic probation for an additional three modules. However, those admitted to the program conditionally, become subject to suspension after the first probationary period (see below). Probationary status requires the program advisor and student discuss the course load and other issues related to academic success. Verification of this discussion is documented in the student's file.

### **Suspension**

Any one of the following is grounds for suspension from enrollment:

1. Failure to achieve Satisfactory Academic progress by the end of a second probationary period
2. Failure to achieve a resident cumulative GPA of 2.0 or higher by the end of the program
3. Three consecutive failures
4. Failure to achieve a C- or better in a particular program module after enrolling in that module three times
5. For those admitted under the Conditional Admission Status, failure to achieve a C- or better, without any incompletes, during the first three enrolled modules

### **Re-admission**

1. A student who chooses to leave the College under probationary status will be subject to the same status upon return to Tabor.
2. A student who leaves the College under academic suspension is not eligible for re-admission for one calendar year. The student may apply to the AGS Dean for re-admission. If re-admission is granted, the student will automatically return under probation and will have three modules to meet a minimum cumulative GPA of 1.9 for those modules.

### **Appeals of Suspension**

To appeal a decision of academic suspension, a student must indicate this intention in writing to the Provost Provost within 30 days of the date of notification. This letter should state the reasons for such an appeal. The AGS Academic Appeals Committee will review the appeal and render judgment on the decision to dismiss. The Committee's decision is final, and the student will be notified in a timely manner in writing of the decision.

## **ACADEMIC PROBATION/SUSPENSION/DISMISSAL**

If the minimum criteria for academic progress, as defined above, are not met, the student will be placed on academic probation for the following semester. If, at the end of the first probationary semester, satisfactory academic progress still has not occurred, the student will again be placed on academic probation for the following semester. At the end of the second probationary semester, if the criteria for satisfactory academic progress have not been met, academic suspension will result. No student may have more than two probationary semesters at Tabor College.

Those admitted on probation are limited to 12 hours per semester until they achieve "satisfactory academic progress" as defined above. Those not admitted on probation, but placed on probation while enrolled at Tabor are strongly encouraged to limit

themselves to 12 hours. A procedural hold is placed on a student's registration for the subsequent semester. Completing the registration requires that the advisor and student discuss the course load and other issues related to academic success.

Academic Suspension indicates that the student may reapply after an absence from the college. Academic Dismissal indicates that the student can never be re-admitted.

**Exceptions:**

1. Any student who achieves a semester GPA of at least 2.30 for ten or more completed hours will be allowed to remain at the institution for the subsequent semester regardless of the cumulative GPA.\*
2. A student who has been admitted to the College on academic probation will be subject to suspension after two semesters of attendance, unless satisfactory academic progress criteria have been met.
3. Any student who is currently or has ever been on probation whose semester GPA is 1.00 or below will be academically suspended from the College.

**Re-Admission**

1. A student who chooses to leave the College under probationary status will be subject to the same status upon return to Tabor College.
2. A student who leaves the College under academic suspension may apply to the Provost/Dean for re-admission after the stated academic probationary time frame. If re-admission is granted, the student will automatically return under probation and will have one semester to meet minimum criteria for academic progress. The student will be required to meet with his/her Faculty Advisor or Program Director at the frequency outlined in their academic plan for success.

**Appeals**

To appeal a decision of academic suspension, a student must indicate in writing to the Provost this intention within 15 days of the date of notification. This letter should state the reasons for such an appeal. The Adult and Graduate Student Appeals Committee will review the appeal within 15 days and render a judgment on the decision to dismiss. The student will be notified in a timely manner as to the decision of the appeal. If an appeal is not resolved before the term begins, the student may stay through the completion of his/her current course(s) in process. The Committee's decision is final, and the student will be notified in writing of that decision.

\*Students are expected to comply with the program requirements for the professional degree being sought, such as unencumbered nursing license or employment in the restricted licensure education program. Specific policies are described fully in the related degree Student Handbook.

**ADMINISTRATIVE WITHDRAWAL**

Students may be withdrawn from any course or program on the basis of excessive absences, according to stated attendance guidelines, for disruptive behavior, or for having a student account that is not in an acceptable payment status.

## ATTENDANCE

Regular class attendance is essential for success in college courses. Even when work is made up, students miss important discussions and explanations when absent. Nevertheless, students may need to miss class because of illness, personal and family emergencies, unavoidable employment obligations, and in rare cases, inability to get to class because of dangerous weather conditions.

The following policies apply to these absences for face-to-face instruction:

1. If a student misses more than *30 percent of class hours* during the module or class, regardless of the reason, she or he will automatically have to retake the module and may be administratively withdrawn from the program or class.\* The allowances list below are based on four-hour sessions. Longer sessions will require a recalculation of absences allowed.

Allowances include for a:

- 9 session-module 3 absences OR 12 hours and 0 minutes
- 8 session-module 2.4 absences OR 9 hours and 36 minutes
- 7 session-module 2 absences OR 8 hours and 24 minutes
- 6 session-module 2 absences OR 7 hours and 12 minutes
- 5 session-module 1.5 absences OR 6 hours and 0 minutes
- 4 session-module 1 absence OR 4 hours and 48 minutes
- 3 session-module 1 absence OR 3 hours and 36 minutes
- 2 session module 2 hours and 24 minutes

Attendance policies for online classes are at the discretion of the individual instructors,, as stated in their syllabi; however, they will be similar to the attendance guidelines stated in this section of the Academic Catalog.

\*Extenuating circumstances to this policy will be reviewed on a case-by-case basis. The student must submit a written request to the instructor for a reprieve from retaking the module. The instructor will forward the request to the AGS Dean and provide a recommendation as to whether the student's request should be approved or denied. The AGS Dean and appropriate academic representative will make a decision, providing documentation of the decision to the student and the student's file.

2. Regardless of the reason for the absences, students are not excused from completing the work they missed, and whenever possible should make arrangements in advance for the completion of all work missed.
3. Each instructor has the right to establish his or her own attendance policy within the guidelines of this policy. At the beginning of each module, the instructor will clearly explain the attendance policy for the class in the course syllabus.
4. Make-up assignments for most absences are determined by the instructor teaching the module.
5. The instructor has authority to establish additional procedures regarding tardiness and early departures.

The instructor will record attendance at each class, and the Dean or designee will monitor attendance records. Attendance records are essential to comply with regulations established by both the Veteran's Administration and H.E.W. for recipients of V.A. benefits or Federally Insured Student Loans.

## AUDITING COURSES

A student may audit a course by paying the current audit fee per credit hour. In addition, the cost of the textbooks is an additional audit course fee. No credit is given for such a course. Changes from audit to credit may be made until one week after midpoint of the class, with the consent of the instructor, and if the student has done the required class work. Credit to audit changes may be made until one week after the midpoint as well. In both cases, the Student Status Form must be completed in the Student Services Office. Audit entries on transcripts may be withdrawn if a student discontinues class attendance. Courses requiring skills such as word processing, applied music, or art may not be audited. Students must check with instructors regarding level of participation.

## COURSE COMPLETION POLICY

1. Grades at Tabor College are based on work submitted during the term of enrollment. For grading purpose students are expected to submit assignments by the final assignment due date for each course.
2. Instructors are required to submit grades no later than two weeks after the last class session.
3. In the event of extenuating circumstances (defined as situations beyond the student's control), the student may request an extension by submitting a request *directly to the instructor prior to the date that grades are due*. If the instructor deems that the request is warranted, an incomplete grade will be submitted and the student will be given additional time (normally four weeks from the last class session) to complete the assignment(s). Instructors must have *received* the assignments by the due date listed on the incomplete contract. (*Student and instructor are responsible for writing the Incomplete Contract.*) The contract will be filed with the student's academic records.
4. The instructor will indicate an Incomplete grade on the Final Grade by putting an I in the column titled "Final Grade". The alternate grade is the grade that the student will earn if no additional work is submitted to the instructor is recorded on the Incomplete Course Contract Form.
5. If a grade for the incomplete course is not submitted by the instructor within two weeks of the due date listed on the incomplete contract, the grade for the course shall *default to the alternate grade* submitted by the instructor at the time the incomplete grade was given. (If the failure to submit a grade is the fault of the instructor, he/she must use the existing change of grade procedures to address the problem.)
6. A student is allowed only one incomplete grade at a time. This restriction will be monitored by the Faculty Advisor. If a second *Incomplete Contract* has been written, it will become void if the previous incomplete grade has not been brought to resolution, and the alternate grade will become the final course grade.

7. If after 60 days there has been no grade submitted, nor communication from faculty and student, the school will administratively submit a grade.

## **COURSE REPEATS**

Grades earned at Tabor College may be improved only by repeating the same course for credit at Tabor College, or by obtaining credit by examination from Tabor. Both grades will be recorded on the transcript, but only the last earned grade will be computed in the resident GPA. Students may repeat elsewhere courses taken at Tabor. The credit will be transferred, but the Tabor College resident GPA will not be affected. A course that is repeated must be repeated in its entirety. A student is awarded credit only once for each course. A student will be charged each time a course is retaken.

## **GRADE CHANGES**

Grades are based on work submitted during the scheduled class sessions. All faculty requests to change a grade must be approved by the Adult and Graduate Studies Committee and must include a rationale. Requests based on work done or turned in after the end of the class session will be denied (unless an incomplete grade had been issued).

## **GRADE APPEAL STEPS**

A final course grade may be appealed in the following manner:

1. After the confirmation from student services that no processing errors were made, the student should seek to resolve the situation with the instructor.
2. If this is not possible, the student may initiate an appeal by writing to the Provost, requesting a hearing before the AGS Appeals Committee and providing specific details and all appropriate information. The Provost will take the appeal to the Committee.
3. If a hearing is granted, both the student and the instructor will attend.
4. By majority vote, the Committee will render its opinion, in the form of a written recommendation, to both the student and the instructor. While the judgment is final in terms of further appeals, it serves only as a recommendation for the faculty member involved. One copy of the Committee opinion will be kept in the student's permanent file; copies will also be given to both the student and the instructor.

Students have a period of 30 days from the day grades are issued by the Registrar's Office to question the accuracy and completeness of the grade report. The academic record, after that, will be considered final. Students appealing a grade for a Tabor College Hillsboro course may appeal through the approved School of Traditional Liberal Arts appeal procedure.

## **GRADE MINIMUMS**

1. A student must obtain a C- or better for any course that is listed as a prerequisite before being allowed to enroll in the subsequent courses.

2. All courses in the major must have a grade of C- or better to count toward the major.
3. A resident cumulative GPA of 2.0 or greater is required to graduate.

### **LIFE-LEARNING PAPER APPEAL PROCESS**

The appeal process is to be enacted for those unusual cases when a student feels that her or his Life-Learning Paper has not been evaluated fairly. This process will not be initiated until after the second rewrite and must begin within 30 days of the evaluation.

The first level of appeal will be to the original evaluator. This will be in the form of a petition requesting the credit and giving the rationale. The evaluator will either grant or deny the petition request. If the petition request is denied, the appeal will go to the AGS Dean. The Dean will have two options: (1) agreeing with the original evaluator; (2) sending the paper to a different evaluator for a second opinion. If the paper goes to a second evaluator, it will be sent as an original with no indication that it is an appeal. The credit determination from this evaluation will be considered final.

### **WITHDRAWAL FROM A PROGRAM**

To withdraw enrollment from a program, a student must notify his or her Faculty Advisor or Program Director and complete a Tabor College Student Status Form indicating program withdrawal. A withdrawal fee will be assessed. Withdrawal from a program may jeopardize financial aid because of federal and state government regulations. Students are therefore advised to consult with the Office of Student Financial Assistance about their particular situation before withdrawing from the program.

Academic credit will be given for modules completed up to the point of withdrawal from the program. For modules partially completed see policies related to withdrawal from a course. (See Changes in Registration under Academic Information in this section of the catalog.)

### **RE-APPLYING**

To re-enter a program, a student must re-apply. There is a processing fee due with the re-application. A Yearly Fee Sheet is available in the Student Account Representative's Office.

### **GRIEVANCES**

Grievances are defined as "formal articulations of an unjust act or policy" occurring under the authority of Tabor College. The nature of a "grievance" infers a moral obligation by Tabor to right a wrong. Student grievances may be formally submitted in writing to the Vice President for Student Life, Learning and Spiritual Formation, the Provost, or the President. These grievances, depending upon their nature, will either be processed by the Student Appeals Committee or by an ad hoc grievance committee appointed by the President.

Grievances and formal complaints are reported to accreditors in a privacy-protected format to shield the identity of the complainant.

## NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Provost, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tabor College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## DIRECTORY INFORMATION PUBLIC NOTICE

At its discretion, the College may provide Directory information in accordance with the provisions of FERPA to include: student name, local and permanent address, e-mail address, telephone number, date and place of birth, major field of study, photograph, dates of attendance, anticipated graduation date, degrees and awards received, most recent previous educational institutions attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student classification. **STUDENTS MAY WITHHOLD DIRECTORY INFORMATION BY NOTIFYING THE REGISTRAR IN WRITING WITHIN TWO WEEKS AFTER THE FIRST DAY OF CLASS OF THE FALL OR SPRING TERM.**

## ACADEMIC HONORS

***Dean's List.*** A student is eligible for the Dean's List based on the following grade point averages:

Honors .....	3.50-3.699
High honors .....	3.70-3.849
Highest honors.....	3.85-4.00

To be named to the Dean's List, a student must enroll in and complete a minimum of 10 graded hours on grading option (1) (see Grading System in the Academic Information section of this catalog) with no incomplete or No Credit (NC) grades (including Convocations) by the end of the semester. The 10-hour condition may be waived for those involved in semester-long placements (e.g., practica, internships, etc.).



## GRADUATION REQUIREMENTS

**Catalog Validity.** Students ordinarily meet the graduation requirements which are in effect at the time they enter Tabor College, but they may choose to meet the requirements of any subsequent catalog, provided ALL requirements of that catalog are met. In all cases, in order to be allowed to graduate under a given catalog, students must complete the requirements within six years of the issue date of that catalog.

**Bachelor Degree.** To qualify for the Bachelor degree a student must complete a minimum of 124 semester hours. In addition to satisfying the Core Curriculum requirements, a student must also meet those of the major field. At least 40 semester hours, a minimum of 16 in the major, must be taken in courses numbered 300 or above. All courses in the major and minor must have a grade of C- or higher. A resident cumulative grade point average of 2.0 is required for graduation.

Students who graduate with an A.A. degree and continue on for a bachelor's degree must complete all requirements for the bachelor's degree unless they stop out for a period of three years or longer. They will then be considered in the category of a transfer student and meet the degree completion requirements for the current academic year.

Transfer students must complete at least 30 hours in residence and complete a minimum of 12 hours in the major at Tabor College to be eligible for graduation. Twenty of the last 30 or 40 of the last 60 hours must be earned in residence. Residency requirements for students in the Undergraduate Adult degree programs will be satisfied with the completion of the regular courses in the programs. No student may earn more than 30 hours by correspondence.

Students will be allowed to earn a maximum of eight hours of credit in varsity athletics and musical ensembles which may apply to the 124-hour degree requirement. If more than eight hours are required for the major or combination of majors, such can be provided by petition. The same eight-hour maximum will apply to transfer students. By the same token, students will be allowed to earn a maximum of four hours of credit in varsity athletics and musical ensembles if graduating with the A.A. degree.

**Bachelor of Science Degree.** The Bachelor of Science degree is awarded for most Undergraduate Adult Degree programs.

**Bachelor of Science in Nursing Degree.** The Bachelor of Science in Nursing degree is awarded in the Undergraduate Adult Degree model.

**Associate of Arts Degree.** To qualify for the Associate of Arts degree, a student must complete a 64-hour program of study, which is comprised of Core Curriculum courses, disciplinary courses, and electives. The College offers A.A. degrees in Liberal Arts (see below). At least 30 credit hours, including the last 10 credit hours earned toward this degree, must be completed in residence at Tabor College. A resident cumulative grade point average of 2.0 is required for graduation. Residency courses at Tabor College are those that are exclusively administered and taught by Tabor College personnel.

For the A.A. in Liberal Arts, the 16 hours of disciplinary emphasis must be from one department approved by the Academic Policies Committee and must be passed with a grade of C- or higher. Students must work closely with their advisors in the selection of both disciplinary and elective courses.

***Master of Business Administration with Concentrations in Accounting/Leadership.***

This degree requires 36 hours of course work in accounting and/or management. The degree is designed for persons interested in pursuing accounting as a profession. Details of this program are available in the MBA Student Handbook.

***Master of Education.*** This degree requires completion of the Restricted Licensure Program and a few additional hours of graduate education credit. This program is designed for individuals who possess a bachelor's degree in a teaching content field and who desire to take professional education course work in preparation for teacher licensure at the secondary level. Classes are offered on-line. Details of this program are available in the Restricted Licensure Program Handbook.

***Application for a Degree.*** Application for a bachelor's degree from Tabor College must be made in the Registrar's Office at least six weeks prior to the date that the degree is to be conferred.

***Meeting Requirements for a Second Degree.*** Persons who have already earned a bachelor's degree and wish to earn a second degree must meet the following degree requirements:

1. Complete a minimum of 30 additional semester hours of credit at Tabor College to establish residency.
2. If the first degree was earned at Tabor College, at least half of the 30 hours must be earned at Tabor College.
3. Earn a minimum cumulative grade point average of 2.00.
4. Complete the Core Curriculum requirements for the degree sought.
5. Complete the requirements of a major field of study.

***Conferral of Degree.*** Diplomas will be issued to students upon completion of their degree requirements, full payment of tuition, fees and all additional charges, and after approval of the faculty and Board of Directors in February, May, or October. Students approved to receive their degrees at any of these three times are encouraged to participate in Commencement in May. Master's level graduates will be hooded at the first Commencement exercise following degree conferral. The Registrar will notify graduates of the deadline for indicating their intention to participate in Commencement.

***Commencement.*** Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course of study at Tabor College. Students who have completed degree requirements are eligible to participate. In addition, undergraduate students who have obtained a GPA of 2.00 and are deficient nine hours or fewer (four or fewer for A.A. degree-seeking candidates), or who have all requirements met except for the teachers' clinical experience block, may participate in Commencement providing they have a plan approved by their advisor and the Registrar to complete all requirements. Graduate students must have all requirements completed prior to participation in Commencement.

## GRADUATION POLICIES

### APPLYING TO GRADUATE

An Application for Degree Form must be submitted to the Registrar's Office at least six weeks before the date the degree is to be awarded. Diplomas will be issued to students upon completion of all requirements and after approval of the faculty and Board of Directors in February, May, or October.

