



# THE KING'S COLLEGE

COLLEGE CATALOG

2014-2015

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# The King's College

## Contact Information

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New York, New York 10004

(212) 659-7200

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[www.tkc.edu](http://www.tkc.edu)

## Accreditation

The King's College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

## Statement of Non-Discrimination

The King's College does not unlawfully discriminate on the basis of age, race, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status. This policy applies to all aspects of the College's admissions policies, academic policies, and all other school-administered programs and activities.

## Communication

The King's College considers e-mail to be an official form of communication. Where appropriate, the College will use its campus-wide e-mail system to communicate with students, faculty, and staff and to conduct college-related business. Because communication regarding the administrative and academic business of the College is frequently time-sensitive, it is expected that the e-mail will be received and read by the recipient within a reasonable amount of time.

The official college catalog of The King's College is published online at [www.tkc.edu](http://www.tkc.edu). This document reflects the most accurate information at the time of publication. Academic programs, policies, and procedures must change over time. Therefore, The King's College reserves the right to amend the College Catalog with or without notice. Questions about any information herein can be addressed to the respective offices.

# Academic Calendar

2014-2015

## Fall 2014

4/12-9/4	Fall Late Registration
<b>August</b>	
8/23-25	New Student Orientation
8/26	Fall Semester Begins
8/26	Convocation
<b>September</b>	
9/1	Labor Day Holiday - College Closed
9/2	Last Day to Submit Internship Contracts
9/2	Last Day to Apply for Pass/Fail
9/2	Last Day to Add a Course
9/2	Last Day to Apply for an Audit
9/16	Last Day to Drop a Course Without a Grade
9/17	First day to Withdraw from Classes
<b>October</b>	
10/8	Last Day to Withdraw from Classes
10/9	First day to Withdraw Pass or Withdraw Fail from Classes
10/13	Columbus Day - College Closed
10/13-14	Fall Break - No Classes/College Open
10/20-24	Midterm Week
10/24-26	Homecoming
10/27-11/7	Advisement
10/29	Fall Midterm Grades Due
<b>November</b>	
11/10-19	Registration for Spring 2015
11/26	Thanksgiving Recess - No Classes/College Open
11/27-30	Thanksgiving Recess - College Closed
<b>December</b>	
12/9	Last day of Classes - Monday Class Schedule
12/10-11	Reading Days - No Classes/College Open
12/12-17	Final Examinations
12/17	Last day of Fall Semester
12/18-1/19	Christmas Break - No Classes/College Open
12/22	Fall Grades Due
12/20-1/4	Christmas Break - College Closed

## Spring 2015

11/20-1/26	Spring Late Registration
<b>January</b>	
1/15-16	New Student Orientation
1/19	Dr. Martin Luther King Jr. Service Day - College Closed
1/20	Spring Semester Begins
1/26	Last Day to Add a Course
1/26	Last Day to Submit Internship Contracts
1/26	Last Day to Apply for an Audit
1/26	Last Day to Apply for Pass/Fail
<b>February</b>	
2/10	Last Day to Drop a Course Without a Grade
2/11	First day to Withdraw from Classes
<b>March</b>	
3/4	Last day to Withdraw from Classes
3/5	First Day to Withdraw Pass or Fail from Classes
3/9-13	Midterm Week
3/16-20	Spring Break - No Classes/College Open
3/18	Spring Midterm Grades Due
3/23-4/2	Advisement
<b>April</b>	
4/3-5	Good Friday & Easter Weekend - College Closed
4/6-15	Registration for Fall 2015
4/7	Friday Class Schedule
4/8-10	Interregnum XI: Mortality - required activities in lieu of classes
<b>May</b>	
5/8	Last Day of Classes
5/11	Reading Day - No Classes/College Open
5/12-15	Final Examinations
5/15	Last Day of Spring Semester
5/16	Commencement
5/19	Spring Grades Due

# Admissions

## Entrance Prerequisites

Admission to any academic program of The King's College is based primarily upon previous academic success. Previous academic success is seen as a key indicator of an applicant's readiness for future academic challenges and success. The following is an outline of what The King's College requires as a minimum before entrance to the school will be considered.

### **For all students other than dual enrollment high school students, the King's College requires the following as proof of meeting minimum education requirements:**

High School Transcript, indicating a minimum of sixteen academic units, including four units of standard English courses, three each of mathematics and science and two each from foreign language and social studies. Students also must submit a copy of their ACT or SAT scores. College preparatory curriculum, including at least two years of a modern language, will be given preference. Students who have attained a GED should contact the admissions office directly regarding the feasibility of admission to the College. All students must supply proof of high school graduation before they register for classes their first semester.

## Special Instructions for Home Schooled Students

The King's College welcomes the applications of home schooled students. Home schooled students must follow the application instructions as outlined below, including the submission of an academic transcript. The transcript must include all documentation required by your state of residence for high school graduation. As with all applicants, an interview and standardized test (SAT or ACT) scores are required.

We recognize that each home school family is unique. To better understand the student's high school experience, we use a personal interview during which the student should be prepared to elaborate on courses they have studied and activities they have participated in outside the home. Since some home schooled students do not have a traditional transcript, SAT and ACT scores are especially important to determine a student's ability to succeed academically at The King's College.

## Dual Enrollment High School Students

High school juniors or seniors who have earned at least a 3.0 high school GPA may apply to take available King's courses on campus or online. Qualified students should submit a transcript of their high school work to date as well as a letter of recommendation from their high school counselor, principal or teacher. If SAT or ACT scores are available, submission of these are preferred, but they are not required.

Students may take an accumulated total of up to 12 hours of dual enrollment from The King's College, subject to the particular rules of their individual schools.