### WHO MAY PARTICIPATE IN COMMENCEMENT EXERCISES?

Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course of study at Tabor. Students who receive their degrees in May are encouraged to participate in the Commencement program for the conferral of the degree. Students who had degrees conferred earlier in the year are eligible to participate in the symbolic awarding of degrees at the Commencement exercise. In addition, students may participate in the May Commencement if:

- at that time they have obtained a GPA of 2.0, and
- they have no more than nine hours of deficiencies at the time of Commencement and an approved plan to complete the deficiencies, or In the MEd program, candidates must have all course work completed or they cannot participate in commencement ceremonies.
- AGS students' only remaining requirements are program modules which are scheduled to be completed **during the summer term** immediately following Commencement and the students are not repeating the modules. This would not be true for MEd candidates.

The plan must be approved by the Student Services Advisor and the Registrar.

### WHAT IS COUNTED IN THE NINE-HOUR DEFICIENCY LIMIT?

1. Any hours not graded or graded Incomplete at the time of Commencement.
2. Life-learning papers and PSTs for which the evaluation is not complete.
3. Any hours not documented as being enrolled or completed either at Tabor or another institution (If a student has provided a copy of the registration for a course(s) at another institution in a semester which ends prior to Commencement, it will not be counted toward the 9-hour limit).
4. Any credit hours that will be taken following Commencement.

### DEADLINES FOR GRADUATING STUDENTS

1. Life-Learning Papers and PSTs must be submitted by *December 1* for students planning to graduate in May.
2. The approved deficiency plan must be submitted to the Registrar's Office by *March 15* in order to be approved by the faculty and Board prior to Commencement.

3. Official transcripts for transfer courses taken elsewhere prior to Commencement must be received *by noon on Monday prior to Commencement* in order to receive a diploma at Commencement. Students should fill out a transcript request form prior to the end of the semester at the college attended.

## **DIPLOMAS**

Diplomas will be given at Commencement to those students who have *all* requirements completed and grades submitted by Thursday before Commencement unless the student has a balance on his/her account.

Diploma *covers* will be given to everyone participating in Commencement, but the *signed diploma* will be withheld for students who have any deficiencies (e.g., an Incomplete in a course, transfer courses not documented, grade below C- in the major, etc.), and for students whose account is not paid in full. For those students who participate in Commencement but don't receive a diploma, their degrees are conferred at the end of the month in which all requirements are completed. Diplomas are mailed at the beginning of the month following the degree conferral.

If degree requirements are NOT completed within one year of Commencement and the student later completes requirements, the student will need to submit a Diploma Order Form with the appropriate fee if a diploma is desired.

## **GRADUATION HONORS**

To encourage scholarship and recognize successful college work, the faculty has established the Honors at Graduation system based on 56 or more *letter-graded hours* (also called GPA hours) at Tabor: Cum Laude, 3.50-3.699; Magna Cum Laude, 3.70-3.849; and Summa Cum Laude, 3.85-4.00.

Students who have a resident GPA at the appropriate level for honors at the time of Commencement will be recognized with honors at Commencement provided they are enrolled in enough hours in the subsequent summer term to reach the 56-hour threshold. Commencement honors are not considered official. Official honors will not be recorded for the student until their degree is earned and all requirements for honors are met. Honors will be calculated according to the following policy:

1. The GPA will be computed based on all credit hours (excluding non-degree credit) from all regionally-accredited institutions attended. If both previous work and Tabor College work fulfill the requirements, the student will be awarded honors.
2. Honors will not be granted for a cumulative grade point average higher than that earned at Tabor College.

## **TRANSCRIPTS AND GRADE VERIFICATION**

Student transcripts indicate the month in which degree requirements are completed. Transcripts may be requested one week after the completion of the semester.

One complimentary transcript is issued to students upon the student's request. Thereafter, each transcript that is mailed is \$3 payable with the transcript request. Each transcript that is faxed is \$5. It is recommended that official transcripts be sent directly from Tabor College to schools, employers, agencies, etc. Transcripts issued directly to students will carry the notation "issued to student." Transcript requests and/or grade

verification requests must be in writing (by fax or mail) to the Office of the Registrar and contain the following:

- Student's name at the time of attendance
- ID or Social Security Number
- Date last attended Tabor College
- Names and addresses of where the transcripts are to be sent
- Student's signature

If specific terms or specific course grades are to be included, that information should be noted so that the transcript is not sent before the data is posted to the record.

All tuition and fees must be paid in full before a transcript may be released.

Enrollment verification requests must be made in writing to the Registrar's Office and will include the same information as transcript requests. Verification of enrollment is from beginning to ending dates of class registration.

## COMPLETION DEADLINES

After the completion of the specific program's modules, a student has 12 months to complete all requirements for the Bachelor's degree. With the expiration of 12 months, the student will be classified as *inactive*. To be reinstated to *active student status*, one must petition and pay a re-instatement fee. Also, the student must agree to retake all courses in the major in which the student earned below a C- grade (including any incomplete grades). The cost of courses will be at the current tuition rate.

Any student who has been out of school for more than one year from the last day of class and desires to return to active status may need to meet graduation requirements for the academic year in which the student returns to active status.

Reinstated active student status will last for six months, providing there is positive evidence that progress is being made toward graduation. A student must be classified as active in order to graduate. If no evidence of progress is demonstrated, the student will return to inactive status.

## PORTFOLIO

Portfolio credits (LLPs and PSTs) must be completed within the *12-month* deadline for active enrollment in the College (see Completion Deadlines above).

## AGS ACADEMIC CALENDAR 2009-10

### Fall Term

Sept. 1	Beginning of Term
Oct. 10	Homecoming
Oct. 11	RN-BSN Nursing Pinning Ceremony 3 p.m.
Nov. 24	Thanksgiving Vacation Begins – 10 p.m.

### Spring Term

Jan. 1	Beginning of Term
Apr. 2	Good Friday-no class

**Summer Term**

May 1	Beginning of Term
May 21	RN-BSN Nursing Pinning Ceremony 7:00 p.m.
May 22	Commencement – 10:00 a.m.
May 22	AGS Graduate and Family Luncheon 11:30 a.m.





**School of Adult and Graduate Studies**

**UNDERGRADUATE  
PROGRAMS**

**Business Administration  
RN-BSN  
Christian Ministry  
Certificate Programs**

## UNDERGRADUATE PROGRAMS OF STUDY

### CORE CURRICULUM AND ELECTIVE CREDIT

Tabor College School of Adult and Graduate Studies offers course options for working adults to earn Core Curriculum and lower-level coursework in an accelerated format.

Upper level credit options are also offered in various formats to assist students in meeting specific graduation requirements.

#### Courses Listing:

This is not an exhaustive list of courses, but is representative of the types of courses offered for credit at Tabor College School of Adult and Graduate Studies. For course descriptions see Course Descriptions in the Degree Completion Programs section of this catalog.

ART 351 Issues in Fine Arts/3	BUS 108 Personal Financial Planning/1
BIO 100 Environmental Science/4	BUS 110 Introduction to Business/3
BRS 100 Exploring Short-Term Missions/1	BUS 112 Fundamentals of Entrepreneurship/3
BRS 102 Church Planting/1	BUS 200 Technology Tools to Enhance Productivity/2
BRS 103 Personal Spiritual Development/1	BUS 312 Personal Finance/3
BRS 204 Gospel of John/3	BUS 320 Intermediate Accounting I/4
BRS 352 Conflict & Reconciliation/3	BUS 325 Intermediate Accounting II/4
BRS/ENG 319 Life & Writings of CS Lewis/3	BUS 390 Statistical Methods and Research/3
BRS 400 The Christian Faith in the Modern World/4	COM 131 Public Speaking/3
BRS/HIS 318 Religion in America/3	COM 132 Interpersonal Communication/3
BUS 100 Into to MS Word/1	COM 201 Intercultural Communication/3
BUS 101 Intro to Power Point/1	COM 351 Persuasion and Society/3
BUS 102 Intro to Excel/1	ENG 105 Applied Professional Writing/3
BUS 103 Budgeting Basics/1	ENG 211 Introduction to Literature/3
BUS 104 Career Awareness/Planning/1	ENG 305 Advanced Writing: Business/3
BUS 105 Fundamentals of Accounting/3	LAN 131 Spanish I/4
BUS 106 Resume Writing/Interview Techniques/1	LAN 132 Spanish II/4
BUS 107 Improving Work Dynamics/1	

HIS 101 History: The Cold War/1	PSY 100 Confident Parenting/1
HIS 102 History: World War II Seminar/1	PSY 101 Marriage & Family Life/1
HIS 121 US History I/3	PSY 102 Marriage Enrichment/1
HIS 122 US History II/3	PSY 103 Myers Briggs Type Indicator/1
HIS 290/BRS 290 History of Christianity/4	PSY 205 Helping Relationships/3
HPE 100 Stress Management for Personal Wellness/2	PSY 305 Counseling/3
HPE 245 Nutrition for Life/2	SOC 101 Urban Awareness/1
HUM 200 The Humanistic Tradition/3	SOC 113 Introduction to Sociology/3
MUS 200 Music Appreciation/2	SOC 115 Cultural Anthropology/3
NUR 455 Topics in Nursing/1-4	SOC 205 Aging in America/3
NUR 456 Advanced Clinical Pharmacology/3	SOC 324 Sociology of Community/3
PSC 112 American Government/3	SOC 352 Cultural Diversity/3
PHL 271 Introduction to Logic/3	SOC/BRS 300 Perspectives: World Christian Movement/3
PSC 103 Presidential Elections/1	ENG 306 Nuts and Bolts of Professional Writing/1

## CORE CURRICULUM COMPETENCIES FOR ALL PROGRAMS

### Mathematics Competency

Students must demonstrate competency in mathematics before receiving the Bachelor's degree from Tabor College. There are six ways for students to meet this requirement:

1. A mathematics ACT score of 19 OR mathematics ACT of 16-18 paired with an English ACT of 19. If the ACT was taken *prior to 1990*, competency is demonstrated with an ACT mathematics of 16 OR an ACT mathematics score of 12-15 paired with an English ACT score of 16.
2. A mathematics SAT score of 460 OR a mathematics SAT score of 400 paired with a verbal SAT score of 470. If the SAT exam was taken *prior to 4/1/95*, competency is demonstrated with an SAT mathematics score of 390 OR a mathematics SAT score of 350 paired with a verbal SAT score of 390.
3. A score of 43 or higher on the Numerical Skills portion of the ASSET exam.
4. A grade of at least a C in Tabor College's course MA 104 Intermediate Algebra, or in any transfer course that is at least the equivalent of MA 104.
5. Passing the mathematics competency exam, which is offered by the Mathematics and Computer Science Department at Tabor College biannually.

### Writing Competency

All incoming students are required to complete an electronic written diagnostic before the beginning of their program of study. Students who meet one of the criteria outlined in the writing diagnostic instruction set will be required to enroll in and successfully pass ENG

105. Students who wish to enroll in ENG 105 as an elective, may enroll with the consent of the Student Services Advisor.

## ACADEMIC PROGRAMS

### BUSINESS ADMINISTRATION (BUA)

*Hours Term Taken Grade*

#### Core Curriculum Requirements for Graduates:

Tabor College Distinctives:

RS 100: met via BRS 325 Bible Journeys .....	3		
RS 400: met via PHL 425 Values Personal and Social .....	3		
Intercultural Awareness: met via several modules			

Liberal Arts Sequence:

English Composition – two courses (6+ hours)			
English Composition I .....			
English Composition II .....			

History/Social Science – two courses (6+ hours) from different disciplines; examples include:

World History .....			
History of Christianity .....			
Survey of US History .....			
General Psychology .....			
Introduction to Sociology .....			
Cultural Anthropology .....			
Comparative Political/Economical systems .....			
Macroeconomics/Microeconomics .....			

Humanities- three courses (9+ hours) from at least three\* of the following areas:

Literature .....			
Philosophy/Religion .....			
Fine Arts .....			
Foreign Language** .....			
History .....			

\*If history is not used for a Humanities requirement, then only two areas must be represented

\*\*Two semesters of language meet two humanities requirements

Speech

One course OR .....	3		
Competency that may be demonstrated through the program			

Science/Mathematics

One lab course OR .....	4		
One natural science course without a lab .....	3		

ALONG WITH one of the following courses:

Another science course .....	3		
Mathematics: College Algebra or higher .....	3+		
Computer science: Must include a programming language such as Basic, Pascal, C++, etc., .....	3+		

Deductive Reasoning: met via Statistics

TOTAL HOURS     —    —    —

**Major Courses:**

Prerequisite for major coursework: BUS 200 Technology Tools to Enhance Professional’s Productivity or competency by exam

BUS 300 Career Development & Life Planning .....	2	_____	_____
BUS 211 Integrative Learning Session I .....	1	_____	_____
BUS 310 Business Communication .....	3	_____	_____
BUS 380 Organizations and Management .....	3	_____	_____
BUS 212 Integrative Learning Session II.....	1	_____	_____
BUS 232 Accounting for Operations, Finance and Investing.....	3	_____	_____
BUS 240 Fundamentals of Macroeconomics .....	2	_____	_____
BUS 245 Fundamentals of Microeconomics.....	2	_____	_____
BUS 261 Professional Development Project I.....	1	_____	_____
BUS 351 Integrative Learning Session III.....	1	_____	_____
BRS 325 Bible Journeys .....	3	_____	_____
BUS 415 Business Law.....	3	_____	_____
BUS 385 Management Information Systems .....	2	_____	_____
BUS 491 Business Practicum I .....	3	_____	_____
BUS 352 Integrative Learning Session IV .....	1	_____	_____
BUS 391 Statistical Methods and Business Applications.....	3	_____	_____
BUS 456 Production Operations Management.....	3	_____	_____
BUS 445 International Business and the Global Economy .....	3	_____	_____
BUS 481 Integrative Learning Session V.....	1	_____	_____
BUS 471 Marketing Management.....	3	_____	_____
PHL 426 Business Ethics & Personal/Social Values .....	3	_____	_____
BUS 435 Leadership in Times of Change* .....	2	_____	_____
BUS 482 Integrative Learning Session VI .....	1	_____	_____
BUS 462 Professional Development Project II .....	1	_____	_____
BUS 492 Business Practicum II .....	3	_____	_____
BUS 498 Senior Capstone course: Strategic Planning and Policy Analysis .....	3	_____	_____

\* denotes course with a prerequisite

TOTAL HOURS     57    \_\_\_\_\_

### CONCENTRATION IN MANAGEMENT ACCOUNTING

The concentration in Management Accounting is an option available to business students. To obtain the concentration, students would need to enroll in the Business Administration program and the following courses:

	<i>Hours</i>	<i>Term Taken</i>	<i>Grade</i>
BUS 320 Intermediate Accounting .....	4	_____	_____
BUS 325 Intermediate Accounting II.....	4	_____	_____
BUS 326 Cost Accounting .....	3	_____	_____
BUS 336 Individual Income Tax.....	3	_____	_____
BUS 552 Principles of Auditing.....	2	_____	_____
BUS 555 Advanced Accounting Theory .....	2	_____	_____

**REGISTERED NURSE TO BACHELOR OF SCIENCE IN NURSING (RN-BSN)**

	<i>Hours</i>	<i>Term Taken</i>	<i>Grade</i>
<b>Core Curriculum Requirements for Graduates:</b>			
Tabor College Distinctives:			
RS 100: met via BRS 325 Bible Journeys .....	3	_____	_____
RS 400: met via NUR 400 Ethics and Values in Nursing .....	3	_____	_____
Intercultural Awareness: met via several modules .....		_____	_____
Liberal Arts Sequence:			
English Composition – two courses (6+ hours)			
English Composition I.....		_____	_____
English Composition II .....		_____	_____
History/Social Science – two courses (6+ hours) from different disciplines; examples include:			
General Psychology or Developmental Psychology.....		_____	_____
Introduction to Sociology.....		_____	_____
Humanities- three courses (9+ hours) from at least three* of the following areas:			
Literature.....		_____	_____
Philosophy/Religion .....		_____	_____
Fine Arts .....		_____	_____
Foreign Language**.....		_____	_____
History .....		_____	_____
*If history is not used for a Humanities requirement, then only two areas must be represented			
** Two semesters of language meet two humanities requirements			
Speech			
One course OR .....	3	_____	_____
Competency that may be demonstrated through the program			
Science/Mathematics			
One lab course OR .....	4	_____	_____
One natural science course without a lab .....	3	_____	_____
ALONG WITH one of the following courses:			
Mathematics: College Algebra or higher.....	3+	_____	_____
Computer science: Must include a programming language such as Basic, Pascal, C++, etc., .....	3+	_____	_____
Deductive Reasoning:			
Met via NUR 340 Statistical Applications in Nursing Practice			
<b>TOTAL HOURS</b>		_____	_____

**Major Courses:**

BRS 325 Bible Journeys .....	3	___	___
NUR 310 Exploring Professional Nursing Opportunities.....	4	___	___
NUR 320 Health Assessment .....	3	___	___
NUR 330 Health Promotion and Disease Prevention .....	2	___	___
NUR 340 Statistical Applications in Nursing Practice .....	3	___	___
NUR 350 Health Care Organizations & Environments .....	3	___	___
NUR 400 Ethics and Values in Nursing .....	3	___	___
NUR 410 Research in Nursing .....	3	___	___
NUR 420 Nursing in the Community.....	3	___	___
NUR 421 Nursing in the Community Practicum.....	2	___	___
NUR 430 Professional Nursing Issues & Trends .....	3	___	___
NUR 440 Pathophysiology for Nursing Practice.....	3	___	___
NUR 450 Advanced Concepts of Nursing Leadership & Management.....	3	___	___
NUR 451 Advanced Concepts of Nursing Leadership & Management Practicum .....	2	___	___
NUR 460 Professional Nursing Capstone Experience.....	2	___	___
TOTAL HOURS	42	___	___

**CHRISTIAN MINISTRY (CHM)**

*Hours Term Taken Grade*

**Core Curriculum Requirements for Graduates:**

Tabor College Distinctives:

RS 400: met via program with BRS 410 .....	_____	_____
RS 100: met via program .....	_____	_____
Intercultural Awareness: met via several modules		

Liberal Arts Sequence:

English Composition – two courses (6+ hours)		
English Composition I.....	_____	_____
English Composition II .....	_____	_____

History/Social Science – two courses (6+ hours) from different disciplines; examples include:

World History .....	_____	_____
History of Christianity.....	_____	_____
Survey of US History .....	_____	_____
General Psychology .....	_____	_____
Introduction to Sociology.....	_____	_____
Cultural Anthropology .....	_____	_____
Comparative Political/Economical systems .....	_____	_____
Macroeconomics/Microeconomics.....	_____	_____

Humanities- two courses (6+ hours) from at least two\* of the following areas:

Literature.....	_____	_____
Fine Arts .....	_____	_____
Foreign Language**.....	_____	_____
History .....	_____	_____

\*Cannot use a History course if used for the History/Social Science Requirement

\*\*Two semesters of language meets two humanities requirements

Speech

One course OR .....	3	_____	_____
Competency that may be demonstrated through the program			

Science/Mathematics

One lab course OR .....	4	_____	_____
One natural science course without a lab .....	3	_____	_____

ALONG WITH one of the following courses:

Another science course .....	3	_____	_____
Mathematics: College Algebra or higher .....	3+	_____	_____
Computer Science: Must include a programming language such as Basic, Pascal, C++, etc., .....	3+	_____	_____

Deductive Reasoning (3.5 hours)

*One of the following options\*:*

Mathematics: College Algebra or higher

MA 221 Statistics (or equivalent) ..... ——— ———

Computer Science: include a programming language such  
as Basic, Pascal, C++, etc. .... ——— ———

Logic: Introduction to Logic, Symbolic Logic, or Set Theory ..... ——— ———

\*Cannot duplicate a course used for the Science/Mathematics requirement

TOTAL HOURS ——— ———

**Major Courses:**

BRS 101 Bible Study Methods ..... 3 ——— ———

BRS 202 Life of Jesus..... 3 ——— ———

BRS 207 Practical Ministry..... 3 ——— ———

BRS 303 Ministry, Relationships & Communication..... 3 ——— ———

BRS 312 Life of Paul ..... 3 ——— ———

BRS 343 Discipleship and Evangelism ..... 3 ——— ———

BRS 355 Prophets and Kings ..... 3 ——— ———

BRS 360 Ministry to Youth & Families ..... 3 ——— ———

BRS 362 Worship ..... 4 ——— ———

BRS 365 Poets & Sages ..... 3 ——— ———

BRS 410 Elements of Christian Faith..... 3 ——— ———

BRS 430 Ministry in Today's World ..... 4 ——— ———

BRS 440 Practicum ..... 7-12 ——— ———

BRS 460 Formation of Ministry..... 3 ——— ———

PSY 425 Adult Development and Life Planning..... 4 ——— ———

TOTAL HOURS 52 ——— ———

Approximately 20 months

## CERTIFICATE PROGRAMS

Certificate programs are designed for students who are not seeking a Bachelor’s degree, but need a focused course of study in a selected area.