## NYC Semester Applicants

To apply for NYC Semester admission, students must complete the online application and submit an official college transcript. Upon receipt of these items, students will receive an admissions decision within 2 weeks. We require that students demonstrate the academic capacity for success in college, specifically a 3.0 cumulative college GPA over at least 30 credit hours.

## Other Applicants

Some applicants, including those unable to provide the required information or meet standards noted above, will be referred to the Enrollment Management Committee, which may require additional testing or other specific information.

## Transfer of Credit

Any student desiring to transfer to The King's College will be required to submit an official transcript from each of the colleges or institutions of higher learning he or she has attended since graduating from high school. Transcripts should indicate courses entered, in progress, or completed. Evidence of good standing should also be indicated on the transcript. It is the applicant's responsibility to request that these transcripts be sent to The King's College Office of Admissions. The King's College accepts transfer credit from other regionally accredited institutions as

recognized by the U.S. Department of Education. Credits earned at non-regionally accredited institutions may be evaluated on a case-by-case basis.

Credit cannot be accepted on the basis of a P (Pass) or similar grade, unless a letter or numerical grade is also provided or the transcript bears the statement that such a grade is given only if the student is doing C or better work. Credit will be granted for courses in which a grade of C or higher was made. These courses must be applicable to the degree requirements of The King's College.

The maximum number of hours that may be transferred for the Bachelor's degree is 60. Transfer credits that are not equivalent to a course in the student's program may transfer in as electives. Additionally, students may not apply more than 30 online credit hours to their degree program.

Transfer students who have earned less than 30 semester hours of college credit must provide high school transcripts and SAT or ACT scores. Transfer students who have not previously earned an Associate's degree must submit proof of high school graduation.

Please refer to the admissions process as outlined in the following pages for a complete description of the steps necessary to be admitted to The King's College.

For further information regarding the transfer of courses from another institution, please consult the Registrar's Office.

### **Credit by Examination**

**Advanced Placement Program (CEEB):** In order to transfer Advanced Placement credit, the student must earn a score of 4 or 5 and submit the official score report from the College Board. Unofficial copies cannot be accepted and transfer credit cannot be awarded from a high school transcript. For specific information about a given area of study, please consult the Registrar's Office.

If a student transfers credits for sophomore or upper level core courses from another college or from Advanced Placement Exams, the college will determine if placing the student in freshman or lower level courses is the best option for progression towards his/her completion of degree requirements. For example, if a student transfers in credits for Microeconomics or Macroeconomics, the student will not be required to take Introduction to Economics at The King's College. Instead they will be required to replace it with an upper level economics course. Academic advisors will determine further placement. For specific information about transferring sophomore or upper level core courses, please consult the Registrar's Office.

**International Baccalaureate (IB):** In order to transfer credit from the International Baccalaureate Diploma Program (IB), the student must earn a score of 6 or 7 on the Higher Level exam. The student must submit an official score report from the International Baccalaureate. For specific information about a given area of study, please consult the Registrar's Office.

**College Level Examination Program (CLEP):** Students may receive open elective credit for successfully completing a College Level Exam Placement (CLEP) exam in French, German, or Spanish. To receive credit, students must earn the score recommended by the American Council on Education (ACE) as equal to the grade of B in the equivalent college-level course. Students may transfer a maximum of 6 credits through CLEP foreign language exams. Credit may be granted for CLEP exams completed pre- or post-matriculation. In order to receive credit, student must supply an official test transcript to the Registrar's Office.

### **Admission of International Students**

International students make up an important part of The King's College community. International applicants are welcome and should complete a regular application of admission. Please be aware of several additional requirements that international students will need to complete, which are listed below:

1. TOEFL Score - Any student applying for admission that is a non-native speaker of English and has a critical reading SAT score below 500 must have a Test of English as a Foreign Language (TOEFL). The King's College requires a score of at least 83 on the internet-based TOEFL (or equivalent on the written or computer-based tests) to be placed in regular classes. More information concerning testing dates for the TOEFL examination may be

found at [www.ETS.org](http://www.ETS.org). A student not meeting the minimum language proficiency requirements may be required to complete ESL courses at another institution before beginning academic work. The King's College also accepts equivalent scores from the International English Testing System (IELTS).

2. Freshmen Applicants - International students are responsible for providing accurate and legible high school or secondary school documents including all final degrees, diplomas and certificates along with transcripts that show all the subjects and grades obtained. Students are asked to provide a word-for-word translation of all foreign language documents. The King's College also requires students to send their academic documentation to World Education Services, Inc. (<https://www.wes.org/>) for additional evaluation.

3. Transfer Students - International students seeking to transfer credits to The King's College are required to submit all college level documentation to the World Education Services for a course-by-course report.

4. Obtaining an F-1 Student Visa - All international students who are seeking to study full time on campus at The King's College are required to obtain an F-1 Student Visa prior to entrance. (International students studying online are not required to obtain this Visa.) In order to obtain this visa a student must receive a Certificate of Eligibility (I-20) from The King's College. This certificate requires that the ability to pay for tuition (after financial aid), fees, and study expenses is clear. In addition, a student must show means of paying for room and board. A notarized Affidavit of Support with official proof of income and bank statements must be provided from any person who is sponsoring a student in any way. Finally, the student is required to make a refundable payment of 50% of the first year's bill. The I-20 will be entered into SEVIS and issued to the student once the requirements have been fulfilled. The application and financial forms needed are available on the website [www.tkc.edu/intl.htm](http://www.tkc.edu/intl.htm) and through the admissions office. Please note that this process may require several months to complete so allow ample time.

The procedure for the admission of international students is the same as that indicated for regular acceptance. However, as a citizen of another country, the international student is responsible for certain immigration requirements before study in the United States can begin.