### Certificate in Bible Study

BRS 101 Bible Study Methods.....	3	_____	_____
BRS 202 Life of Jesus.....	3	_____	_____
BRS 312 Life of Paul .....	3	_____	_____
BRS 355 Kings and Prophets .....	3	_____	_____
BRS 365 Poets and Sages.....	3	_____	_____
BRS 410 Elements of Christian Faith.....	3	_____	_____
<b>TOTAL HOURS</b>	<b>18</b>	_____	_____

### Certificate in Christian Ministry

BRS 101 Bible Study Methods.....	3	_____	_____
BRS 202 Life of Jesus.....	3	_____	_____
BRS 207 Practical Ministry.....	3	_____	_____
BRS 303 Ministry, Relationships, and Communication .....	3	_____	_____
BRS 312 Life of Paul .....	3	_____	_____
BRS 343 Discipleship and Evangelism .....	3	_____	_____
BRS 355 Prophets and Kings .....	3	_____	_____
BRS 360 Ministry to Youth and Families .....	3	_____	_____
BRS 362 Worship .....	4	_____	_____
BRS 365 Poets and Sages.....	3	_____	_____
BRS 410 Elements of Christian Faith.....	3	_____	_____
BRS 430 Ministry in Today’s World .....	4	_____	_____
BRS 460 Formation of Ministry.....	3	_____	_____
PSY 425 Adult Development and Life Planning .....	4	_____	_____
<b>TOTAL HOURS</b>	<b>45</b>	_____	_____

### Certificate in Practical Ministry

BRS 101 Bible Study Methods.....	3	_____	_____
BRS 202 Life of Jesus.....	3	_____	_____
BRS 207 Practical Ministry.....	3	_____	_____
BRS 303 Ministry, Relationships, and Communication .....	3	_____	_____
BRS 343 Discipleship and Evangelism .....	3	_____	_____
BRS 360 Ministry to Youth and Families .....	3	_____	_____
BRS 362 Worship .....	4	_____	_____
<b>TOTAL HOURS</b>	<b>22</b>	_____	_____

### Certificate in Business Administration

BUS 220 Accounting for Operations.....	2	_____	_____
BUS 225 Accounting for Financing and Investing.....	2	_____	_____
BUS 240 Fundamentals of Microeconomics .....	2	_____	_____
BUS 245 Fundamentals of Macroeconomics .....	2	_____	_____
BUS 416 Human Resource Management .....	3	_____	_____
BUS 471 Marketing Management.....	3	_____	_____
<b>TOTAL HOURS</b>	<b>14</b>	_____	_____

## MINOR PROGRAMS

A minor is a cohesive set of required and elective courses that, when completed by a student, connotes knowledge, competency, or skills in discipline or topic area, but not to the extent of a major.

A minor requires a minimum of 15 credit hours as set by the respective academic unit and college. A minor must include one upper-level course and a minimum of three credit hours earned in residence. A student cannot add a minor unless it includes at least eight hours of coursework not required in the student's major.

A student must formally declare the minor for it to appear on the transcript of record. A minor is not required for graduation. Minors, like concentrations, cannot be added after a degree is granted.

### BIBLE STUDY

	<i>Hours</i>	<i>Term Taken</i>	<i>Grade</i>
<b>Required Courses:</b>			
BRS 101 Bible Study Methods .....	3	_____	_____
BRS 202 Life of Jesus.....	3	_____	_____
BRS 312 Life of Paul .....	3	_____	_____
BRS 355 Kings & Prophets.....	3	_____	_____
BRS 365 Poets & Sages .....	3	_____	_____
<b>TOTAL HOURS</b>	<b>15</b>		

### PRACTICAL CHRISTIAN MINISTRY

	<i>Hours</i>	<i>Term Taken</i>	<i>Grade</i>
<b>Required Courses:</b>			
BRS 101 Bible Study Methods .....	3	_____	_____
<i>Choose four courses from the following:</i>			
BRS 207 Practical Ministry.....	3	_____	_____
BRS 303 Ministry, Relationships, and Communication.....	3	_____	_____
BRS 343 Discipleship and Evangelism.....	3	_____	_____
BRS 360 Ministry to Youth and Families .....	3	_____	_____
BRS 362 Worship .....	4	_____	_____
<b>TOTAL HOURS</b>	<b>15</b>		

**For further information about the programs, contact the staff at:**

***Tabor College School of Adult and Graduate Studies***

7348 West 21<sup>st</sup> St., Suite 117

Wichita, Kansas 67205

Ph: (316) 729-6333

Toll-free: (800) 546-8616

E-mail: [agsinfo@tabor.edu](mailto:agsinfo@tabor.edu)

Web Site: [www.tabor.edu/adult-graduate](http://www.tabor.edu/adult-graduate)

Financial Aid: (800) TABOR-99 / (800) 822-6799



## COURSE DESCRIPTIONS

Note: The course descriptions are alphabetized by course prefix. Courses within the prefix listings are in numerical order. Courses numbered 100- 299 are lower level, and courses numbered 300 and above are upper level. The College reserves the right to cancel courses which fail to enroll a sufficient number of students by the end of the registration period.

### **ART 351 Issues in Fine Arts/3**

Students will gain an understanding of the basic composition of art and music as it relates to history, the context in which it was created, and the social and historical backgrounds of art and music ideas. Students will also learn skills for interpreting and understanding the meaning of various terms used in art and music. A survey course. No prerequisite.

### **BIO 100 Environmental Science/4**

An integrated study emphasizing human conditions and the environment.

### **BRS 101 Bible Study Methods/3**

Introduces Bible study methods and applies them to practical ministry settings. An inductive exegetical Bible study method is demonstrated. Students will also develop a strategy for devotional (personal) Bible study. The course will explore the use of these methods in fellowship and evangelistic groups.

### **BRS 102 Church Planting/1**

This course will include an overview of church planting in the United States with an emphasis on the “why” and the “how to” of church planting in an ever-changing cultural context.

### **BRS 103 Personal Spiritual Development/1**

This course will expand each student’s definition of what prayer is and how it is done. Through a study of the Lord’s Prayer, selected Biblical passages, and the writings of some classic and current Christian teachers, we will examine how Christ prayed and taught us to pray. We will then apply these insights to our own prayer lives.

### **BRS 104 Biblical Characters/1**

This course will survey the lives and influence on the people of God of four important, yet not often studied or discussed, characters that emerge from the text of Scripture. We will study the world these characters lived in and how they impacted the culture of their day, extracting principles from both their successes and their failures that we can apply to our lives and ministries. Characters studied will include but not be limited to Nehemiah, Hannah, and Timothy.

### **BRS 202 Life of Jesus/3**

A study of the life of Jesus from the perspectives of Matthew, Mark, and Luke. This course will apply the Bible study methods introduced in BRS 101. The course will focus on the Sermon on the Mount, the mission of Jesus, His use of parables, and His passion and resurrection.

**BRS 204 The Gospel of John/3**

A careful study of the Fourth Gospel. An accent is placed on a narrative analysis of the Gospel, with concern for its historical context and contemporary significance. The Christological emphasis of the Gospel will receive special attention.

**BRS 207 Practical Ministry/3**

Introduces a biblical approach to church leadership, including articulation of vision, establishing priorities, and developing other leaders. Students will develop skills to help them create and implement vision and mission statements, organize and lead meetings, and provide self-care for spiritual health maintenance in the face of stressful demands.

**BRS250/450 Topical Religious Seminars/1-4**

Topics offered may include ethical issues in the medical professions, women in religion and society, post-biblical Judaism, spiritual warfare, Christian leadership, evangelical preaching in today's society.

**BRS/HIS 290 History of Christianity/4**

A survey of the major events, institutions, ideas, movements, theological systems, missionary activities, and people that have made Christianity what it is today. The time span of the course is from the first century until the present.

**BRS 303 Ministry, Relationships, and Communication/3**

Designed to equip the student with the basic communication knowledge and skills for ministry in interpersonal and group settings. These skills include listening, forming clear messages, recognizing and dealing with conflict, group decision-making, and self-assessment.

**BRS 312 Life of Paul/3**

Focuses on the ministry of the apostle Paul. Special attention will be given to Paul's letter to the Romans and themes such as the faithfulness of God, the power of sin, righteousness, and the law. In connection with these, contemporary issues will be addressed.

**BRS/HIS 318 Religion in America/3**

A survey of religions in America from their European roots to the present day. Emphasis will be placed on the major movements, denominations, sects, theological trends, and forces of change within American religions.

**BRS/ENG 319 Life & Writings of CS Lewis/3**

This course provides an introduction to the writings of C. S. Lewis and to aspects of his life. In regard to the former, the focus will be primarily upon his fictional/imaginative works, with some attention to his theological/philosophical writings, and others as time permits. The heart of the course will be reading the material and discussing it together in class.

**BRS 325 Bible Journeys/3**

Presents the "design of God" as a rubric for understanding the Bible, beginning with creation, the story of Israel, and the anticipation of Christ, including Israel's worship and wisdom writings. In the New Testament, the life and teachings of Jesus and of the Apostle Paul are highlighted. Students are trained in a simple method of Bible study which is applied to the Psalms and the Gospels. Overviews of church history and of the coherence of Christian faith provide further context for the challenge of God's call within the contemporary world and its values.

**BRS 340 Practicum/Varies**

This optional practicum is designed to involve CHM students in a supervised ministry experience throughout their course of study. The practicum further develops practical theological concepts which must be applied and tested by the student in the ministry context.

**BRS 343 Discipleship and Evangelism/3**

Addresses the biblical agenda for discipleship and evangelism. Emphasizes the development of a church-based plan to encourage others to serve, practice spiritual disciplines, witness to their faith in Jesus Christ, and be involved in peacemaking and social action.

**BRS 352 Conflict and Reconciliation/3**

A study of biblical and contemporary thought on conflict and resolution. Old Testament study will provide the background for an investigation of Jesus as a model, and the Church's responsibility in conflict and mediation. The course will focus on personal, congregational, community, and international settings.

**BRS 355 Kings and Prophets/3**

An introduction to Old Testament narratives found in the books of Joshua, Judges, Samuel, and Kings. The study also relates these to the prophetic literature of that era, especially Isaiah, Jeremiah, Amos, and Micah.

**BRS 360 Ministry to Youth and Families/3**

Provides foundational and historical youth ministry concepts, models and philosophies, and offers an overview of contemporary culture, especially as it relates to youth and family ministry. In addition, youth ministry trends and issues will be addressed.

**BRS 362 Worship/4**

An introduction to the biblical basis and purpose for worship and public communication of the good news of God. Includes planning worship services, leading the congregation in worship, presenting meditations, preaching, and evaluating different worship styles.

**BRS 365 Poets and Sages/3**

An introduction to Psalms, Proverbs, Job, and Ecclesiastes. It is concerned with prayer and worship, both individual and corporate. Themes of celebration, doubt, lament, and testing are explored as these issues are raised by the biblical material.

**BRS 400 The Christian Faith in the Modern World/4**

Addresses the basic elements of Christian theology and ethics within the context of contemporary worldviews. The purpose of the course is to help the student address issues of belief and lifestyle, both personally and for the church. Attention will be given to the ways worldviews and values are expressed in literature and the arts.

**BRS 410 Elements of Christian Faith/3**

Addresses basic elements of Christian theology and ethics within the context of contemporary worldviews. Topics addressed include the nature of God, the nature of persons, sin, the person and work of Christ, the person and work of the Holy Spirit, salvation, Scripture, and the church.

**BRS 430 Ministry in Today's World/4**

A capstone course designed to integrate previous program studies with important aspects of ministry. Topics for theological critique include popular culture, politics,

poverty, and violence as well as a biblical vision for worship, vocation, reconciliation, and community.

### **BRS 440 Practicum/1-9**

Students will be involved in ongoing ministry throughout their course of study. One hour of credit will be given for forty hours of preparation, ministry, and reflective assessment. Repeatable to a total of 12 credits. Graded CR/NC.

### **BRS 460 Formation of Ministry/3**

Quarterly day retreats will provide the setting for an introduction to the classic personal and corporate disciplines of the spiritual life, examined biblically, historically, and experientially. Examples include meditation, prayer, fasting, silence, and celebration. Attention will be given to the identity and call of the ministering person, particularly in relationship with the congregation. At these times, and also regularly at class sessions, there will be opportunity for processing and integration of personal, spiritual, academic, and ministry development.

### **BUS 100 Intro to MS Word/1**

This course is designed to introduce students to the basic functions of Microsoft Word. A hands-on computer lab is utilized to assist students in the development of computer competency in Word.

### **BUS 101 Intro to Power Point/1**

This course is designed to introduce students to the basic functions of Microsoft Power Point. A hands-on computer lab is utilized to assist students in the development of computer competency in Power Point.

### **BUS 102 Intro to Excel/1**

This course is designed to introduce students to the basic functions of Microsoft Excel. A hands-on computer lab is utilized to assist students in the development of computer competency in Excel.

### **BUS 103 Budgeting Basics/1**

Introduction to the basic concepts of budgeting. How to start the budgeting process, build assumptions, and follow it through to the end. Utilize budgeting software tools like excel and Quickbooks/Quicken.

### **BUS 104 Career Awareness/Planning/1**

This 1-credit hour course is designed to assist students in the process of self discovery and planning for successful career transitioning in today's evolving workplace.

### **BUS 105 Fundamentals of Accounting/3**

Fundamentals of Accounting is designed for students who have little to no previous experience with accounting. The course will begin with the very basics of accounting; we will learn and practice accounting processes leading up to and including the preparation of basic financial statements. Accounting is often said to be "the language of business", and it is critical for managers and owners to understand how business events and transactions affect the financial statements. The course will introduce students to this new language

### **BUS 106 Resume Writing/Interview Techniques/1**

Fundamentals of writing an effective resume, preparation for formal job applications, and successful interview techniques are presented to equip the adult student with tools to achieve employment potential.

**BUS 107 Improving Work Dynamics/1**

Fundamentals of Quality Management are designed to acquaint the student with quality management concepts, tools and techniques. The course will present models and definitions of quality, functions of process improvement teams, techniques of identifying problem areas, root cause analysis, statistical process methodologies, and organizational action planning for measurable improvement. This course also includes a discussion of the relationship between efficiency, process improvement, and cost savings.

**BUS 108 Personal Financial Planning/1**

This course is designed to provide an overview of personal financial planning for adult students. The course will cover a variety of topics including: stock markets and trading, retirement plan types, individual retirement accounts, tax implications of each type of investment, savings bonds, federal and state retirement plans, and other emerging financial planning tools. The focus will be on discovering one's own financial plan and on developing an individualized financial plan.

**BUS 110 Introduction to Business/3**

A systematic analysis of the traditional areas of business as well as the social and physical climate in which business operates.

**BUS 112 Fundamentals of Entrepreneurship/3**

This course is designed to present practical information to persons seriously considering starting their own business or current small business owners. The intent of the course is to help small business owners better understand what it takes to start and successfully manage a small business. Some of the topics will include marketing, business plans, accounting, government requirements and insurance.

**BUS 200 Technology Tools to Enhance Productivity/2**

Hands on lab to develop computer skills in the use of e-mail, learning management systems and online library resources. Introduces students to the basic functions of Word, Excel, and PowerPoint software clients. Meets the computer literacy requirement for acceptance into any degree completion program.

**BUS 211 Integrative Learning Session I/1**

This course is designed as an introductory level course that integrates professional engagement with reflection on topics of current studies. Guest lecturers and panelists will share expertise on contemporary topics for reflection on core business practices and principles. Course is offered during first term of cohort.

**BUS 212 Integrative Learning Session II/1**

This course is designed as an introductory level course that integrates professional engagement with reflection on topics of current studies. Guest lecturers and panelists will share expertise on contemporary topics for reflection on core business practices and principles. Course is offered during second term of cohort.

**BUS 220 Accounting for Operations/2**

Studies accounting as a means of communicating financial information about the activities of the business enterprise. Emphasis is placed on concepts and principles underlying the measurement of income and financial position and how this information may be used to evaluate the progress of a firm.

**BUS221 Financial Accounting/3**

A study of accounting as a means of communicating financial information about the activities of the business enterprise. Emphasis is placed on concepts and principles underlying the measurement of income and financial position and how this information may be used to evaluate the progress of a firm.

**BUS 222 Managerial Accounting/3**

The study of accounting in terms of management's information requirements. Emphasis is given to the use of accounting in planning and controlling a firm's activities. Topics include budgeting, inventory valuation, cost volume profit analysis, standard costing, and financial statement analysis. Prerequisite: BUS 221.

**BUS 225 Accounting for Financing and Investing/2**

Studies accounting in terms of management's information requirements. Emphasis is given to the use of accounting in planning and controlling a firm's activities. Topics include budgeting, inventory valuation, cost volume, profit analysis, standard costing, and financial statement analysis. Prerequisite: BUS 220.

**BUS 232 Accounting for Operations, Finance and Investing/3**

Studies accounting as a means of communicating financial information about the activities of the business enterprise and in terms of management's information requirements. Emphasis is placed on concepts and principles underlying the measurement of income and financial position and how this information may be used to evaluate the progress of a firm. Areas studied include the use of accounting in planning and controlling a firm's activities. Topics include budgeting, inventory valuation, cost volume, profit analysis, standard costing, and financial statement analysis.

**BUS 240 Fundamentals of Microeconomics/2**

Introduction to the basic concepts underlying all of economics, including supply and demand relationship, prices, scarcity, elasticity, the concept of opportunity cost, market efficiency, economic decision making, questions of monopoly, profit, and the government's role in the economic market.

**BUS 245 Fundamentals of Macroeconomics/2**

Develops an understanding of economics with respect to unemployment, inflation, GNP and the price level, money and the banking system, the role of economics in relation to government policy (fiscal and monetary policy), international trade, and the international monetary system.

**BUS 250/350 Topics in Business/1-3**

Selected topics of interest in business. Possible topics include, but would not be limited to, technical applications in business, ethical decision making, review of corporate lawsuits from an ethical perspective, current international events, and the effect of natural disasters on the global economy.

**BUS 261 Professional Development Project I/1**

This experience will focus on professional development opportunities in business and community with an emphasis on exploring and committing to outside of classroom engagement. Credit is offered in first half of cohort experience.

**BUS 300 Career Development and Life Planning/2**

Emphasizes the experiential nature of nontraditional education and adult development theory. Various theories and instruments provide a cognitive basis for personal analysis and understanding. The objective of the course is personal discovery and affirmation

through examination of one's strengths and the subsequent adjustments that may assist areas of personal growth.

**BUS 310 Business Communication/3**

Written and oral communications in business are addressed. Specific topics include intra office communications, proposal and report preparation, formal oral presentation styles and techniques, interpersonal communication, intercultural communications, and communication between genders.

**BUS 312 Personal Finance/3**

Principles of personal finance, budgeting, transportation, insurance, investing, and real estate will be stressed, along with a general look at the economic environment of the American consumer from a Christian perspective.

**BUS 320 Intermediate Accounting I/4**

A further study of financial accounting including accounting theory, financial statements, the time value of money, cash and receivables, inventory valuation, fixed assets, intangible assets, and current liabilities. Prerequisite: BUS 222.

**BUS 325 Intermediate Accounting II/4**

A continuation of BUS 320 covering investments, long-term liabilities, stockholders' equity, earnings per share, accounting for income tax, pensions, leases, accounting changes, the statement of cash flows, and financial statement analysis. Prerequisite: BUS 320.

**BUS 326 Cost Accounting/3**

A further study of managerial accounting including cost-volume-profit relationships, cost behavior, product costing, budgeting, variances, decision-making, and cost-allocation. BUS 222.

**BUS 327 Project Management/3**

This course concentrates on the general methodology of managing a project from concept to operational use, with emphasis on the functions, roles, and responsibilities of the project manager. Topics include career aspects of project management; business factors affecting the project and the manager; project organization, planning, execution, and communications; the project life cycle; risk analysis; interface management; design review; design control assessment; reporting; and reaction to critical problems. Students are formed into groups, presented with a scenario that simulates the development and are assigned to make decisions required of the project manager in the execution of the project.

**BUS 351 Integrative Learning Session III/1**

This course is designed as a mid-level course that integrates professional engagement with reflection on topics of current studies. Guest lecturers and panelists will share expertise on contemporary topics for reflection on core business practices and principles. Course is offered during third term of cohort.

**BUS 352 Integrative Learning Session IV/1**

This course is designed as a mid-level course that integrates professional engagement with reflection on topics of current studies. Guest lecturers and panelists will share expertise on contemporary topics for reflection on core business practices and principles. Course is offered during fourth term of cohort.

**BUS 380 Organizations and Management/3**

The study of business leadership, planning and control in structural systems of organizations. This course will include understanding the organization as a system, conflict resolution, and communications within the organization.

**BUS 385 Management Information Systems/2**

Introduction to information systems within the business environment. Topics include ethical and legal issues of information gathering and dissemination, e-commerce business models and other commercial uses of Internet technology. Students will use spreadsheet and database software to solve business-related problems.

**BUS 390 Statistical Methods and Research/3**

Investigates problem analysis and evaluation techniques. Students are shown methods for defining, researching, analyzing, and evaluating a problem they would solve in their work or a vocational environment. Specific statistical information covered in the course includes identification and measurement of objectives, collecting data, working with significance levels, analyzing variances, and construction of questionnaires.

**BUS 391 Statistical Methods and Business Applications/3,4**

Investigates problem analysis and evaluation techniques. Students are shown methods for defining, researching, analyzing, and evaluating a problem they would solve in their work or a vocational environment. Specific statistical information covered in the course includes identification and measurement of objectives, collecting data, working with significance levels, analyzing variances, and construction of questionnaires.

**BUS 395 Research Methods and Analysis/2**

Surveys quantitative and qualitative research methods as applied to business topics. Includes critical analysis of published research to foster research-enlightened decision-making in professional practice. Discusses the role and use of survey and action research in business. Prerequisite: BUS 391.

**BUS 415 Business Law/3**

Basic concepts of law as applied to contracts, negotiable instruments, principle and agent, and insurance. Exploration of the legal aspects of partnerships, corporations, and real property is also undertaken.

**BUS 416 Human Resource Management/3**

Explores the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

**BUS 417 Principles of Management and Supervision/4**

Includes motivational theory in terms of individual and group actions; leadership style as it relates to motivational theory and organization design; employee involvement programs, such as participative management, quality of work life and job enrichment; and trends which will change management and organizational design.

**BUS 425 Business Law I/2**

Basic concepts of law as applied to contracts, negotiable instruments, principle and agent, and insurance.

**BUS 430 Business Law II/2**

Study of the legal aspects of partnerships, corporations, and real property.

**BUS 431 Organizations and Environments/3**

Focuses on organization structure and design. Primary emphasis is placed on understanding the organization as an open system. Students will learn to utilize a systems approach in basic organizational diagnosis. Contingency theory provides a theoretical framework for understanding the impact of environment on organizational effectiveness and design.

**BUS 432 Group and Organizational Behavior/3**

A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are best handled by groups or individuals.

**BUS 433 Individual in the Organization/3**

Focuses on organizational behavior as it relates to individual motivation, productivity, and performance. A secondary emphasis is a focus on effectiveness in interpersonal relationships. Students will develop understanding of theories of motivation and organizational behavior, and develop skills in effective interpersonal relationships.

**BUS 435 Leadership in Times of Change/2**

Discusses theories and principals of leadership and change management in the business environment. Includes developing vision and strategy for change, creating coalitions, communicating change, empowering employees, fostering sustainable leadership, and the role of life-long learning. Prerequisites: BUS 380 and BUS 416.

**BUS 440 International Business/3**

Expands on international business topics introduced in previous courses and will integrate the functional areas of marketing, management, finance, and economics in the context of the international business environment.

**BUS 445 International Business and the Global Economy/3**

Expands on international business topics introduced in previous courses and will integrate the functional areas of marketing, management, finance, and economics in the context of the international business environment. Interdisciplinary course that discusses diversity and intercultural issues in the workplace, the ethical role of global citizenship and sustainable communities, the impact of global political/legal and socio-economic factors on business decision-making, and operations.

**BUS 451 Living and Working in the Global Economy/2**

Interdisciplinary course that discusses diversity and intercultural issues in the workplace, the ethical role of global citizenship and sustainable communities, the impact of global political/legal and socio-economic factors on business decision-making, and operations. Prerequisite: BUS 440.

**BUS 456 Production Operations Management/3**

Covers inventory control, plant layout, site location, scheduling, TQM, decision theory, network models, linear programming, and material requirements planning.

**BUS 462 Professional Development Project II/1**

This experience will focus on professional development opportunities in business and community with an emphasis on exploring and committing to outside of classroom engagement. Credit is offered in second half of cohort experience.

**BUS 471 Marketing Management/3**

Focuses on the functions and problems of the marketing process development of marketing objectives, planning and implementing marketing strategy, utilizing the elements of the marketing mix, feedback, and evaluation of results.

**BUS 472 Managerial Finance/3**

Focuses on asset, liability and capital management, capital budgeting, risk/return analysis, stock valuation, and bond valuation.

**BUS 481 Integrative Learning Session V/1**

This course is designed as a senior-level course that integrates professional engagement with reflection on topics of current studies. Guest lecturers and panelists will share expertise on contemporary topics for reflection on core business practices and principles. Course is offered during fifth term of cohort.

**BUS 482 Integrative Learning Session VI/1**

This course is designed as a senior-level course that integrates professional engagement with reflection on topics of current studies. Guest lecturers and panelists will share expertise on contemporary topics for reflection on core business practices and principles. Course is offered during sixth term of cohort.

**BUS 491 Business Practicum I/3**

The study of business planning, leading, organizing, and controlling in structural systems of organizations is essential for successful business operations. The business practicum is an individualized practicum experience provided to facilitate attainment of student goals. Emphasis is consistent with content of BUS 380. A focus is placed on a practicum experience in the student's current place of employment or in a volunteer capacity in an established organization.

**BUS 492 Business Practicum II/3**

This is the second of two business practicums designed as an individualized practicum experience provided to facilitate attainment of student goals. Emphasis is consistent with content of BUS 380 and intended to explore an area of study external to the student's current employment or volunteer focus.

**BUS 498 Senior Capstone Course: Strategic Planning and Policy Analysis/3**

Integrates business functions through case studies and activities designed to develop strategic management, analysis, implementation, and evaluation skills. Includes the development of mission statements, analysis of internal and external business environments, formulation of strategic plans, and methods of implementation. Oral and written presentations and the completion of the student portfolio project are required.

**BUS 499 Major Project/5**

Each student writes a business plan to provide a practical implementation of theories and concepts studied throughout the program. The student will prepare a written and oral report that will be presented to the class and the instructor.

**COM 131 Public Speaking/3**

A lecture-laboratory course designed to introduce students to the principles and skills of speech preparation, speech presentation, and processes of audience analysis. The development of critical thinking and listening skills will be emphasized throughout the class.

**COM 132 Interpersonal Communication/3**

Application of communication concepts to interpersonal relationships in the family, small group, and work setting. Emphasis is on developing skills in listening, perception, and forming clear messages.

**COM 135 Relations: Colors Communications Systems/1**

To provide an environment that will allow students the ability to acquire a communication skill that will provide them with the opportunity to enhance their effectiveness in communicating to others.

**COM 201 Intercultural Communication/3**

The ability to effectively give and receive messages in different cultures is heightened by developing sensitivities about world views, cultural patterns, and appropriate communication behaviors.

**COM 351 Persuasion and Society/3**

This upper level humanities course provides an introduction to theories of persuasion, with application to interpersonal, organizational, and mass communications settings.

**ECO/PSC240/HIS245/3**

A study will be made of the major political and economic ideologies of the world. Emphasis will be placed on the variations and historical development of authoritarianism, democracy, totalitarianism, Communism, Fascism, socialism, capitalism, and the welfare state.

**ENG 100 Basic Writing/3**

This course is for student to improve writing composition skills, and to adapt these skills to the appropriate profession. Students will develop writing competency by reviewing components of grammar. Students will also practice composing sentences, paragraphs and brief essays. Integration of coursework assignments will be used to develop organization, writing styles, and editing skills.

**ENG 101 English Composition/3**

The goal of this course is the mastery of the fundamentals of college reading and writing. Primarily, the student will work toward this by confronting the ideas of some significant writers of Western and international culture and then developing a thoughtful, organized written response from your own worldview. The student will be responsible to read the assigned texts closely and carefully prior to class and then to generate from some of them expository essays that analyze, compare and contrast, define, describe, or evaluate ideas from the texts.

**ENG 102 English Composition II/ 3**

Composition II progresses from writing learned in ENG 101. Composition II includes instruction and practice in writing advanced essays as students respond to literary genres: fiction, drama, poetry, and film. Methods of research documentation and synthesis of material are emphasized. Prerequisite: ENG 101

**ENG 105 Applied Professional Writing/3**

This course is for students to improve writing composition skills, and to adapt these skills to the appropriate profession. Students will develop writing competency by reviewing components of grammar. Students will also practice composing sentences, paragraphs and brief essays. Integration of written coursework assignments will also be used to develop organization, writing styles, and editing skills.

**ENG 211 Introduction to Literature/3**

An introduction to literary genres: prose fiction, drama, poetry, and essay. Emphasis is on understanding elements of each genre and discerning themes and concepts.

**ENG 305 Advanced Writing: Business/3**

A study of the techniques of writing clear, concise, convincing and correct business documents. The course provides instruction in writing letters, memos, and reports. Students will learn the importance of shaping written documents for a particular audience. Students will emerge from the course with an understanding of classical rhetorical strategies, (logos, ethos, pathos). Students will be expected to develop an ethical philosophy as it pertains to the creation of business documents.

**ENG 306 Nuts and Bolts of Professional Writing/1**

Students in this course will develop writing competency with emphasis on sentence structure, paragraphs and brief essays. Students will also develop a heightened awareness of language and become more fluent in their expression by developing a clear central idea in writing. In order to achieve these objectives, students will complete exercises and assignments involving English fundamentals. They will practice writing different types of paragraphs and essays.

**GEO160 World Geography/3**

A study will be made of the major regions of the world. In addition to learning basic geography locations, focus will be on the major cultural, environmental, political, and historical features of each region of the planet.

**LAN 131 Spanish I/4**

Introduces the essentials of Spanish grammar and the development of the four basic skills: listening, speaking, reading, and writing. Latin American and Spanish cultural aspects are an integral part of the course.

**LAN 132 Spanish II/4**

Continued study of the essentials of Spanish grammar and the development of the four basic skills: listening, speaking, reading, and writing. Latin American and Spanish cultural aspects are an integral part of the course. Prerequisite: FLS 131 or its equivalent completed within two calendar years prior with earned grade of C or higher, or introductory Spanish examination administered by the Tabor College Language Department.

**HIS 101 History: The Cold War/1**

This seminar will examine the historical, political, social and diplomatic background surrounding the events that brought the United States into the Cold War. The seminar will focus on both international and domestic issues as the United States became the leading World power by the end of the Century. The Korean War, Cuba and Castro, Vietnam, and the role of the two super powers played through fifty years will be emphasized. In addition a substantial amount of time will be allocated to the cultural and political movements of the 60's and 70's with emphasis placed on the civil rights movement and the anti-Vietnam protests.

**HIS 102 History: World War II Seminar/1**

This course will examine the diplomatic background surrounding the events that brought the United States into the war focusing on military operations, domestic developments, and peace settlements of the Second World War. Interest will be placed on the causes of the war, social and economic change initiated by the war, scientific and technological achievement, clash of ideologies, and the influence of the war on the

post-war world. Additional emphasis will be placed on the Pacific campaign and China.

**HIS121 U.S. History/3**

A survey of United States history to the Reconstruction Era. Emphasis is on the major social, economic, and political movements.

**HIS 122 U.S. History/3**

A survey of United States history from the end of the Reconstruction Era to the present. Emphasis is on the major social, economic, and political movements.

**HIS 290/BRS 290 History of Christianity/4**

This course will offer a survey of the major events, ideas, theological systems, missionary activities and people, from the first century to the present day, that have shaped Christianity into the world religion that it is today.

**HPE 100 Stress Management for Personal Wellness/2**

Wellness Concepts is designed to provide the individual with the basic understanding of the various components of wellness including physical fitness, lifetime exercise, nutrition, diet control, and stress management. The focus will be on developing a sound attitude toward a positive wellness lifestyle as it relates to Christian faith.

**HPE 245 Nutrition for Life/2**

A study of essential nutrients and the principles of nutrition with an emphasis on healthy lifestyles and the overall wellness of the individual.

**HUM 100 Introduction to Fine Arts/3**

An introduction to music, visual arts, dance, and theater as integrated art forms. The course is designed to expand understanding of art forms through studying stylistic periods, major figures, style traits and societal issues. Students will experience galleries, museums, theaters, concerts, and/or performances as they explore fine arts.

**HUM 200 Humanistic Tradition/3**

Students will establish connections between the arts and history, learning to appreciate the arts as a source of insight into humanity. Changes in society from the Renaissance to the present will be explored as students are exposed to the variety of humanities. Students will identify the philosophies of the individual, nature and religion and discover how they impacted each era.

**HUM 201 Humanistic Tradition I/3**

This course provides an introduction to the different sources of art from ancient days to medieval times. Changes in society from this time period will be explored as students are exposed to the variety of humanities. Students will also identify the philosophies of the individual, nature and religion while discovering how these impacted each era.

**HUM 202 Humanistic Tradition II /3**

Students will establish connections between the arts and history as they learn to appreciate the arts as a source of insight into humanity. Changes in society from the Renaissance to the present will be explored as students are exposed to the variety of humanities. Students will also identify the philosophies of the individual, nature and religion and discover how they impacted each era.

**MTH 103: Basic Mathematics/3**

Subject matter includes elementary algebra and flow charts. The student acquires some technical competence in computer use to aid in solving elementary practical problems. This course will meet the Tabor College School of Adult and Graduate Studies math competency requirement if the grade earned is a B- or higher. This course is an elective credit course only if the student has not demonstrated math competency.

**MUS 200 Music Appreciation/2**

A survey of the art music of western culture from the Middle Ages to the present.

**NUR 310 Exploring Professional Nursing Opportunities/4**

Designed as a transition course for licensed nurses returning to school to pursue a baccalaureate degree in nursing, this course explores the increasing complexity of and changes in professional nursing. The need for constant evaluation and planning for formal and informal education is emphasized. The course explores current nursing practice roles and options, delivery of care from a Christian perspective, identifies individual career goals, and guides nurses to electronic and other resources to assist in life-long learning practices and career development. (This course is a prerequisite for all other courses.)

**NUR 320 Health Assessment/3**

Includes theory and practice in the collection of subjective and objective health-related data of individuals across life-spans. Therapeutic communication and psychomotor skills are further developed. Using the nursing process, students learn to assess physical, psychological, social, and spiritual dimensions as a basis for nursing practice. The theory and supervised practice guide the student in recognizing normal and abnormal physiological states and understanding their significance to client health and nursing interventions.