#### **Non-matriculated students (credit or audit)**

Non-matriculated students *other than dual-enrollment high school students* (see also "Dual Enrollment High School Students," above) may also take King's courses on campus or online (see also "King's Online," below) either for credit or audit. These students should submit the application form available from the Admissions Office. Non-matriculated students may earn a maximum of twelve (12) credits through any combination of on-campus or online study at The King's College. Students wishing to complete more credits are invited to apply to the College as matriculated students.

#### **Outline of Admissions Process**

1. The potential student must complete the appropriate application forms. The online application is available at [www.tkc.edu/apply](http://www.tkc.edu/apply).
2. Please include a check or money order for the amount of the application fee (\$30). Credit card payments can be made with the online application.
3. Except as noted, the applicant must have the following items sent to the admissions department.
  - a. SAT or ACT scores if applying as a freshman or a transfer student with fewer than 30 credits.
  - b. Transcripts from every high school or college attended.
4. The applicant must complete an interview with a King's representative. The interview can be scheduled by calling the admissions department. Applicants for online study may complete the interview by telephone or via an online service such as Skype.
5. Students will be notified as to their admissions status at The King's College by postal or electronic mail.

## **King's Online**

Courses offered online by The King's College provide a high-quality alternative to traditional classroom delivery that can assist a variety of students in meeting their goals and in working toward a King's degree. Admission to online study is subject to the same standards and processes noted above.

King's offers two main programs of full-time online study:

- The 2+2 option allows a student to complete a number of general education Core requirements (and in some cases major requirements as well) of any of King's Bachelors degree majors during two years of full-time study online, after which the remaining degree requirements are completed on campus in New York City during the following two years.
- The B.S. in Business Administration degree can be completed by taking all the degree coursework online and completing at least one approved academic experience in New York City. Options for the NYC experience range from 1-2 week intensives to full semester and summer programs.

Further details about these options are available on The King's College website.

Non-matriculated students (including dual enrollment high schools students, as noted above) may also take King's courses online. See the heading "Non-matriculated students," above, for further details.

Non-matriculated students may take King's Online courses at a reduced per-course rate; matriculated students taking King's Online courses are subject to regular tuition, fees, and expenses (see "Tuition and Fees"). Non-matriculated students do not qualify for institutional, NY state or federal financial aid.

## **Personalized Plan for Student Success**

Each full-time student new to The King's College will receive a personalized plan for success upon admission to the College. Personalized plans for student success include academic and co-curricular experiences to help students gain momentum in areas such as career development, leadership development, and academic strategies for learning. Similar support for non-full-time students is provided on a case-by-case basis.

## **Before You Begin**

Once you have been accepted to The King's College, there are a number of steps that must be completed before you actually begin taking classes at the College.

1. Immunizations - New York State law requires that all full or part-time students born after December 31, 1956 and enrolled in college in New York State be immunized for measles, mumps, and rubella. In addition, students must either provide documentation of meningococcal meningitis immunization within the past 10 years or a signed statement acknowledging the risks and a refusal of immunization.
2. Enrollment Deposit - Once a student has been accepted to The King's College, an enrollment deposit of \$250 is required to hold his/her place in the entering class. The deposit will be applied to the first semester's tuition. The enrollment deposit is due by May 1.
3. New Student Orientation - New Student Orientation (NSO) is held each year during the week before classes start in the fall semester. Attendance at NSO is required for all new and transfer students to the college. Special orientation briefings will be held for students entering the college during the spring term. Students are responsible for all information communicated during New Student Orientation.

The King's College  
Office of Admissions  
56 Broadway  
New York, NY 10004  
Tel: (212) 659-3610  
Fax: (212) 659-3611  
E-mail: [admissions@tkc.edu](mailto:admissions@tkc.edu)

## Tuition and Fees

The King's College assesses tuition cost on a per-credit charge basis, with a flat fee for students enrolled for 12-18 credit hours per semester.

For the 2014-2015 academic year, the costs are:

### Tuition

For 12-18 credit hours \$15,950.00 per semester. For less than 12 credits \$1,330.00 per credit hour.

### Student Activity Fee

Full-time Students:	\$200.00 per semester for full-time students	
Part-time Students:	Registered for 7-11 credit hours:	\$200 per semester
	Registered for 6 or fewer credit hours:	No fee

### Audit Fee

Students may audit courses with the permission of the Registrar and the professor on a space available basis. Auditors receive no credit for the course and must pay the appropriate fee. Although professors are not required to grade assignments submitted by auditors, they may, at their discretion, require regular attendance and completion of assignments.

Matriculated students in Good Standing taking 12 credits or more	no fee
Matriculated students taking 11 credits or fewer	\$90 per course
Alumni of The King's College	\$250 per course
Non-matriculated students	\$500 per course

### Total Cost of Attending The King's College 2014-2015

The costs will vary from student to student based upon the books and materials required for courses, the student's personal lifestyle, and the distance the students must travel to and from the campus. Examples are listed below.

### Direct Expenses

Expense	One Semester	Two Semesters
Tuition (12-18 credits)	\$15,950	\$31,900
Student Activity Fee	\$200	\$400
<b>Total Direct Expenses</b>	<b>\$16,150</b>	<b>\$32,300</b>
Housing*	\$6,200	\$12,400
<b>Total Direct Expenses with Housing</b>	<b>\$21,625</b>	<b>\$43,250</b>

### Indirect Expenses (estimated)

Food	\$1,312.50	\$2,625
Books	\$400	\$800
Personal/Miscellaneous	\$750	\$1,500
Transportation	\$1,081	\$2,162

\*You are required to submit a \$50 **nonrefundable** housing application fee as well as a \$400 housing security deposit. The deposit is held as security against any property damage during a student's time in King's housing. It is refunded upon satisfactory check out from The King's College housing (i.e. no damage, improper checkout, or cleaning fees).