**NUR 330 Health Promotion and Disease Prevention/2**

Introduces the student to the theories and concepts pertinent to population based health care in diverse practice areas. Classroom learning will provide the basis for nursing practice when providing nursing care for individuals, families, groups, and communities across the life-span. Changes in health care access and delivery are discussed. The scope of the professional role through participation in political processes is explored.

**NUR 340 Statistical Applications in Nursing Practice/3**

A course in statistical concepts and methods. It includes descriptive and inferential statistics, probability, binomial, normal, t and chi square distributions, tests of hypotheses, confidence levels, and correlation. Problems come largely from nursing science.

**NUR 350 Health Care Organizations and Environments/3**

Focuses on organizational theories applied to the health care setting. Primary emphasis is on understanding the organization as a system interacting with other organizations in today's health care environment. Effective collaboration is emphasized. Organizational culture and systems analysis provide a basis for understanding the values and patterns in health care organizations.

**NUR 400 Ethics And Values in Nursing/3**

Addresses the basic elements of Christian faith within the context of modern thought, technology, and professional nursing practice. Ethical theories, principles, and models

of decision making are presented as complex issues facing nurses today. Cultural sensitivity is emphasized. Attention is given to personal and professional values and responsibilities in today's health care settings.

**NUR 410 Research in Nursing/3**

Nursing research is examined as an inherent component in the development of nursing theory and practice. Critical thinking, critical reasoning, and critiquing processes are introduced and related to research-based practice. Research findings and applications to clinical practice are explored and related to outcomes. Written and oral communication skills are emphasized. Prerequisite: NUR 340.

**NUR 420 Nursing in the Community/3**

Research based theories, concepts, and the nursing process are emphasized using critical thinking skills to provide holistic nursing care. A community-based/population-focused nursing process is applied to community health concerns. The concepts of epidemiology, illness prevention, health promotion, health protection, and crisis theory are explored in depth and applied to community settings. Responsibility and accountability for nursing care, cultural sensitivity, collaboration, resource conservation, respect for human worth and dignity, and awareness of national and global concerns are foundational to effective clinical judgments and health-related outcomes.

**NUR 421 Nursing in the Community Practicum/2**

In community-based settings and homes, students use community health principles and standards of ethical professional nursing practice to assist families, groups, and communities to restore, maintain, and promote health to attain optimum well-being. Individualized practicum experiences are provided to facilitate attainment of student goals. Emphasis is consistent with content of NUR 420. CR/NC.

**NUR 430 Professional Nursing Issues and Trends/3**

Explores the history, current status, and future directions of nursing education and practice. The impact of scientific and technical advances in nursing science is featured. The dimensions of the relationships and responsibilities of the professional nurse, shaped by historical, moral, spiritual, legal, ethical, and contemporary issues in nursing practice, are explored.

**NUR 440 Pathophysiology for Nursing Practice/3**

Focuses on pathological concepts relevant to client well-being across the life-span. Impact on group, community, national, and global populations of pathological responses to diseases, stress, and environmental change are explored. Principles of immunology, critical thinking, research findings, and scientific knowledge are applied to analyze clinical nursing implications and client outcomes.

**NUR 450 Advanced Concepts of Nursing Leadership and Management/3**

Focuses on developing leadership and management components of nursing practice. Research-based theories and concepts and essentials of leadership and followership are explored. Management of personnel, health care delivery systems, and family, group, and community resources, effective stewardship, and distributive justice are explored. With constantly changing health care delivery in mind, this course features scientific and technical advances in nursing science that impact nursing practice.

**NUR 451 Advanced Concepts of Nursing Leadership and Management Practicum/2**

In nursing practice settings, students use leadership and management principles and standards of ethical professional nursing practice to manage and lead in order to advance health care. Individualized practicum experiences are provided to facilitate attainment of student goals. Emphasis is consistent with content of NUR 450. CR/NC.

**NUR 455 Topics in Nursing/1-3**

Selected topics of interest in the nursing profession. Possible examples include the following: Career Development for Nurses, Case Management for Nurses, Conflict Resolution in the Health Care Environment, Disaster Preparedness for Professional Nursing Practice, End of Life Nursing Care, Evidence Based Nursing Practice, Financing Nursing Services, Gerontological Nursing Practice, History of the American Nursing Profession, Management of Patients with Complex Health Conditions, Palliative Care Services, Pharmacology, or Professional Nursing Practice in the 21st Century.

**NUR 456 Advanced Clinical Pharmacology/3**

Clinical pharmacology concerns the effects of therapeutic agents in the prevention, treatment and control of diseases in humans. This course is designed to address the science of medications and their usage in patient populations. General mechanisms of clinical indications for use, common adverse events, general nursing implications, and significant drug interactions are discussed. Major drug classifications are addressed using a body system approach.

**NUR 460 Professional Nursing Capstone Experience/2**

A synthesis course expounding application of critical thinking skills, communication skills, change theory, and professional role development in clinical areas. Through the process of portfolio development, learners review and analyze their own learning as they synthesize learning outcomes of the nursing program.

**PHL 170 Introduction to Philosophy/3**

This course is designed to be an introduction to philosophy. Students will explore the nature of philosophical thinking and explore the nature of self, questions about reality and theories of truth and knowledge. Important works of several classical and contemporary philosophers will be reviewed.

**PHL 271 Introduction to Logic/3**

An introduction to informal and inductive logic. An emphasis is placed on syllogistic logic and informal logical fallacies.

**PHL 426 Business Ethics and Personal/Social Values/3**

A capstone course in which the student formulates a philosophy of life, providing the base for such concerns as ethics in business, accountability in government, respect for human rights, and a responsible lifestyle in our contemporary world. Ethical theories and personal values are examined through readings, analysis of the work place and classroom discussion.

**PSC 103 Presidential Elections/1**

This seminar will examine the historical, social and political events surrounding Presidential elections from 1788 to present. Emphasis will be placed on the Political process of selecting Presidential candidates, the role the Electoral College has played on Presidential elections and historical significance of key elections throughout the past

216 years. Specific attention will be placed on the Controversial elections of the following years.

**PSC 112 American Government/3**

An introductory course devoted to the organization and actual working of the federal government.

**PSY 100 Confident Parenting/1**

Designed to examine five key elements of parenting from a Christian perspective. These elements will be examined both as theory and as application

**PSY 102 Marriage Enrichment/1**

Journey to Intimacy will offer understanding and insight into a five stage path of growth that intimate relationships travel.

**PSY 103 Myers Briggs Type Indicator/1**

This workshop is designed to increase self-awareness as well as develop a theory base for Meyers-Briggs-Type-Indicator (MBTI)

**PSY 205 Helping Relationships/3**

Intentional interviewing knowledge and skills are presented as a means of equipping persons to become more effective helpers. A microskills hierarchy is used as the guide for the sequence of skills taught. Application of these skills occurs through an ongoing individual relationship with another class member and systematic group practice. The objective of this course is to develop beginning helping skills applicable to community service work, summer camp work, or other "helping" situations. Prerequisite: PSY111 or SOC 113, or consent of the instructor

**PSY 305 Counseling/3**

This course is intended to provide an introduction to the field of counseling and the basic concepts attached to that field. Time will be spent in theory exploration and theory development. Time will be given to several of the major psychological theories with emphasis given to those that relate to the field of therapy and counseling.

**PSY 311 Marriage & Family Life/3**

This course addresses the problems and potential of family living, particularly for those who are married or thinking about marriage. Theoretical information about development, relationships, socio-cultural influences on the family, and a biblical perspective will be gained through various readings of current authors. A discussion format will be used to apply these principles to students' lives as they attempt to gather, separate, mature, argue, and communicate in today's society.

**PSY 425 Adult Development and Life Planning/4**

Emphasizes the experiential nature of non-traditional education and adult development theory. Students will be familiar with various theories and instruments that will provide a cognitive basis for personal analysis and understanding. The objective of the module is personal discovery and affirmation through examination of one's strengths and the subsequent adjustments that may assist areas of personal growth.

**SOC 100 Caring for the Older Adult/1**

This course is designed to equip students to understand aging factors, diseases associated with aging, and resource availability to deal with issues of the elderly. Pathophysiologic changes associated with aging will be addressed as well as required adaptations to deal with these changes. Students will use the internet to explore resources available to deal with the needs of the elderly. An overview of the fiscal

issues related to understanding the Medicare and Medicaid benefits for the elderly will be covered including appropriate internet sites. Guides for decision making concerning placement settings and ethical documents will be provided. Advanced directives and estate planning will be covered. Case studies and presentations will validate student's ability to understand the physical and fiscal issues related to the elderly.

### **SOC 101 Urban Awareness/1**

The purpose of this course is to learn to observe and analyze a city. To understand better the mission and role of social service, governmental, non-profit, and faith based agencies. The city of Wichita will be our "classroom" for the study.

### **SOC 113 Introduction to Sociology/3**

Study of social organization, family, religion, education, government, and economy, interaction of environmental and social challenges, social forces, social problems, and majority and minority groups; the child in society; role of geographic factors in past and present interrelationships of developed and developing nations in the context of the global village.

### **SOC 115 Cultural Anthropology/3**

Study of traditional and contemporary cultures; critical examination of human sexual expression and gender issues across cultures, of foundations of anthropological and sociological thought, role of anthropology as science in exegesis and hermeneutics; assesses current global and local issues and conflicts from cultural perspective.

### **SOC 205 Aging in America/3**

This course is designed to equip the student to understand and deal with the aging issues facing families, employees and organizations as the Baby Boomers move into retirement years. Exploration of resources, case studies and presentations will validate the students' ability to understand and assist the elderly with fiscal and physical issues related to aging.

### **SOC/BRS 300 Perspectives: World Christian Movement/3**

The Perspectives course is an introductory mission study course that:

- Provides a biblical, historical and cultural analysis of the impact of the world Christian movement, with specific attention given to strategy and the imperative of bringing the gospel to groups that have yet to initially receive it.
- Provides a framework for significant life decisions.
- Provides the necessary understanding for effective and strategic participation in the complex task of world evangelization and culturally relevant international development.
- Explores new avenues and opportunities available for obedience to God's imperative for involvement in world missions from home and abroad.
- Provides a foundation for further study.

### **SOC 324 Sociology of Community/3**

Examines research, theory, and theory application in community studies, emphasizing sociological applications in identifying community needs and developing community systems and mobilizing public and private resources to meet them. Overview of Settlement House movement, community organization movement, and impact of social trends on community welfare policy.

**SOC 352 Cultural Diversity/3**

A study of racial and ethnic minorities, especially in the United States. Historic and contemporary studies will focus on the nature of prejudice and discrimination, racial and ethnic intergroup conflict, accommodation, acculturation, and cultural pluralism. Prerequisite: SOC 113 or SOC 115 or consent of instructor.



**School of Adult and Graduate Studies**

**GRADUATE PROGRAMS**

**Master of Business Administration**

**Master of Education**

## GRADUATE PROGRAMS

The Master of Business Administration Program is offered in the School of Adult & Graduate Studies. Students enrolled in this program are responsible and accountable to Tabor College's stated guidelines regarding the Family Education Rights and Privacy Act, academic honesty, and adult student life and conduct. Please refer to the appropriate section in the catalog for more detailed information regarding these guidelines.

## GRADUATE ADMISSION REQUIREMENTS

1. A bachelor's degree from an accredited college or university.
2. An overall grade point average of 2.7, or a GPA of at least 3.0 in the last 60 semester hours of undergraduate study.
3. International students are also required to take the Test of English as a Foreign Language (TOEFL) before being considered for admission. The minimum TOEFL score is 560.
4. Three references from former or current instructors, administrators, or employers on the Tabor College Recommendation for Admission to Graduate Study form.
5. Evidence of computer literacy.
6. Score of 6 or higher on E-Compass Writing Diagnostic. For Tabor College graduates within the last 3 years their previous writing diagnostic score of 6 or higher will be accepted.
7. An application and receipt of the current application fee. No application will be complete until fee is paid.

***Provisional Admittance.*** A student may take up to a term without reaching full admittance. A student may be admitted on probation by appeal on any admission requirement.

***Admission Requirements for Guest Admission.*** A student may, with the approval of the Director of the Master of Business Administration Program, take up to 3 courses in the program without reaching a fully admitted status. Typically, those students would take coursework for personal enrichment, professional development, or to meet continuing education requirements. In order to be considered non-degree seeking, students must fulfill the following admission requirements:

1. An application and receipt of the current application fee. No application will be complete until fee is paid.
2. A bachelor's degree from an accredited college or university.
3. Overall GPA of 2.5 or 2.7 in the last 60 hours of study-

### **Additional Admission Requirements for Restricted Licensure Program.**

1. Bachelor's degree in same subject as field of licensure.

2. Teaching position in Kansas Public Secondary or Middle School teaching in degree field.
3. Passing score on PRAXIS II test in content field within first year of enrollment.

Please note: Candidates must remain employed teaching in content field for duration of program.

## POLICY FOR TRANSFERRING GRADUATE CREDIT

The Graduate programs allow students to transfer in up to 20% of graduate coursework from another accredited graduate institution. Coursework may be no more than 5 years old to be considered by the Program Director for potential transfer credit.

## GRADUATE FINANCIAL POLICIES

Refer to same topic in Degree Completion Programs section of the catalog.

## GRADUATE ACADEMIC INFORMATION

**Academic Advising.** Academic advising is designed to be a developmental process that helps students identify and clarify interests, abilities, and life/career goals, and to assist in developing an educational plan for realizing these goals. While the College provides a complete advising program to assist students, the ultimate responsibility for meeting degree requirements rests with the student.

**Attendance.** Regular attendance is essential for academic success in graduate coursework. Occasionally students may need to be absent for illness, personal or family emergencies or employment. Whenever possible, the student is expected to contact the instructor prior to the absence. The following policies apply with regard to absences:

- Students are allowed two absences in a 7-session course before administrative withdrawal from the course would be considered.
- Students will receive a grade after 50% of the course has been completed.
- Individual course syllabi will contain instructor's information regarding absences and any allowable extension of assignment deadlines or additional coursework that can be completed to compensate for lost attendance.

**Grading System.** The alpha grading system is used. The alpha grades are given numerical weighting for the purpose of determining GPA. The grades and numerical weights are listed below:

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	D-	=	0.7
C+	=	2.3	F	=	0.0

The following is the grade scale:

- A indicates excellent achievement

- B indicates good work
- C indicates fair or average attainment
- D indicates poor, barely passing work (not considered passing in the major)
- F indicates very unsatisfactory work. No credit is given, but the number of hours is included when computing GPA.
- I indicates incomplete work
- IP indicates work in progress.
- W indicates that the student withdrew from the program before the midpoint of a module.

***Academic Probation.*** A student will be placed on academic probation if any one of the following is true:

- Resident cumulative GPA is below 3.0 at the end of the first term. (Includes all coursework in the program.)
- Violation of academic standards occurs.

The probationary period will last a minimum of a term. If, at the end of the first probationary period, satisfactory academic progress has not been achieved, then students who have met all admission requirements will be placed on academic probation for an additional term.

***Academic Suspension.*** Any one of the following is grounds for academic suspension from the program:

- Failure to achieve Satisfactory Academic progress by the end of a second probationary period.
- Failure to achieve a resident cumulative GPA of 3.0 or higher by the end of the first term.
- Three consecutive failures in program modules.
- Failure to achieve a B- or higher in a particular program module after three attempts (including enrolling and dropping a course).

***Readmission.*** A student who chooses to leave the College under probationary status will be subject to the same status upon return to Tabor.

A student who leaves the College under academic suspension is not eligible for readmission for one calendar year. Such a student may apply to the MBA or MED Director for readmission after the satisfactory completion of at least 6 credit hours of successful graduate course work at another institution. If readmission is granted, the student will automatically return under probation.

***Administrative Withdrawal.*** Students may be withdrawn from any course or program on the basis of excessive absences, according to stated attendance guidelines, for chronic disruptive behavior, or for having a student account that is not in an acceptable payment status.

***Appeals of Suspension.*** To appeal a decision of academic suspension, a student must indicate this intention in writing to the Provost within 30 days of the date of notification. This letter should state the reasons for such an appeal. The Graduate Appeals Committee will review the appeal and render a judgment on the decision to

dismiss. The Committee's decision is final, and the student will be notified in writing of that decision.

***Course Completion Policy:***

- Grades at Tabor College are based on work submitted during the term of enrollment. For grading purposes at, students are expected to submit assignments by the final assignment due date.
- Instructors are required to submit grades no later than two weeks after the last class session.
- In the event of extenuating circumstances (defined as situations beyond the student's control), the student may request an extension by submitting a request *directly to the instructor prior to the end of the course/module*. If the instructor deems that the request is warranted, an incomplete grade will be submitted and the student will be given additional time (normally four weeks from the last night of class) to complete the assignment(s). Instructors must have *received* the assignments by the due date listed on the incomplete contract. *Student and instructor are responsible for writing the Incomplete Contract*. The contract will be filed in the Student Services Office.
- The instructor will indicate an Incomplete grade on the Final Grade Roster by putting an I in the column titled "Final Grade" and an alternate grade in the "Alt Grade" column. The alternate grade is the grade that the student will earn if no additional work is submitted to the instructor.
- A student is allowed only one Incomplete at a time.

***Course Repeats.*** Grades earned at Tabor College may be improved only by repeating the same course for credit at Tabor College, or by obtaining credit by examination from Tabor. Both grades will be recorded on the transcript, but only the last earned grade will be computed in the resident GPA. Students may repeat elsewhere courses taken at Tabor. The credit will be transferred, but the Tabor College resident GPA will not be affected. A course that is repeated must be repeated in its entirety. A student is awarded credit only once for each course. A maximum of two repeats is allowed for program modules. A student will be charged again for any course that is retaken, including tuition and book fees.

***Grade Changes.*** Grades at Tabor College are based on work submitted during the scheduled class sessions. All faculty requests to change a grade must be approved by the Graduate Appeals Committee and must include a rationale. Requests based on work done or turned in after the end of the class session will be denied (unless an Incomplete had been issued).

***Grade Appeal Steps.*** A final course grade may be appealed in the following manner:

- After confirmation from Student Services that no processing errors were made, the student should seek to resolve the situation with the instructor.
- If this is not possible, the student may initiate an appeal by writing to the Provost, requesting a hearing before the Graduate Appeals Committee, providing specific details and all appropriate information. The Provost will take the appeal to the Committee.
- If a hearing is granted, both the student and instructor will attend.

- By majority vote, the Committee will render its opinion, in the form of a written recommendation, to both the student and the instructor. While the judgment is final in terms of further appeals, it serves only as a recommendation for the faculty member involved. One copy of the Committee opinion will be kept in the student's permanent file; copies will also be given to both the student and the instructor.

Students have a period of 30 days from the day grades are issued by the Registrar's Office to question the accuracy and completeness of the grade report. The academic record, after that, will be considered final.

***Withdrawal from a Course.*** To withdraw enrollment from single course, students must complete a student status form. A drop fee will be assessed for each withdrawal.

Because a withdrawal may jeopardize financial aid due to federal and state government regulations, students are advised to consult with the Office of Student Financial Assistance about their particular situation before withdrawing.

Tuition and book fees will be charged and refunds assessed on a pro-rated basis.

A non-punitive grade of W will be recorded on the transcript for withdrawals which occur between the start and the midpoint of the module. If the last date of attendance falls after the midpoint of a course, a grade will be assigned.

***Withdrawal from the Program.*** Students who are at candidate status may elect to withdraw from the program entirely. To do so, a student must notify the Student Services Advisor and complete a student status form. A program drop fee will be assessed.

Because a withdrawal may jeopardize financial aid due to federal and state government regulations, students are advised to consult with the Office of Student Financial Assistance about their particular situation before withdrawing.

Academic credit will be given for modules completed up to the point of withdrawal. A non-punitive grade of W will be recorded on the transcript for withdrawals which occur between the start and the midpoint of the module. If the last date of attendance falls after the midpoint of a course, a grade will be assigned.

To re-enter a program, a student must re-apply. A re-application processing fee will apply.

## **GRADUATE GRADUATION POLICIES**

***Applying to Graduate.*** An Application for Conferral of a degree from Tabor College must be made through the Registrar's Office at least six weeks before the date the degree is to be awarded. Diplomas will be issued to students upon completion of all requirements and after approval of the faculty and Board of Directors in February, May, or October.

### **MBA Graduation Requirements**

The following undergraduate courses are required for graduation from the program:

Intermediate Accounting I (3)

Intermediate Accounting II (3)

Micro-Economics (3)

Macro-Economics (3)

Elementary Statistics (Recommended) (3)

Other courses may be recommended based upon advisor recommendations related to professional and academic experiences.

Tabor College requires graduates of the Master of Business Administration program to complete the following requirements:

- 510 Ethical Leadership in Dynamic Organizations (2)
- 520 Management & Organizational Behavior (3)
- 530 Managerial Accounting & Finance (3)
- 540 Managerial Economics (2)
- 609 Information Systems for Business Decision Making (3)
- 613 Accounting Information Systems (3)
- 625 Legal and Ethical Business Environments (3)
- 630 Marketing Strategies & Management (3)
- 637 Corporate Income Tax (3)
- 640 Quality in Operations & Service Management (3)
- 650 Governmental & Non-For-Profit Taxation (3)
- 660 Advanced Strategic Management (3)
- 665 Leadership Foundations (3)
- 666 Leadership Operations (3)
- 667 Leadership Strategies (3)
- 670 MBA Capstone Seminar(2)
- Earn a cumulative grade point average of 3.0 on a 4.0 scale in the Master of Business Administration program.
- Successfully complete all Master of Business Administration course work with a grade of B- or higher in all, and all transfer or elective courses with a grade of B or higher.
- Successfully meet all entrance requirements for the program.
- Payment of all fees to Tabor College.
- Students must apply for graduation in the Registrar's office at least six weeks prior to the date the degree is conferred.
- Completion of a minimum of 36 graduate hours; 27 of which must be earned in residence.

### **Restricted Licensure and Master of Education Program Graduation Requirements**

Tabor College requires graduates of the Restricted Licensure program to complete the following requirements:

- EDU 605 Induction to Teaching (2)
- EDU 615 Supervised Field Experience (6) 1-2 each session during school year.

EDU 620 Introduction to Teaching (3)  
 EDU 625 Planning for Instruction (3)  
 EDU 630 Understanding the Learner (3)  
 EDU 635 Working with Diverse and Exceptional Learners (3)  
 EDU 640 Improving Instruction Through Reading and Writing (2)  
 EDU 645 Understanding the Foundations of Education (2)  
 EDU 699 Becoming a Reflective Professional (2)

Total Hours            26

### To Add MEd Degree:

EDU 679 Strategies for Action Research<sup>3</sup>

Choose 3 hours from the following courses:

EDU 675 Theories of Leadership (3)  
 EDU 678 Facilitating Collaboration (3)  
 EDU 682 Assessment Strategies (3)

Total Hours            6

**Commencement.** Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course study at Tabor. Students who receive their degree in May are encouraged to participate in the Commencement program for the conferral of the degree. Students who had degrees conferred earlier in the year are eligible to participate in the symbolic awarding of degrees at the Commencement exercise.

Students must have successfully completed all graduate course work with a grade of B- or higher in all, and all transfer or elective courses with a grade of B- or higher. Additionally, students need to have completed their entire program prior to participation in Commencement exercises. This includes all graduate coursework and undergraduate prerequisite requirements.

**Diplomas.** Diplomas will be issued to students upon completion of their degree requirements and after approval of the faculty and Board of Directors in February, May, or October. Students approved to receive their degrees are encouraged to participate in Commencement in May. The Registrar will notify graduates of the deadline for indicating their intention to participate in Commencement.

When students apply for a degree, they indicate on the application form in which term they will have all requirements completed and when they want their degree conferred. Diplomas will be ordered with the date determined by that information. If degree requirements are NOT completed by the date indicated, the student will need to pay a fee for the issuance of a new diploma at the time all of the requirements are completed.

Signed diplomas will be given at Commencement to students who have all requirements completed and grades submitted by Thursday before Commencement, provided that the student's account is paid in full.

Diploma *covers* will be given to everyone participating in Commencement, but the *signed diploma* will be withheld for students whose account is not paid in full. For those students who participated in Commencement but did not receive a diploma, their

degrees are conferred at the end of the month in which all requirements are completed. Diplomas are mailed at the beginning of the month following the degree conferral.

***Transcripts and Grade Verification.*** Student transcripts indicate the month in which degree requirements are completed. Transcripts may be requested one week after the completion of the semester.

One complimentary transcript is issued to students upon the student's request. Thereafter, each transcript is \$3 payable with the transcript request. It is recommended that official transcripts be sent directly from Tabor College to schools, employers, agencies, etc. Transcripts issued directly to students will carry the notation "issued to student." Transcript requests and/or grade verification requests must be in writing (by fax or mail) to the Office of the Registrar and contain the following:

- Student's name at the time of attendance
- ID or Social Security Number• Date last attended Tabor College
- Names and addresses of where the transcripts are to be sent
- Student's signature

If specific terms or specific course grades are to be included, that information should be noted so that the transcript is not sent before the data is posted to the record. Requests may be faxed to the Registrar at (620) 947-2607, or mailed to the Registrar, c/o Tabor College, Hillsboro, Kansas 67063.

All tuition and fees must be paid in full before a transcript may be released. Enrollment verification requests must be made in writing to the Registrar's Office and will include the same information as transcript requests. Verification of enrollment is from beginning to ending dates of class registration.

***Completion Deadlines.*** After the completion of the MBA program's modules, a student has 24 months to complete all requirements for the Master's degree. With the expiration of 24 months, the student will be classified as *inactive*. To be reinstated to *active student status*, one must petition and pay a \$125 fee.

Reinstated active student status will last for six months, providing there is positive evidence that progress is being made toward graduation. A student must be classified as active in order to graduate. If no evidence of progress is demonstrated, the student will return to inactive status.

For additional information concerning the Master of Business Administration program, contact the Tabor College School of Adult and Graduate Studies Enrollment Management staff in Wichita the Tabor College Hillsboro campus a (316) 729-6333. Specific program policies and procedures are outlined in the *Tabor College Master of Business Administration Student Handbook*.

## **MASTER LEVEL BUSINESS COURSES**

### **BUS 510 Ethical Leadership in Dynamic Organizations/2**

This course investigates current theories and research on leadership, including leading change in organizations. Emphasis is placed on development of leadership skills and qualities such as ethical leadership, vision, courage, communication and relationship building. Strategies for change including using crises, promoting vision, developing empowerment and building consensus will be discussed. The course includes completion of the Strengthsfinder© personal assessment to enable students to become effective organization leaders

### **BUS 520 Management & Organizational Behavior/3**

A discussion of individual and group behavior in organizations, focusing on human problems of adjustment, communication and performance. Topics include staffing and motivation, interpersonal relations, conflict resolution, group and team behavior and the integrative role of management in organizations.

### **BUS 530 Managerial Accounting & Finance/3**

This course emphasizes the use of accounting data for planning and control decision-making in an uncertain environment. Covers concepts of cost analysis, capital markets & structure, return on investment, operations and capital budgeting.

### **BUS 540 Managerial Economics/2**

Practical applications of micro and macroeconomic theory will be used to support sound business decisions. Topics include monetary & banking systems, economic business cycles, impact of inflation and interest rate changes, government policy, determining consumer behavior, product prices, market structures, minimizing organizational costs and maximizing profits.

### **BUS 605 Business Communication – Written/2**

A study of the techniques in writing clear, concise, convincing, and correct business reports. Preparation of memoranda, informational, analytical, periodical, conference, convention, and other common business reports. Additionally, the course will include an introduction to the Internet, web page construction and design, and the use of email as a communication tool. Includes study of different writing styles and formats.

### **BUS 606 Business Communication – Oral/2**

A study of organizational communications and leadership, presentation, and public speaking techniques, uses of technology in presentations, group dynamics, and interpersonal communications.

### **BUS 611 Management Information Systems/2**

A study of the planning, design, implementation, and evaluation of a management information system in the business environment. Topics of decision support systems include distributed data processing, organizational structure, user involvement, types of decision support, data base concepts, and a discussion of costs and benefits associated with management information systems.

### **BUS 621 Research Methods/Statistics/2**

A study of business statistics, data analysis, and research design and methods. Techniques include analysis of variance, correlation, regression, analysis of covariance, and their application to business problems.

**BUS 610 Seminar In Financial Management/2**

A study that emphasizes the finance function of a firm from the viewpoint of the internal financial manager. The course emphasizes the conceptual and quantitative tools used to accomplish financial analysis. It takes a look at financial planning and control management of working capital and long term assets, and how that determines cost of capital.

**BUS 623 Seminar In Economics/2**

A study which is an extension of microeconomic analysis to enterprises in the private and public sectors of the economy. Major emphasis is placed on the application of statistics and economic theory to decision making by the firm.

**BUS 624 Seminar In Business Law/2**

A case method study of the topics which impact an accountant in public and private practice. Topics include accountants' legal liability, legal research, contract law, sales, commercial paper, securities regulation, bankruptcy, and secured transactions.

**BUS 625 Legal & Ethical Business Environment/3**

This course is a study of the topics in legal environments which impact professionals in organizational settings. An examination of the legal and ethical environment of the firm, including contracts, commercial law, consumer law, business regulation, labor/management relations, litigation and procedure and reasonable accommodation for employees.

**BUS 629 Seminar In Marketing/2**

A study of decision-making activities of marketing executives in product planning, market analysis and consumer selection, promotion, sales force management, pricing, and distribution channels. Emphasis is placed on the growing fields of international marketing, new quantitative tools, and behavioral science contributions.

**BUS 537 Corporate/Partnership/Estate/Trust Taxation/2**

A study of income tax laws as applied to partnerships, estates and trusts, corporations, excess profits tax, federal estate tax, and federal gift taxes. Also a study of regulations pertaining to installment and deferred payment sales, assessments, collections, and refund of income tax.

**BUS 637 Corporate Income Tax/3**

A study of income tax laws as applied to partnerships, estates and trusts, corporations, excess profits tax, federal estate tax, and federal gift taxes. Also a study of regulations pertaining to installment and deferred payment sales, assessments, collections, and refund of income tax.

**BUS 550 Governmental And Not-For-Profit Accounting/2**

A study of fund accounting as applied to municipal governmental units. Topics include accounting for bond funds, special revenue funds, sinking funds, working capital funds, utility funds, and trust and agency funds. Additionally, accounting for hospitals, colleges and universities, and other not-for-profit agencies is studied.

**BUS 552 Principles in Auditing/2**

A study of basic theory and underlying principles of auditing financial statement for the purpose of rendering an opinion on the fairness of the representations made therein. The purposes, types, procedures, and scope of auditing are presented. The concepts studied are applied to a practical audit case.

**BUS 555 Advanced Accounting Theory/2**

A study of some complex business and accounting issues. Topics receiving coverage in this course include partnership accounting, international operations, consolidated financial reporting, estates and trust, and bankruptcy accounting.

**BUS 609 Information Systems for Business Decision Making/3**

This course is a review of computer-based information systems from an information resource management perspective. Topics include systems development, design and implementation, security, privacy and ethical issues. Systems discussed include accounting/transaction processing, e-commerce systems, management information systems, decision-support, and specialized systems such as artificial intelligence and virtual reality. Information systems will be studied as effective tools for business decision-making and problem-solving methodologies using real-life cases to apply graphic and quantitative tools for decision analysis. Emphasis is on effective articulation of the problem definition and communication of reasoning and conclusions.

**BUS 612 Accounting Information Systems/2**

A study of the development, implementation, and operation of advanced accounting information systems. Emphasis is placed on current and emerging issues relating to accounting, controls, and information technology.

**BUS 613 Accounting Information Systems/3**

A study of the development, implementation, and operation of advanced accounting information systems. Emphasis is placed on current and emerging issues relating to accounting, controls, and information technology.

**BUS 626 Advanced Managerial Accounting/2**

A study which provides an application of accounting information to managerial profit planning and control of business firms. It emphasizes the budgeting process as central to planning and control. Conceptual foundations and their practical applications are stressed. The importance of the human factor and the need of adaptability receive focus through solution of case problems.

**BUS 630 Marketing Strategies & Management/3**

This course discusses methods for optimal marketing of products and services. It emphasizes the role of marketing managers and the facilitation of a marketing orientation throughout the organization. Topics include product planning, promotion, distribution, consumer behavior, market theory and problem solving.

**BUS 640 Quality in Operations & Service Management/3**

Best practices of systems used by management to plan, organize, implement and continuously improve operations in both service and manufacturing organizations. Some topics covered include process analysis, resource allocation, quality control, queuing, managing capacity and inventory, supply chain management, and lean manufacturing.

**BUS 650 Governmental & Non-For-Profit Taxation/3**

A study of fund accounting as applied to municipal governmental units. Topics include accounting for bond funds, special revenue funds, sinking funds, working capital funds, utility funds, and trust and agency funds. Additionally, accounting for hospitals, colleges and universities, and other not-for-profit agencies is studied.

**BUS 652 Advanced Auditing/2**

A study of issues of current interest in the auditing literature. As a minimum, the following topics will be covered: philosophical foundations of auditing, criticisms of the auditing profession, statistical sampling as an audit tool, and EDP auditing.

**BUS 655 Accounting Theory II/2**

An integrative study of detailed interpretation, analysis, and application of AICPA and FASB pronouncements essential in the preparation of required and supplemental financial statements. Contemporary controversial accounting issues—such as ethical, behavioral, and judgmental dilemmas faced by individual accountants and the accounting profession—will be examined through case studies and original student research presentations.

**BUS 660 Advanced Strategic Management/3**

Students will use skills and knowledge acquired in the MBA program to develop strategic plans. Case studies and simulation exercises are used to support decision-making processes.

**BUS 665 Leadership Foundations/3**

This course provides critical analysis and intellectual examination and reflection of core foundational concepts in the practice of leadership. Translational work between theory and practice is applied as students examine current leadership theories in complex work environments.

**BUS 666 Leadership Operations/3**

This course is designed to equip future leaders with the necessary tools to create and lead a world-class team that can affect substantial and measurable business impact. Contemporary leadership development will be analyzed while developing strategies to create high-performance organizations within the context of current workforce dynamics.

**BUS 667 Leadership Strategies/3**

Students learn the tools and analytical techniques that leaders need to assess and formulate effective strategies for their organizations. Students study the context of dynamic organizations and implications for creating excellence. Topics include leadership, organizational design, structure, diversity, culture, change, evolution, quality, and strategy. This may be a formal study abroad experience.

**BUS 698 Accounting Practicum/1-8**

Work experience in accounting. Individual students who are qualified obtain credit for working in either a CPA firm or private industry in the field of accounting. The practicum is supervised by a faculty coordinator and an employer coordinator. Reports, work evaluations, and a formal paper and presentation are required as a part of this experience.

**BUS 699 Accounting Research Methods/3**

This course uses the case method to examine and analyze the application of generally accepted accounting principles, generally accepted auditing standards and the Internal Revenue Code to problems of measurement and presentation in financial statements, audit reports and income tax returns. The course will focus on the use of professional standards, related accounting publications, the internal revenue code, and federal tax cases in solving and resolving issues in the cases.

**BUS 680 Business Strategy/2**

A study of approaches for defining, analyzing, and resolving complex strategic problems facing the profit and not-for-profit organization.

**BUS 690 Business Ethics/2**

A study of ethical topics in business. This is an issues-oriented course which uses the case method and class discussion to explore concerns facing business persons today.

## MASTER LEVEL EDUCATION COURSES

### **EDU 605 Induction to Teaching/2**

This is an intensive one-week course requiring a minimum of 35 hours. The purpose of the course is to orient prospective program participants to education and classroom teaching. Course topics include disciplining with dignity, lesson planning, assessment, motivation, content reading strategies, pedagogical knowledge and dispositions.

Prerequisite: Acceptance into Transition to Teaching Program.

### **EDU 615 Supervised Field Experience (6 hours required, 1-2 per session)**

Supervised field experience in a school setting during each session of the ACCK Transition to Teaching Program. All candidates must enroll for 2 credits during the first year of the program. In the second year they may enroll in either one or two credit hours based on approval of supervisor, mentor and building administrator.

Prerequisite: Acceptance into Transition to Teaching Program.

### **EDU 620 Introduction to Teaching/3**

This course meets Professional Education Standards 1,5,7,8. This course emphasizes LMS tutorial, lesson and unit planning, assessment and grading, teaching strategies, classroom management, student motivation. Portfolio assignment: Classroom management plan.

Prerequisite: EDU 605 Induction to Teaching.

### **EDU 625 Planning for Instruction/3**

This course meets Professional Education Standards 1,9,11,12. This course emphasizes curriculum planning and resources, instructional design/best practices, integrating technology in the curriculum, teaching methods and techniques, structuring the learning environment, providing successful transitions, and integrating state standards. Portfolio assignment: Technology Rich Unit.

Prerequisite: EDU 605 Induction to Teaching

### **EDU 630 Understanding the Learner/3**

This course meets Professional Education Standards 2,3,5,12. This course emphasizes human development, learning patterns, educational psychology, and brain research related to student learning. Portfolio assignment: Developmentally appropriate lesson plan.