### Other Fees

Add/Drop	\$30 per transaction
ID Card Replacement	\$20 per card
Late Payment	\$35 plus 1.5% of outstanding balance
Late registration	\$100
Returned check	\$40
Refund check	
Replacement Fee	\$30
Graduation Fee	\$200
Official Transcript	\$5
Housing Application	\$50

See the Student Life Handbook for additional housing fees that may apply.

### Online Courses

Matriculated Students: (eligible for federal financial aid)	\$465 per credit
Non-matriculated Students: (not eligible for federal or institutional financial aid; maximum of 4 courses as a non-matriculated student)	\$800 per course

See the King's Online section of The King's College website for additional details regarding the online program.

### Financing Options

**Tuition and charges are due by July 15 for the fall semester and December 15 for the spring semester.** Full payment for all balances not covered by a Tuition Management Systems payment plan (described below), properly documented student loan, or properly documented outside aid award must be received by those dates.

The King's College provides monthly payment plans through Tuition Management Systems (TMS) to help families manage payment of bills with minimal borrowing. These plans allow families to spread their payments over the course of the academic year. A typical plan would consist of ten monthly payments from July through April. A yearly charge of \$65 or \$45 per semester is charged by TMS for the plan and paid directly to them. Arrangements must be made to enroll in a TMS plan by payment due date for the respective semester.

Any student with an outstanding balance not covered by a TMS payment plan, properly documented student loan, or properly documented outside aid award may not attend classes until their bill is paid in full or arrangements have been made with TMS. A late payment fee of \$35.00 plus a 1.5 percent of the outstanding balance will be charged monthly until past due installments are paid in full.

Students with such balances may also not move into housing until actual payment or TMS payment plan arrangements have been made. Failure to pay housing charges violates the dormitory agreement and may result in eviction.

### Tuition Payment Options

#### By Mail:

Pay by check or money order payable to The King's College for the exact amount of the bill. **Please include the student's full name and College ID number on the check or money order. Payments must be received by the designated due date.** Mail payments to:

The King's College  
Attn: Bursar  
56 Broadway  
New York, NY 10004.

#### In-Person:

Make a payment in-person in the Business Office, located on the 6<sup>th</sup> Floor.

#### On-line Payments:

You may make an electronic funds transfer from a bank account by going to the college's payment Gateway at [www.tkc.afford.com](http://www.tkc.afford.com). Click on 'Make a One-Time Payment' under 'Make a Payment.'

#### Electronic Payment:

Contact Fanny Perez, Bursar for more information: (212) 659-3608.

### **Financial Aid Recipients**

Only completed financial aid awards will appear on your bill. If there is a discrepancy or aid is missing, please contact the Office of Financial Aid at [FinancialAid@tkc.edu](mailto:FinancialAid@tkc.edu) or 212-659-7200 ext. 3400. Balances not covered by financial aid must be paid by the designated due dates. In the event that the aid is received after payment has been made, a refund will be issued according to financial aid regulations and based on the existing credit on account. For additional information, please refer to the section concerning the Refund Policy. Students can view their award letters online on the Student Portal.

### **Additional Notes Regarding Payment**

Personal checks are accepted as payment of tuition and fees. A charge of \$40 is assessed for each check returned unpaid by the bank. The College reserves the right to exclude the use of personal checks and may require payment by certified check or money order if an account is more than 90 days in arrears. Students in arrears to the College may not obtain academic transcripts nor be permitted to register for additional semesters until all prior balances are paid in full. Payments received for new enrollments will be applied to any outstanding balance due. Delinquency of outstanding balances, including those from payment plans, or financial aid reductions, are subject to collection by the College or its designated agents. There is no statute of limitations for outstanding financial obligations to the College. Student accounts that are sent to a collection agency may be subject to additional collection costs.

### **Withdrawal and Refund Policy**

Students who withdraw from a course will be entitled to a refund of tuition and/or fees in keeping with the schedule below. The following schedule is based upon the date the written drop (withdrawal) request is received by the Registrar:

#### **Fall 2014 Semester**

August 26 <sup>th</sup> – September 1 <sup>st</sup>	100% Refund
September 2 <sup>nd</sup> - September 8 <sup>th</sup>	75% Refund
September 9 <sup>th</sup> - September 15 <sup>th</sup>	50% Refund
September 16 <sup>th</sup> - September 22 <sup>nd</sup>	25% Refund
After September 22 <sup>nd</sup>	No Refund

#### **Spring 2015 Semester**

January 20 <sup>th</sup> - January 26 <sup>th</sup>	100% Refund
January 27 <sup>th</sup> - February 2 <sup>nd</sup>	75% Refund
February 3 <sup>rd</sup> - February 9 <sup>th</sup>	50% Refund
February 10 <sup>th</sup> - February 16 <sup>th</sup>	25% Refund
After February 16 <sup>th</sup>	No Refund

The refund schedule will be prorated for terms shorter than a regular fall or spring term.

Note: When a semester begins on a day other than Monday, a week will be a seven calendar day period from the day of the week the semester began.

### **Complete Withdrawal**

Students who must withdraw from all classes should complete the Exit Survey form on the Student Portal. Students can also contact the Director of Student Success for help with closing accounts. Students who live in campus housing are accountable for the remainder of housing charges for the academic year. For more information, see "Housing Appeals."

Students who plan to return within one or two semesters should select "Leave of Absence" in the *Reasons for Withdrawal* section of the Exit Survey. By selecting leave of absence, the student's housing deposit will stay on file for up to two semesters, and the student will not have to reapply after being away for one or two semesters.