Prerequisite: EDU 605 Induction to Teaching

### **EDU 635 Working with Diverse and Exceptional Learners/3**

This course meets Professional Education Standards 2,3,6,8. This course emphasizes diversity and exceptionalities, research and learning theories, technology use related to diverse and exceptional students, Inclusions and collaboration with colleagues and community. Portfolio assignment: Lesson plan that demonstrates accommodation and or modification. Prerequisite: EDU 605 Induction to Teaching

### **EDU 640 Improving Instruction Through Reading and Writing/2**

This course meets Professional Education Standards 4,6,7,11. This course emphasizes reading and writing in the content areas, reading and writing strategies, and

management and accommodation to meet the needs of the learner. Portfolio assignment: Lesson plan that demonstrates reading and writing across the curriculum. Prerequisite: EDU 605 Induction to Teaching.

**EDU 645 Understanding the Foundations of Education/2**

This course meets Professional Education Standards 10, 13. This course emphasizes history and philosophy of education, ethics, social foundations, school governance: legal and policy issues for teachers. Portfolio assignment: Philosophy statement. Prerequisite: EDU 605 Induction to Teaching.

**EDU 675 Theories of Leadership/3**

This course introduces the graduate student to theories of leadership with and emphasis on servant leadership. Student guided to develop a personal philosophy of leadership appropriate for individual leadership positions

Assessment: Personal Statement of Leadership Theory and Application

**EDU 678 Facilitating Collaboration/3**

Strategies to improve the quality of colleagues' collaboration and interactions with families and other stakeholders.

Assessment: Designs a project to improve collaboration with a stakeholder group.

**EDU 679 Strategies for Action Research/3**

Course includes action research methodology, data analysis, data-informed decision making, implementations strategies for research-based change and dissemination of findings.

Assessment: Design for Collaborative Action Research Project

**EDU 682 Assessment Strategies/3**

Strategies to improve the quality of instruction by facilitating colleagues' selection or design, use and interpretation of multiple assessments as well as available data to make informed decisions.

Assessment: Data Analysis of Project

**EDU 699 Becoming a Reflective Professional/2**

This course meets Professional Education Standards 7,8,9,13 This course emphasizes developing professional goals, school improvement process and professionalism.

Portfolio assignment: Reflective paper on professionalism.

Prerequisite: EDU 605 Induction to Teaching.



## School of Adult and Graduate Studies

# PERSONNEL

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### Provost/Academic Dean

#### Academic Dean

Lawrence Ressler, Ph.D.

### Senior Vice President for Business and Finance

Kirby R. Fadenrecht, M.B.A.

### Vice President for Advancement

James Elliott, M.A.

### Vice President of Athletics

Rusty Allen, M.S.

### Vice President of Enrollment Management and Marketing

Linda Cantwell, Ed.D

### Vice President of Student Life, Learning, and Formation

Eric Coddling, M.A.

## AGS ADMINISTRATIVE PERSONNEL

**JONATHAN GRUBBS, D.Min., Christian Ministries Program Director, Tabor College School of Adult & Graduate Studies;** B.A., Anderson University, 1989; M.A., Anderson School of Theology, 1992; M.Div., Anderson School of Theology, 1993; D.Min., Northern Baptist Theological Seminary, 2007; Youth Pastor, Noble Street United Methodist Church, Anderson, Indiana, 1988-1990; Pastor, Aroma United Methodist Church, Aroma, Indiana, 1990-1993; Associate Pastor, Huber Heights Church of God, Huber Heights, Ohio, 1993-1999; Senior Pastor, Springfield First Church of God, Springfield, Illinois, 1999-2007; Present position, 2007 –

**BRENDA A. HELMER, M.S.N, Assistant Professor of Nursing;** B.S.N., University of Oklahoma, 1986; M.S.N., University of Missouri—Columbia, 2008; Clinic Nurse, Wichita Clinic, Immediate Care, 1986-1987; St. Francis Medical Center Staff Nurse Pediatrics, 1986-1987; Broken Arrow Medical Center, Medical-Surgical Staff Nurse, Broken Arrow, OK, 1987-1988; Riverside Medical Center, Medical-Surgical Staff Nurse, Wichita, KS, 1991-1993; American Home Health, Home Health Nurse, Wichita, KS, 1993-1995; Nursefinders Home Health Services, Wichita, KS, 1995-1999; Sunflower Support Services, Nurse Manager, 1998-1999; Andover USD #385, School Nurse, 1999-2008; Tabor College Nursing Instructor, 2007-2009; Present position, 2009-

**DEONNE JOHNSON, MSN, Assistant Professor of Nursing;** B.S.N. Northern Illinois University, 1986; M.S. in Nursing from Northern Illinois University 1992; ICU staff nurse, Swedish American Hospital, 1986-1992; Home Health Nurse, Swedish American Health Systems, 1992-1997; Hutchinson Hospital staff nurse in cardiac rehab and telemetry, 1997-1999; Nursing Instructor, Kishwaukee College, Malta, Illinois, 1991-1993; Graduate Research Assistant to the Associate Chair, Northern Illinois University, 1990-1992; Instructor, Northern Illinois University, 1993-1997; Assistant Professor of Nursing, Bethel College, N. Newton, KS, 1998-2001; Lead Instructor &

Coordinator 1<sup>st</sup> year, Hutchinson Community College, 2001-2009; Adjunct online faculty, Indiana Wesleyan University RN to BSN, 2008-present; Assistant Professor of Nursing, Tabor College, present position, 2009 -

**TONA L. LEIKER, M.N., Dean, School of Adult & Graduate Studies; Assistant Professor of Nursing, Chair of Nursing Department;** B.S.N., Wichita State University, 1978; M.N., Wichita State University, 1984; Post Graduate Studies: Nursing Administration and School Nursing, Wichita State University; Doctoral Candidate, University of Kansas (PhD in Nursing Student) Staff Nurse/Charge Nurse, St. Joseph Medical Center, 1978-1985; Nursing Instructor, Butler County Community College, 1982-1985; Education Coordinator, Sumner County District Court Alcohol Program, 1983-1985; Assistant Professor, St. Mary of the Plains College, 1985-1987; Addictions Nurse Specialist, St. Francis Regional Medical Center, 1987-1988; Manager, Chemical Dependency Center, St. Francis Regional Medical Center, 1988-1991; Associate Director, Behavioral Health Services, St. Francis Regional Medical Center, 1991-1993; Director, Behavioral Health Services, St. Francis Regional Medical Center, 1993-1995; School Nurse, USD 385, 1995-2003; Adjunct Faculty Member, Wichita State University, 1990-2003; Instructor, Tabor College, 2001-2003, Interim Director of Nurse Education, 2002-2003; Chair, Nursing Department, 2003-; Present position, 2007-

**RONDA MAGNESS, B.S., Admissions Recruiter,** B.S., University of Kansas, 1987; Admissions Representative/Campus Ministries, Friends University, 1992-2002; Administrative Assistant, Cessna 2003-2004; Children's Coordinator, Mental Health Association, 2005-2009; Present position, 2009-

**TONY MYERS, M.B.A., Business Program Director, Enrollment Management Director;** A.A. Barton County Community College, 1986; B.B.A., Christian Ministry, Friends University; M.B.A., Friends University, 2007; Youth Pastor, Pleasant Valley U.M.C., 1990-93; Admissions Representative, Friends University, 1992-94; Assistant Director of Admissions, Friends University, 1994-96; Executive Director of Admissions and Enrollment Services, 1996-2005; Adjunct Faculty Member, Butler Community College, 2006; Present position, 2007-

**ADAM PENNER, B.A., M.A., Program Representative,** B.A., Tabor College, 2003; M.A., Mennonite Brethren Biblical Seminary, 2007; Academic Advisor, Fresno Pacific University (Visalia), 2004-2005; Communications Specialist, Fresno Pacific University (North Fresno), 2005-2007; Present position, 2007 -

**CAROLYN TUCKER, B.S., Coordinator of Office Operations,** B. A., Tabor College, 1999; Payoff Clerk, Fidelity Bank, 1991-1999; Life & Disability Supervisor, Fidelity Bank, 1985-1990; Administrative Assistant, 1999-2003; Commissioned Minister of the Midwest District of The Brethren Church, 2005-2007; Present position, 2003-

**MISTY SMITHSON, B.G.S., Student Accounts Representative,** B.G.S., University of Kansas, Present Position , 2008-

**GINA WILLEMS, B.A., Executive Assistant,** B.A., Tabor College, 1994; Alumni Secretary, Tabor College, 2000-2001; Sr. Administrative Specialist, Office of the Chancellor, University of Kansas, 2001-2005; Present position, 2007 -

## GENERAL ADMINISTRATIVE PERSONNEL

**RUSTY ALLEN, M.S., Vice President of Athletics;** B.S., McPherson College, 1985; M.S., Peru State College, 1995; Middle/High School Mathematics Teacher and Head Basketball Coach, Kansas, 1985-01; Hesston Recreation Director, Kansas, 1995-01; Head Women's Basketball Coach, Director of Residence Life, Associate Athletic Director, Tabor College, 2001-03; Director of Admissions, Head Women's Basketball Coach, Ibid., 2003-04; Dean of Enrollment Management, Head Women's Basketball Coach, Ibid. 2004-2007; Vice President of Enrollment Management, Ibid, 2007. Present position 2008-

**MANDI BROUILLETTE, B.A., Executive Assistant to the Provost, Academic Dean;** B.A., Indiana University South Bend, 2007; Present position, 2009-

**LINDA CANTWELL, Ed.D., Vice President of Enrollment Management and Marketing;** B.A., MidAmerica Nazarene University, 1980; M.A., Webster University, 1993; Ed.D., Azusa Pacific University, 2005; Adjunct Instructor, Small Business Consultant, Johnson County Community College, 1980-95; Adjunct, MidAmerica Nazarene University, 1984; Adjunct, Kansas City Community College, 1984; Adjunct, Avila College, 1984; Media Coordinator/Business Administrator, Central Church of the Nazarene, Kansas, 1985-95; Marketing/Public Relations Consultant, Heart to Heart International, 1995; Field Educational Representative, Department of Labor/Job Corps, 1995-98; Adjunct, Butler County Community College, 1998-99; Substitute Teacher, Kansas, 1998-99; Instructor, Communication/Business, Tabor College, 1999-00; Instructor of Communication and Business, Director of Internships for Communication and Business, 2000-03; Assistant Professor of Communication and Business, Director of Internships for Communication and Business, 2003-06; Associate Professor of Communication, Director of Internships for Communication and Business, 2006-2008, Present position, 2008-

**ERIC CODDING, M.A., Vice President of Student Life, Learning, and Formation;** B.A., Wheaton College, 1990; M.A., Wheaton College, 1993; Resident Director and Adjunct Professor, Taylor University, 1993-1999; High School Bible/Theology Teacher, Ohio, 1999-2003; High School Bible/Theology Teacher, Illinois, 2004-05; Director of Residence Life, Tabor College, 2005-06; Present position, 2006-

**DEANNE DUERKSEN, M.S., Registrar;** B.A., Tabor College, 1986; M.S., Emporia State University, 1993; Coordinator of Word Processing, Tabor College, 1973-75; Assistant to the Registrar, Ibid., 1975-1984; Acting Registrar, Ibid., 1984-86; Present position, 1986-

**JAMES G. ELLIOTT, M.A., Vice President for Advancement;** Diploma, Moody Bible Institute, 1983; B.S., Liberty University, 1991; M.A., Wheaton College Graduate School, 1996; Post-Graduate Study: Huntington College 1999 and Regent University, 2000; Director of Communications, Maryland State Dental Association, 1983-1986; Director of Communications and Marketing, University of Maryland Dental School, 1986-1988; Director of Public Relations, Trans World Radio-Swaziland, 1988-1992; Station Manager/Program Director, Trans World Radio-Guam, 1992-1997; Managing Director of Development/Director of Community Relations, Huntington College, 1998-2002; Vice President for Advancement, Southeastern Bible College, 2002; Present position, 2002-

**KIRBY R. FADENRECHT, M.B.A., Senior Vice President for Business and Finance;** B.A., Tabor College, 1978; Graduate study: West Texas State University, 1979; M.B.A., Wichita State University, 1994; Assistant Manager, Kansas, 1976-77; Production Scheduler, Kansas, 1977-78; Invoice Analyst, Texas, 1978-79; Staff Accountant, Texas, 1979-81; Director of Business Affairs, Tabor College, 1981-1990; Vice President of Business and Finance, Tabor College, 1990-2008; Senior Vice President for Business and Finance, Tabor College Present position, 2008-

**MARLENE FAST, B.A., Director of Development;** studied at Tabor College 1975-1978, two B.A. degrees in Music Education and Contemporary Christian Ministries at Fresno Pacific (College) 1978-1980, Yamaha Music School 1980-1982, KU Nursing Secretary, 1982-1983, Private piano teacher 1986-1994, REMAX Real Estate Agent 1998-2002, Fast Realty Owner/Agent 2002-2007, Present position 2007-

**SCOTT FRANZ, M.S., Director of Student Financial Assistance,** BA Tabor College, 1988, MSA, University of Notre Dame, 1998. Certified Consumer Credit Counselor, Consumer Credit Counseling Service of Northern Indiana (CCCS/NI) 1991-2000, Administrative Assistant, Goshen College Adult Program, Goshen College, 2000-2001, Finance Assistant, Mennonite Mission Network, 2001-2007, Present position 2007-

**D.J. FREEMAN, B.S., Admin. Asst. to the President / Human Resources Coordinator;** A.A., Hesston College, 1978; B.S., Tabor College, 1999; Church Relations Secretary, Mennonite Board of Missions, Indiana, 1978-80; Geological/Land Secretary, K & E Drilling, Kansas, 1980-82; Office Manager, Sabre Exploration, Kansas, 1982-85; Office Administrator/Salesperson, Rose Transportation, Kansas, 1985-86; Asst. Property Mgr. & Admin. Asst. to the President, Slawson Commercial Development Co., Kansas, 1986-89; Asst. to the Treasurer, Rent-a-Center Corporate Office, Kansas, 1989; Personnel Coordinator & Admin. Asst. to the President, Petroleum, Inc., Kansas, 1989-92; Property Mgr. & Executive Asst., Hugoton Energy Corp., Kansas, 1992-97; HR Mgr./Office Mgr., 3TEC Energy, Kansas/Texas, 1997-98; Property Director for the Epic Center, IPC Midwest Management, Kansas, 1998-2001; Asst. Director, Tabor College, Kansas, 2001-02; Teacher/Director, Joyful Noise Community Childcare, Kansas, 2003-05, Present position, 2005-

**VANCE FRICK, B.A.,** Webmaster, Photographer, Graphic Designer; B.A., Tabor College, 2004; Freelance Graphic Design, 2004; Graphics Coordinator, AGCO Corporation, 2005; Present position, 2005-

**CHRIS GLANZER, B.A., CNA, N+, Director of Information Technology;** B.A., Tabor College, 1999; Recording Engineer, Cornerstone Studios, 1999-00; Computer Systems Administrator, Tabor College, 2001-2008, Present position, 2008-

**JULES GLANZER, D.Min., President;** B.A., Tabor College, 1974; M.Div., Mennonite Brethren Biblical Seminary, 1978; D.Min., Fuller Theological Seminary, 2000. Youth Director, Sanger First Presbyterian Church, California, 1974-77; Assoc. Pastor, Lincoln Glen MB Church, California; 1977-78; Pastor, Ulysses MB Church, Kansas, 1978-82; Church Planter, Bear Creek New Life Fellowship, Texas; 1982-85; Bi-vocational Church Planter, Evangelical Covenant, Texas, 1986-86; Sales Manager, Houston Pool & Spa, Texas, 1986-86; Founding Pastor, Faith Community Church, Texas, 1987-2001; Dean of the Seminary – George Fox University, Oregon, 2001-2008; Present position, 2008-

**PEGGY GOERTZEN, B.A., Director of Center for Mennonite Brethren Studies, Tabor College Archives, Adjunct English Instructor;** B.A., Tabor College, 1992; Research Assistant, Fresno CMBS, 1975-77; Research Assistant, Tabor CMBS 1989-92; ESL Instructor, Tabor College, 1991-93; Director of Center for Mennonite Brethren Studies Tabor College Archives 1992-; Present position, 1992-

**JEREMY JORDAN, B.A., Director of Alumni Activities;** B.A, Tabor College, 2005; Present position 2007

**BRAD JUST, B.A., CNA, Computer Systems Administrator;** B.A., Tabor College, 2004; Computer Support Specialist, Golden Heritage Foods LLC, 2004-2005; Present Position, 2005-

**AMY KJELLIN, M.S., Director of Student Success Initiatives & Career Services,** A.A. Central Christian College, 1986; B.A. Wichita State University, 1988; M.S., MFT, Friends University 1991. Volunteer Coordinator, Roots & Wings CASA Program 1988-1991; Life Counseling Services 1991-1993; Family Life Counseling Center, 1992-1994; Director of Residence Life & Counseling Services, Central Christian College 1997-2001; Academic Advisor/Counselor, Hutchinson Community College, McPherson Outreach, 2005-2008; Academic Support Coordinator, Tabor College, Fall 2008; Current position 2009-

**SUSAN LEHRMAN, Assistant Registrar;** Emporia State University, 1970; Medical Transcriptionist, Bethel Clinic, 1970-75; Academic Secretary, Tabor College, 1988-89; Assistant to the Registrar, Ibid., 1989-2008; Present Position, 2008-

**VIRGINIA MARTENS, B.A., Controller;** B.A., Tabor College, 1995; Office Secretary/Receptionist, Tabor College, 1973-75; Office Secretary/Receptionist, John C. Johnson, Attorney-at-Law, 1977-79; Data Entry Operator, Tabor College, 1980; Accounting Assistant, Ibid., 1985; Accountant, Ibid., 1990; Present position, 1995-

**GRANT OVERSTAKE, Director of Communications;** B.S. Journalism, University of Kansas, 1980; Ordination and Commissioning, The Salvation Army Training College, Chicago, Ill., 1992; Post-Graduate Study: Olivett Nazarene University, 1990-94, and St. Paul School of Theology, 1997-2000; Managing Editor, The Johnson City (Kan.) Pioneer, 1980; Staff Writer, The Miami (Fla.) Herald, 1981-85; Territory Manager, Blue Cross Blue Shield of Florida, 1986-88; Sales Representative, Blue Cross and Blue Shield of Kansas City, 1989-90; Commanding Officer, Salvation Army, Muscatine, Iowa, 1992-94; Assistant Publisher, Crowell, Inc., Oswego, Kan., 1995-96; Senior Pastor, Stafford (Kan.) United Methodist Church, 1997-98; Associate Pastor, Leavenworth (Kan.) First United Methodist Church, 1998-99; Senior Pastor, Hiattville (Kan.) United Methodist Church, 1999-2001; National Sales Representative, Ward-Kraft, Inc., Fort Scott, Kan., 2002-2003; Regional Development Associate for Southeast Kansas, The Salvation Army, 2004-2006; Editor, The Hillsboro (Kan.) Star Journal, 2006-07, **Director of Communications, Marketing and Public Relations, Tabor College 2007-09** Present position, 2009-