Students who do not notify Student Services of their intent to withdraw will be liable for any active tuition charges incurred until the time the withdrawal is made official. Failing to attend classes does not constitute a complete withdrawal from the College.

Students who withdraw from the College during the first three weeks of the term will receive no academic notation on their transcripts. Students who withdraw after the third week of the term will receive grades of "W." Students who withdraw after the sixth week of the term will receive grades of "WP" (withdrawn passing) or "WF" (withdrawn failing).

Students who withdraw for extenuating medical circumstances must follow the process outlined in the Medical Withdrawals section. See "Medical Withdrawals" for more information.

Students should refer to "Withdrawal and Refund Policies" in the "Fees and Expenses" section of the catalog to determine whether a refund is warranted after a withdrawal from the College.

**Failure to attend class does not constitute a withdrawal and does not entitle the student to a refund of tuition.** Students who are administratively withdrawn for poor attendance will not receive any refunds.

### **Withdrawing From a Course**

Students may withdraw from a course for several weeks after classes have been in session. The College establishes a final withdrawal date for each semester/session. (See academic calendar for specific dates.) Full-time students should speak with the Director of Student Success prior to withdrawal. As withdrawal may impact the student's financial aid eligibility, students should speak with the Director of Financial Aid prior to withdrawal to understand the effect of withdrawal on their financial aid.

### **Medical Withdrawals**

A student may withdraw from the College due to medical reasons. Requests for medical withdrawal must be submitted in writing to the Director of Student Success with a doctor's note, hospital bill, or other documentation to validate the medical condition, the period of time the illness occurred, and the attending physician's recommendation for withdrawal. If the student is voluntarily leaving for medical reasons, the student may request a partial or complete cancellation of tuition. Upon receipt of the letter of request, the Director of Student Success will submit the request to the Vice President for Student Development for consideration. A final decision can be made by the Vice President for Student Development, or the student's request may be forwarded to the Financial Aid committee for subsequent consideration, depending on the situation. The Director of Student Success will contact the student and the Bursar when a final decision has been made. (Fees are non-refundable.)

Students who live in campus housing must contact the Director of Student Life at [housing@tkc.edu](mailto:housing@tkc.edu) with a request for partial or complete cancellation of housing charges for the semester. The Housing Appeals Committee will be convened based on the nature of the extenuating circumstances. See the Housing Contract regarding fees for leaving housing prior to the end of the academic year. Students may appeal fees when they appeal housing charges.

Students must specify in the request for partial or complete cancellation of tuition if they also would like to request a partial or complete cancellation of Housing charges for the semester. If this request is specified, the Director of Student Success will submit the request to the Housing Appeals Committee for consideration.

### **Voluntary and Involuntary Leaves of Absence for Emotional Difficulties**

A voluntary leave of absence will be granted when a student decides (on his/her own accord or by conferring with parents/guardians or College professionals) that a leave for psychological reasons is in the student's best interest. Proof that the behavior significantly impedes the student's ability to function at school is necessary in order for the student to be granted permission for a leave without academic penalty. In situations where an outside mental health practitioner has treated the student (e.g. psychiatrist, psychologist, social worker), documentation from that professional or professionals must be furnished. Students will be charged forfeiture based on the date of official withdrawal and the College's tuition cancellation policy.

An involuntary leave of absence will be issued to any student who engages, or threatens to engage, in behavior which poses a direct threat to others or to property damage. A student who poses a significant risk to the health or safety of any member of the King's community may be subject to an Involuntary Leave of Absence. When issued an Involuntary Leave of Absence, students remain responsible for any financial obligations to the College based on the date of official withdrawal and the College's tuition cancellation policy.

### **Housing Appeals**

The Housing Appeals Committee fields any dispute a student may have regarding his or her housing contract. Students wishing to appeal a housing contract must submit a formal letter, in writing, to the Director of Student Life. Once the Bursar receives an appeal it will be given to the Housing Appeals Committee. The committee consists of the Chief Financial Officer, the Director of Financial Aid, the Controller, and the Director of Student Life. The committee thoroughly reviews the issue and determines the final decision. The Director of Student Life will then contact the appellant in a formal letter.

### **Financial Clearance**

Any outstanding balances, including tuition, fees and interest remaining at the end of a semester will result in final grades being withheld. All balances must be cleared in order to register for the following semester or to receive a transcript. Diplomas will be withheld from graduating students until the balances are cleared.

### **Student Refund Policy**

Students with credit balances resulting from excess financial aid funds, tuition cancellations, etc., will be emailed to pick up their check. If not picked up it will be mailed within 5 business days from the date of processing. Refund checks are generally mailed to the permanent home address on file unless we receive a different written instruction from the student. Students may request to apply their credit balance to future semester charges by completing the appropriate authorization form with the Bursar.

When a student's registration status changes and he or she is a recipient of financial aid funds, the student's record must be reviewed by a Financial Aid Director before a refund can be issued. Credit balances resulting from the disbursement of Parent Plus Loans will be refunded directly to the parent unless written instruction is submitted to the Bursar by the parent authorizing the student to receive the funds.

# Financial Aid

## Financial Aid Philosophy

Education is an investment in your future. During the next several years you and your family will focus your resources such as time, energy, talents and finances into your education. King's offers a financial aid program to assist new and continuing students as they endeavor to finance their education. The King's College recognizes the enormity of the decision you are making, and it is our desire to provide financial assistance to students, within the limits of the College's resources.

We will partner with students and their families to arrange financing for the students' education, using family resources, government resources, and King's resources.

Demonstrated need will be measured by a consistent and equitable need analysis system. To be fair to all students seeking aid, need must be based objectively on a family's financial resources, not on its willingness to pay.

Special circumstances will be considered on a case-by-case basis and we will use our professional judgment to determine when adjustments should be made.

## Financial Aid Process

Steps	Optimal Completion Date
1. Complete <a href="#">FAFSA</a> (Code = 040953)	March
2. NY state residents <u>only</u> complete <a href="#">TAP application</a> (Code = 0355)	March
3. Student receives notice of financial aid awards	April
4. Student accepts/declines awards in the <a href="#">Student Portal</a>	April
5. If selected for verification, you will receive a request for additional documentation	June
6. Complete loan applications: a. First-time borrowers using the Direct Stafford Loan Program, follow the instructions here: <a href="#">Stafford Loan Instructions</a> b. If you have previously used a Stafford loan, accept the loan in your student portal. c. Parents must reapply each year for the Parent PLUS loan. Follow the instructions here: <a href="#">Parent PLUS Loan Instructions</a> d. If you plan to use an alternative, education loan you can apply here: i. <a href="#">Citizen's Bank TruFit Student Loan</a> ii. <a href="#">Discover Student Loan</a> iii. <a href="#">Sallie Mae Smart Option</a> iv. <a href="#">Sun Trust Custom Choice Loan</a> v. <a href="#">Union Federal</a> vi. <a href="#">Wells Fargo Student Loan</a>	July
7. Use the <a href="#">Loan Change Form</a> to make adjustments	

## Grants and Scholarships

### Merit Based Scholarships

#### **Presidential Scholarship**

The President's Merit Scholarship is awarded to incoming students on the basis of their composite ACT/SAT score and cumulative high school GPA. If a student does not have a high school transcript exceptions are made by the Admissions Committee and consideration is given to students who have successfully completed their GED. Students transferring to The King's College are also eligible for the Presidential Scholarship based on their composite SAT/ACT score as well as their cumulative, college GPA. Students are required to remain in academic "Good Standing" in order to maintain their President's Merit Scholarship. A student is in "Good Standing" when their cumulative GPA meets the standard on the following scale:

Freshman (0-29 earned credits):	1.8 or higher
Sophomore (30-59 earned credits):	1.9 or higher
Junior (60-89 earned credits):	2.0 or higher
Senior (90+ earned credits):	2.0 or higher

#### **Leadership Scholarship**

The purpose of the Leadership Scholarship is to identify emerging young leaders and encourage them to attend The King's College. The King's College exists to educate students who will shape and eventually lead the great institutions of the world through careers in government, business, law, media, education, civil society, the arts and the church. Every student at King's is presented with the challenge to do something great with their lives, and the Leadership Scholarship helps identify those likely to accept that challenge.

The award can be granted up to four years to incoming freshmen and transfer students. Minimum awards begin at \$500. Recipients of the Leadership Scholarship are also eligible for academic awards and any applicable financial aid. An on-campus interview may be required for some scholarship candidates. These awards are made possible by the generous gifts of alumni and friends from around the world who wish to see the mission of the College advanced.

#### **Founders' Scholarship**

The King's College is awards four scholarships amounting up to the full cost of tuition to students who embody the combination of leadership and academic skills that the College values highly. The Founders' Scholarship is awarded through a competitive process that includes essay, presentation, and team-building components. To be considered for the scholarship, students must submit a 1200-1500 word essay on the year's prompt, visit the campus the Thursday before an Inviso Visit Event to give a three to five minute speech, and participate in a leadership team-building exercise during the on-campus visit. For details and guidelines on how to participate, visit our Founders' Scholarship web page.

Students who receive the Founders' Scholarship must maintain at least a 3.3 cumulative GPA and full-time status, and may not be placed on academic or disciplinary probation while at King's. For those students who apply and qualify for need-based financial assistance, the academic scholarship will become part of the financial assistance package, coordinated with other awards.

### Need Based Scholarships and Grants

#### **The King's Grant**

The King's Grant is a need-based grant provided by the College. To be eligible the student/family must complete a FAFSA by March 15 of each year. This award is reevaluated on a yearly basis and may be adjusted according to the information provided on the FAFSA.

### **The King's College Supplemental Grant (TKCSG)**

The King's College Supplemental Grant may be awarded to students who have had an unexpected change in their family's financial situation that is not reflected on the FAFSA. The student must go through the appeal process (see Special Circumstances and Appeals) to be considered for this grant. This is a one-time grant and will be removed at the end of the financial aid year. If a student determines that they need this grant for more than one year they will need to complete the appeal process each year.

### **Federal Pell Grant**

A Federal Pell Grant does not have to be repaid. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

The maximum Pell Grant award for the 2014-15 award year (July 1, 2014 to June 30, 2015) is \$5,730. The maximum can change each award year and depends on program funding. The amount a student receives will depend not only on his/her financial need, but also on his/her costs to attend school, your status as a full-time or part-time student, and your plans to attend school for a full academic year or less.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

### **Restricted Scholarships**

Restricted scholarships are awards created through donations from individuals to the College. These may be endowments or expendable accounts and the donors determine the criteria for student eligibility. Award amounts, renewal conditions and student eligibility requirements vary. Interested students should contact the Financial Aid Office to inquire whether they are eligible and how to apply.

### **New York State Tuition Assistance Program (TAP)**

TAP provides grants to full-time New York State residents if the family meets financial requirements set by New York State Higher Education Services Corporation. A separate application is required to apply. Qualifying students will be prompted at the end of their FAFSA to complete an additional application for TAP assistance. Visit [www.hesc.com](http://www.hesc.com) for more information.