**LAWRENCE E. RESSLER, Ph.D., A.C.S.W., C.S.W., Provost, Dean of the Faculty; Professor of Behavioral Sciences,** B.A. and B.S.W., Eastern Mennonite College, 1976; M.S.W., Temple University, 1979; Ph.D., Case Western Reserve University, 1990; Student Activities Director, Eastern Mennonite College, Virginia, 1976-78; Assistant Instructor in Sociology, Eastern Mennonite College, Virginia, 1977-78; Administrative Assistant and Community Organizer, Spring Garden Family Health Clinic, 1978-79; Assistant Director, York Street Community Services, Pennsylvania,

1978-79; Executive Director, York Street Community Services, Pennsylvania, 1979-81; Social Work Program Coordinator and Assistant Professor of Social Work, Malone College, 1981-86; Assistant Professor of Social Work, Messiah College, 1991-95; Associate Professor of Social Work, Messiah College, 1986-90; Social Work Program Director, Messiah College, 1986-95; Associate M.S.W. Dean, Associate Professor of Church Social Work, Carver School of Church Social Work, The Southern Baptist Theological Seminary, Kentucky, 1993-94; M.S.W. Curriculum Specialist, Director of M.S.W. Advanced Standing, Professor of Social Work, Roberts Wesleyan College, 1995-96; Visiting Professor, Daystar University, Kenya, 1999; Associate M.S.W. Director, Associate Chair of Social Work and Social Science Division, Director of M.S.W. Advanced Standing, Professor of Social Work, Roberts Wesleyan College, 1996-2001; Acting M.S.W. Director 2000-01; M.S.W. Director, 2001-02; Academic Dean, Roberts Wesleyan College, 2002-05; Vice President of Academics and Student Development, Tabor College 2005-08, Provost, Academic Dean Present position, 2008-

**CHERRY STUCKY, Ed.D., Associate Dean for Continuous Improvement and Effectiveness;** B.S. Calvary Bible College, 1979; M.S.E. Library Science, 1983; Doctoral Studies, Pensacola Christian College, 1995; Ed.D. Educational Leadership and Policy Analysis, 2005; Missouri State Teaching Certificate K-9; Missouri Library Certificate K-12 (Lifetime); Kansas State Teaching Certificate K-8 (1992-97); Association of Christian Schools International - Professional (Lifetime); E.T.A. (Evangelical Training Association) Certificate); Fifth Grade Teacher, 1979-1981 and High School Librarian and Instructor, Kansas City Christian School, 1982-83; Teacher grades 1-8, Land O' Lakes Christian School, 1983-84; Sixth Grade Teacher, Librarian and High School Drama Teacher, Faith Academy (Manila, Philippines), 1990-1992; Junior High Math Instructor, K-12 Librarian, Berean Academy, 1984-1990, 1992-1996; Assistant Professor, Department of Education and Accreditation Coordinator, Calvary Bible College, 1996-2000; Assistant Professor of Christian Education and Accreditation Co-Chair, Midwestern Baptist Theological Seminary, 2000-2004; Present position, 2006-

## FACULTY

**DONNA M. BAGLEY, Ph.D., Professor of Education, Director of Graduate Teacher Education, Chair of Education Department, Licensure Officer;** B.Th., Northwest Christian College, 1969; M.Ed., University of Oregon, 1974; Ph.D. Ibid., 1987; Elementary School Teacher, Oregon, 1973, 1973-84; Assistant Professor of Early Childhood Education, Illinois State University, 1987-92; Assistant Professor of Early Childhood Education, University of Missouri–St. Louis, 1992-97; Executive Director, The Nursery Foundation, St. Louis, 1997-98; Associate Professor, Licensure Officer, Tabor College, 1999-00; Director of Master of Education Program, Ibid., 2000-05; Associate Professor of Education, Chair of Education Department, Licensure Officer, Ibid., 2000-06; Present position, 2006-2008; Professor of Education, Director of Graduate Teacher Education, Chair of Education Department, Licensure Officer 2009-present.

**RICHARD E. CANTWELL, D.M.A., Professor of Instrumental Music, Chair of Music Department;** B.F.A., University of Nebraska, 1965; M.M., University of Nebraska-Lincoln, 1969; DMA, Conservatory of Music, University of Missouri-Kansas City, 1990; Junior/Senior High School Music Teacher, Nebraska, 1965-67; Assistant Professor of Instrumental Music and Music Education, Eastern Nazarene College, 1967-69; Associate Professor of Instrumental Music and Music Education, MidAmerica Nazarene University, 1969-85; Associate Pastor in Music and Drama Ministries, Central Church of the Nazarene, Lenexa, Kansas, 1974-98; Associate Professor of Instrumental Music, Chair of the Music Department, Tabor College, 1998-01; Present position 2001-

**CHRISTOPHER M. DICK, M.A., Assistant Professor of English; B.A., Tabor College, 1993;** M.A., University of Kansas, 1998; High School English Teacher, Pennsylvania, 1998-99; Instructor of English, Tabor College, 1999-02; Present position 2002-

**DAVID S. FABER, Ph.D., Professor of Philosophy/Religious Studies/Chair of Humanities Division;** B.A., Calvin College, 1979; Ph.D., University of Massachusetts, 1989; Teaching Assistant, University of Massachusetts, 1980-83; Teaching Associate, Ibid., 1981-84; Instructor, St. Hyacinth's College/Seminary, 1982-83; Instructor in Philosophy/Religious Studies, Tabor College, 1983-86; Assistant Professor of Philosophy/Religious Studies, Ibid., 1986-95; Associate Professor of Philosophy/Religious Studies, Chair of the Division of Humanities, Ibid., 1986-98; Sabbatical, Calvin College, Grand Rapids, Michigan, 1991; Associate Professor of Philosophy/Religious Studies, Ibid., 1998-02; Professor of Philosophy/Religious Studies, Ibid., 2002-; Carson Center Director, 2009-, Present Position, 2009-

**NORMAN HOPE, Ph.D., C.P.A., Professor of Business Administration, Chair Department of Business Administration;** B.S., Manchester College, 1978; M.B.A., Emporia State University, 1986; Ph.D., Kansas State University, 1994; Staff Accountant, Plummer & Co., Inc., 1978-82; Assistant Professor of Accounting, McPherson College, 1982-91; Staff Accountant, David O'Dell, C.P.A., 1982-present; Associate Professor of Business Administration, Adult Education Program Consultant, Tabor College, 1991-98; Associate Professor of Business Administration, Ibid., 1998-00; Associate Professor of Business Administration, Director of the Master of Science in Accounting, Ibid., 2002-03; Professor of Business Administration, Director of Master of Business Administration Concentration in Accounting, Ibid., 2003-2008; Present position, 2008-

**KAROL HUNT, Ph.D., Professor of Physical Education, Chair of the Division of Education, Social Science and Applied Arts, Chair of Physical Education Department, , National Athletic Conference Director and Athletic Director;** B.S., Pillsbury College, 1974; M.A., Mankato State University, 1978; Ph.D., University of Iowa, 1983; Instructor, Girls' Athletic Director, Coach (four sports), Heritage Christian School, 1974-78; Professor of Physical Education, Head Basketball, Volleyball, and Softball Coach, Pillsbury College, 1978-81; Teaching Assistant, University of Iowa, 1981-83; Assistant Professor of Physical Education and Head Women's Basketball Coach, Cedarville College, 1983-86; Adjunct Instructor of Physical Education and Head Men's and Women's Track Coach, Trinity Christian College, 1987; Assistant Professor of Physical Education, Head Women's Volleyball Coach, Assistant Women's Softball Coach, Head Women's Softball Coach, Associate Professor of Physical Education, Chair of Physical Education Department, Assistant Track Coach, Chair of the Division of Education, Social Sciences, and Applied Arts, Head Men's & Women's Cross Country and Head Men's & Women's Track & Field Coach, Tabor College, 1987-00; Associate Professor of Physical Education, Chair of Physical Education Department, Head Men's & Women's Cross Country, and Assistant Men's & Women's Track & Field Coach, *Ibid.*, 2000-01; Associate Professor of Physical Education, Chair of Physical Education Department, Head Men's & Women's Cross Country Coach, *Ibid.*, 2001-02; Professor of Physical Education, Chair of Physical Education Department, Head Men's & Women's Cross Country Coach, *Ibid.*, 2002-03; Interim Vice President for Academics, *Ibid.*, 2005; Professor of Physical Education, Chair of the Division of Education, Social Science and Applied Arts, Chair of Physical Education Department, Head Men's & Women's Cross Country Coach, *Ibid.*, 2003-2008; **Professor of Physical Education, Chair of the Division of Education, Social Science and Applied Arts, Chair of Physical Education Department, Head Men's & Women's Cross Country Coach, National Athletic Conference Director and Athletic Director, *Ibid.*, 2008-09** Present position, 2009-

**DAVID W. KROEKER, M.B.A., Associate Professor of Business Administration, Head Men's & Women's Track & Field Coach;** B.A., Tabor College, 1978; M.B.A., University of Kansas, 1986; High School Business Teacher/Coach, Washington, Kansas, Colorado, Nebraska, 1979-97; Assistant Professor of Business Administration, Tabor College, 1997-00; Present position, 2000-

**DAVID A. LOEWEN, M.A., Assistant Professor of Education, Coordinator of Secondary Education;** B.A., Tabor College, 1978; M.A., Mennonite Brethren Biblical Seminary, 1982; M. Ed., Southwestern Oklahoma State University, 1987; Doctoral Student in Curriculum and Instruction, Kansas State University at present; High School Girls Dorm Parent, Corn Bible Academy, Corn Oklahoma, 1982-1985; High School Bible and Social Studies Teacher, Corn Bible Academy, Corn Oklahoma, 1982-1988; Associate Pastor, Parkview M.B. Church, 1988-1991; Assistant High School Boys Basketball Coach, Goessel, Kansas, 1993-1994; Assistant Principal in charge of K-12 Discipline, Elyria Christian School, McPherson, Kansas 1994-1999; Secondary School Teacher, Elyria Christian School, McPherson, Kansas 1994-2005; Head High School Boys Basketball and Jr. High Boys Soccer Coach, Elyria Christian School, McPherson, Kansas, 1994-2005; Instructor of Education, Tabor College, Hillsboro, Kansas, 2005-2006; Present position, 2006-

**JOANNE LOEWEN, M.A., Assistant Professor of Education;** B.A., Tabor College, 1976; M.A., Reading Specialist, Southwestern Oklahoma State University, 1986; Public School Teacher, Kansas, 1976-80, 1988-91, 1992-94; Public School Teacher,

Oklahoma, 1982-88, Adjunct Instructor, Tabor College, 1998-99; Instructor of Education, *Ibid.*, 1999-2004; Present position, 2004-

**WENDELL LOEWEN, D.Min.**, Associate Professor of Youth, Church and Culture, Dean of Spiritual Formation and Campus Pastor; B.A., Fresno Pacific University, 1987; M.Div., M.B. Biblical Seminary, 1992; D.Min., Fuller Theological Seminary, 2005; Youth Pastor, Madera Avenue M.B. Church, 1987-89; Youth Pastor, Bethany M.B. Church, 1990-92; Youth Pastor, Fairview M.B. Church, 1992-97; Assistant Professor of Biblical and Religious Studies, Youth Mission International Staff, 1997-99; Assistant Professor Biblical and Religious Studies, Southern District Youth Minister, 1999-2006; Associate Professor of Youth, Church and Culture, Southern District Youth Minister, 2007-09; Present position, 2009-

**ROBIN DEICH OTTOSON, M.A., M.A.**, Associate Professor, Director of Library Services; B.A., Taylor University, 1976; M.A., Fuller Theological Seminary, 1982; M.A., University of Denver, 1985; Teaching Assistant, Taylor University, 1975-76; Paraprofessional Librarian, University of Michigan, 1976-77; Executive Director, West San Gabriel Valley Fair Housing Council, 1977-79; Paraprofessional Librarian & Head of Special Projects, University of Denver, 1979-1984; Reference & Systems Librarian, Denver Seminary, 1985-1998; University Librarian, Colorado Christian University, 2001-05; Associate Professor & Theological Librarian, Azusa Pacific University, 2005-06; Present position, 2006-

**ALEEN J. RATZLAFF, Ph.D.**, Professor of Communications; B.A., Tabor College, 1974; M.A., Wichita State University, 1994; Ph.D., University of Florida, 2001; Community Outreach, World Impact, 1974-91; Graduate Teaching Assistant, Elliott School of Communications, Wichita State University, 1991-93; Adjunct Instructor, Tabor College, 1992-93; Instructor of Communications, *Ibid.*, 1993-96; Graduate Teaching Assistant, University of Florida, 1996-00; Assistant Professor of Communications, Tabor College, 2000-03; Present position, 2003-

**JESSE SCHUMACHER, M.B.A., C.P.A.**, Assistant Professor of Business Administration; B.A., Anderson University, 1996; M.B.A., Anderson University, 2000; Finance Director, United Way of Madison County, Indiana, 1996-98; Staff Accountant, Avesta Polarit, Inc., Indiana, 1998-2001; Missionary, Dominican Republic, 2001-02; Adjunct Professor of Business Technologies, Northwest State Community College, Ohio, 2003-05; Support Specialist, Interactive Financial Solutions, Inc., Ohio, 2003-05; Instructor of Business Administration, Tabor College, 2005-2007; Present position, 2008-

**AGS ADJUNCT FACULTY**

**William Allan, M.A.**  
STEPS

**Bradley Brisco, M.Div.**  
Christian Ministries

**Larry Cracraft, B.A., M.Ed.,  
M.Div.**  
Christian Ministries

**Cynthia Ellis-Stoll, Ph.D, M.S.N.,  
C.N.S.**  
Nursing

**Mike Evans, B.A., M.A.**  
Christian Ministry

**Susan Fry, R.N., B.S.N., M.Ed.**  
Nursing

**Jon Grissom, M.Div.**  
Christian Ministries

**Scott Harder, M.A.**  
STEPS

**Mary Hertach, R.N., M.S.N., C.N.E.**  
Nursing

**Paul Hill, M.A., M.S.**  
Christian Ministries

**Patricia Howell, R.N., M.B.A**  
Nursing

**Tim Latimer, B.A., C.P.A.**  
Business Administration

**Lewis Lee, B.S., M.B.A.**  
Business Administration

**Julie LeFevre, M.Ed.**  
STEPS

**Heather Luea, Ph.D.**  
Business Administration

**Lisa Madden, M.B.A.**  
Business Administration

**Cristi Miller, M.A.**  
Business Administration

**Lincoln Montgomery, M.A.**  
Christian Ministry

**Linda Moody, A.D.N., B.S.N.,  
M.B.A.**  
Nursing

**Sylvia B. Penner, J.D.**  
Business Administration

**Marlene Pietrocola, M.S.N., M.B.A.**  
Nursing

**Barry Raugust, B.A.**  
General Education

**Dana Rose, R.N., M.S.N**  
Nursing

**Romney Ruder, B.S., M.B.A.**  
Business Administration

**Dennis Sigle, B.A., M.Div., D.Min.**  
Christian Ministry

**Amy Siple, M.S.N., F.N.P.**  
Nursing

**Carmen Stephens, B.S.N., M.S.**  
STEPS

**Jeanne Strausz, M.S.N.**  
Nursing

**Sharon Tyson, M.S.N., A.R.N.P.,  
F.N.P.-C.**  
Nursing

**Lyndon Vix, J.D.**  
Business Administration

**Anne Warren, M.P.A., B.S.**  
Business Administration

**Paula Wedel, C.D.R, B.S.**  
Nursing

**Josh Wigdahl, M.A.**  
English

**Janice Wilson, B.S.N, M.S.N.**  
Nursing

**Gary Wohlgemuth, M.B.A.**  
Business Administration

**Brenda Woods, B.S.**  
STEPS

**Brian Woods, B.S., B.A., M.B.A.**  
Business Administration

**LaVeta Woodson-Jarrett, B.S.N.,  
M.S.N.**  
Nursing

**Robert Zavala, B.S.**  
STEPS

**EMERITI PROFESSORS**

**Frank Brenneman, Ph.D.**  
Mathematics

**Allen Hiebert, Ph.D.**  
Chemistry

**Donald Isaac, Ph.D.**  
Business

**William J. Johnson, Ph.D.**  
Chemistry

**Gary Myers, M.S.**  
Physical Education

**Malinda Nikkel, M.S.**  
English

**Delmer Reimer, Ed.D.**  
Physical Education

**Lonn Richards, M.M.E.**  
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**Marvin Sellberg**  
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**Clarence Hiebert, Ph.D.**  
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**A.E. Janzen, M.A.**  
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**Jonah Kliewer, D.M.A.**  
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**Richard Wall, Ph.D.**  
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**EMERITI ADMINISTRATORS**

**Larry Nikkel, M.P.h**  
Tabor College President



## ***TABOR COLLEGE HILLSBORO***



### **TABOR COLLEGE HILLSBORO LEGEND**

- a Adams I Hall
  - b Adams II Hall
  - c Adams III Hall
  - d Bluejay Baseball Field
  - e Business Studies (BUSN)
  - f California Hall
  - g Campus Recreation Center
- (CRC)
- h Cedar Hall
  - i Dakota Hall
  - j Duplex
  - k East Hall
  - l Ediger Hall
  - m Fieldhouse
  - n Football Practice Field
  - o H. W. Lohrenz Building
- (LOHR)
- p Historic Church
  - q Jaywash
  - r Kansas Hall

- s Library (LIBR)
  - t Lincoln I Hall
  - u Lincoln II Hall
  - v Lincoln VI Hall
  - w Maintenance Shop
  - x Mary J. Regier
- Building (MJRB)
- y Nebraska Hall
  - z Oklahoma Hall
  - aa Prieb Hall
  - bb Regier Hall
  - cc Reimer Field
  - dd Schlichting Center
  - ee Soccer Practice Field
  - ff Solomon L. Loewen Natural  
Science Center (SLL)
  - gg Tennis Courts
  - hh Student Center (STCR)
  - ii Vernon R. Wiebe Field
  - jj Visitors Center
  - kk Weber Hall

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