## **Loans**

### **Federal Loans**

#### **Direct Stafford Loans**

- **Subsidized:** A subsidized loan is awarded on the basis of financial need. The borrower is not responsible for the interest while in an in-school, grace, or deferment status. Depending on the student's financial need, he/she may borrow subsidized money for an amount up to the annual loan borrowing limit for your level of study (see below). The interest rate for this loan is 3.86%. (This rate is subject to change by the Department of Education.)
- **Unsubsidized:** A student may be able to borrow loan funds beyond his/her subsidized loan amount even if he/she does not have demonstrated financial need. In that case, he/she would receive an unsubsidized loan. The school will subtract the total amount of other financial aid from the cost of attendance to determine whether the student is eligible for an unsubsidized loan. Unlike a subsidized loan, the student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. Unsubsidized Stafford Loan interest rates are fixed at 3.86%.

More details about the Direct Stafford Loans can be found at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

## Dependent Students

<u>College Level</u>	<u>Credits</u>	<u>Loan limit</u>
Freshman:	0-29	\$5,500 total with no more than \$3,500 subsidized
Sophomore:	30-59	\$6,500 total with no more than \$4,500 subsidized
Junior:	60-89	\$7,500 total with no more than \$5,500 subsidized
Senior:	90+	\$7,500 total with no more than \$5,500 subsidized

## Independent Students

<u>College Level</u>	<u>Credits</u>	<u>Loan limit</u>
Freshman:	0-29	\$9,500 total with no more than \$3,500 subsidized
Sophomore:	30-59	\$10,500 total with no more than \$4,500 subsidized
Junior:	60-89	\$12,500 total with no more than \$5,500 subsidized
Senior:	90+	\$12,500 total with no more than \$5,500 subsidized

## Direct PLUS

Parents can borrow a PLUS Loan to help pay a student's education expenses if the student is a dependent, undergraduate student enrolled at least half time. The parent must have an acceptable credit history (a credit check will be completed). The yearly limit on a PLUS Loan is equal to the cost of attendance minus any other financial aid received. Interest is charged from the date of the first disbursement until the loan is paid in full. The interest rate is fixed at 6.41%. See [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for more information.

## Private Loans

Students may choose to borrow funds for their education through private lending companies. It is best to apply with a creditworthy cosigner, like a parent, as they will give students a better chance of approval or help lower the interest rate. The following companies have a working relationship with The King's College:

**Citizen's Bank TruFit Student Loan:** [www.citizensbank.com/trufitstudentloan/default.aspx](http://www.citizensbank.com/trufitstudentloan/default.aspx)

**Discover Student Loan:** [www.discover.com/student-loans/index.html](http://www.discover.com/student-loans/index.html)

**Sallie Mae Smart Option Student Loan:** [www.salliemae.com](http://www.salliemae.com)

**Sun Trust Custom Choice:** [www.suntruseducation.com/PrivateLoans/CustomChoiceLoan/index.html](http://www.suntruseducation.com/PrivateLoans/CustomChoiceLoan/index.html)

**Union Federal:** [www.unionfederalstudentloans.com](http://www.unionfederalstudentloans.com)

**Wells Fargo Student Loan:** [www.wellsfargo.com/student/](http://www.wellsfargo.com/student/)

## Additional Aid Programs

### Military Benefits and ROTC Scholarships

Financial assistance is available to veterans and their families through the Montgomery GI Bill, Post 9/11 GI Bill, and other programs. Contact the Veteran's Administration or your recruiter for more details.

The King's College has a partnership with Fordham University Army ROTC as part of the New York City Army ROTC program. For details about ROTC scholarships click [here](#).

Total scholarship amounts for students receiving veteran's benefits or ROTC scholarships cannot exceed the total cost of housing, tuition and fees. For example, students cannot receive a refund of their institutional aid should their veteran's benefits exceed the amount due to The King's College.

### Yellow Ribbon Program

The King's College participates in the Yellow Ribbon Program, which was established by the Post-9/11 Veterans Educational Assistance Act of 2008. As a participant beginning in 2014-15, The King's College agrees to:

- Enter into an official agreement with the VA;

- Provide contributions to eligible individuals who apply for the Yellow Ribbon Program on a first come, first served basis;
- Make contributions toward the program on behalf of the individual in the form of a grant or scholarship, not in excess of 50% of the difference of the tuition and fee expense that exceeds the tuition and fee amount payable under the Post-9/11 GI Bill;
- Not to set a maximum number of individuals for whom contributions will be made for the 2014-15 academic year; and
- Allow students who are not full-time to receive Yellow Ribbon.

State of New York TAP Grant eligible students may receive TAP Grant funds, which reduces both the Yellow Ribbon and Institutional Match funds. Federal Grants (Pell and FSEOG) are additive to the student's award.

For eligible students seeking to use the Post 9/11 GI Bill to cover educational expenses at The King's College, the VA benefits are paid directly to the College.

Students who are 100% eligible under Post 9/11 GI Bill are also eligible for Yellow Ribbon benefits. The Yellow Ribbon Award will supersede any other institutional scholarships or grants from The King's College.

Students who are 40%-90% eligible under Post 9/11 GI Bill will receive from the VA a percentage of the maximum private school tuition benefit. In addition to the tuition benefit, these students are eligible for consideration of institutional scholarships or grants with a maximum total sum of awards equaling the cost of tuition.

The Financial Aid Office will require a copy of the Certificate of Eligibility before providing a financial aid award to veterans or veteran dependents. To enroll in the Yellow Ribbon program, this documentation will be the only information needed; therefore, students are not required to make application for financial aid to receive Yellow Ribbon Program funding.

GI Bill benefits are considered when calculating institutional need-based aid. Therefore, The King's Grant funds will not be increased should eligible recipients elect not to utilize the Veterans Benefits.

#### **Outside Resources**

Outside resources are funds for a student from a non-King's organization such as a scholarship, employer assistance, church donations, non-profit charities, etc. These funds must be reported to the Financial Aid Office and may cause adjustments to a student's financial aid awards.

### **How Financial Aid is Awarded**

#### **Estimated Cost of Attendance for 2013-2014**

	<b>On-Campus</b>	<b>Off-Campus</b>	<b>Commuter</b>
Tuition/Fees	\$32,300	\$32,300	\$32,300
Housing	\$12,400	\$7,817	N/A
Food	\$2,625	\$2,625	\$1,811
Books	\$800	\$800	\$800
Miscellaneous	\$1,500	\$1,500	\$1,500
Transportation	\$2,162	\$2,162	\$1,008
<b>TOTAL</b>	<b>\$51,787</b>	<b>\$47,204</b>	<b>\$37,419</b>

#### **Determining Need-Based Aid**

Financial aid programs were designed under the premise that the primary responsibility for paying college costs rests with the student and his or her family. Need-based financial aid is available to families who demonstrate a need for additional resources as documented on their Free Application for Federal Student Aid (FAFSA).

The formula used to determine whether a student is eligible for need based aid is:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Family Financial need}$$

### **Cost of Attendance**

The King's College determines the cost of attendance (COA) by combining direct expenses such as tuition, fees, and housing as well as estimating indirect education expenses such as food, books, and travel.

### **Expected Family Contribution (EFC)**

The EFC is derived from an assessment formula that is applied uniformly to all aid applicants through the information provided on the FAFSA. The EFC is determined early in the financial aid process and unless a student's circumstances change significantly, the EFC will remain constant. Sources of financial aid are not applied against the family contribution, but are used to meet the difference between the EFC and cost of attendance.

### **Receiving Your Financial Aid**

All financial aid from The King's College and the Federal Student Aid Program will be applied directly to the student's account. Most financial aid is disbursed in two equal payments throughout the academic year. Typically, the aid will be applied to the student's account during the first week of classes in each semester.

Students whose financial aid exceeds the charges on their account will receive a refund. The Bursar will e-mail the student when their check is ready for pickup. If the check is not picked up within 14 days of being processed it will be mailed to the student's home address. If the credit on the student's account results from a Parent PLUS loan the refund will be mailed directly to the parent unless otherwise noted on the Parent PLUS application.

Any outside scholarship checks sent to the College will be applied directly to the student's account in the manner indicated by the entity awarding the scholarship. If a student receives a scholarship check in the mail but it is made out to The King's College, the student should submit the check to the Office of Financial Aid. If a student receive a scholarship check that is made co-payable to the student and The King's College, the student must endorse the check and submit it to the Office of Financial Aid. Finally, if a student receives a scholarship check made payable to the student, he/she is responsible to report this resource to the Office of Financial Aid.

### **Student Eligibility and Enrollment Status**

A student is eligible to be considered for Federal Student Aid when he/she meets the following criteria:

- Enrolled as a regular student in an eligible program completing courses leading toward his/her declared degree;
- Has a high school diploma or equivalent;
- Is a U.S. citizen or eligible non-citizen;
- Has not received a prior Bachelor's degree;
- Not in a default status on one or more federal loans; and
- Registered with the Selective Service System if the student is a male between the ages of 18 and 25.

Financial aid is awarded based on enrollment status which is determined by the number of credits for which a student enrolls each semester. (See chart below.) Awards are based on full-time enrollment and will be pro-rated for less than full-time.

During the first four weeks of the semester, financial aid will be adjusted if a student drops enough credits to change his/her enrollment status to less than full-time. (More details are available in the Tuition and Fees section of the catalog). After the first four weeks, decreasing credits will not result in an adjustment to a student's institutional aid but may result in an adjustment to federal and state aid.

Number of credits per semester	Enrollment status
12+	Full-time
9-11	Three-quarters time
6-8	Half-time
5 or less	Less than half-time

### **Consortium Agreement**

A consortium agreement is required when a student wants to receive full federal and/or state financial aid while being simultaneously enrolled at The King's College (home institution) and another institution (host institution). The King's College will consider credits taken at the host institution when determining the amount of federal and/or state financial aid the student is to receive. The credits taken at the host institution must be approved by the Registrar and applicable to the degree being granted by The King's College.

To qualify for a consortium agreement a student must be enrolled at least half-time at King's but less than full-time (except for applicable study abroad programs). A student must also be eligible for state and/or federal aid. Institutional aid will be based on the number of credits being taken at King's.

The Consortium Agreement Form is located [here](#). A new consortium agreement must be completed for each semester.

### **Study Abroad**

Students may be eligible to receive federal financial aid for study abroad semesters, provided the program has been approved for credit by the Registrar's Office. Additional information on the eligibility requirements for study abroad is available from the Financial Aid Office.

### **Satisfactory Academic Progress**

The Financial Aid Office is dedicated to assisting students in reaching their educational goals. To that end, federal regulations require that the Financial Aid Office review the academic progress of federal financial aid recipients. Satisfactory academic progress is measured by three components: quantitative (credits earned compared to credits attempted), qualitative (cumulative grade point average), and maximum timeframe for degree completion.

Once a student has attempted more than 150% of the credits required for degree completion, the student is no longer eligible for financial aid. For example, a student admitted as a full-time freshman would ordinarily complete the 120 credit completion in eight semesters. If unable to complete the degree in that timeframe, the student would lose financial aid eligibility after attempting 180 credits, assuming that the student maintained a satisfactory cumulative and/or term GPA.

CREDITS EARNED	GPA: 0.00 - 1.79	GPA: 1.80 - 1.90	GPA: 1.90 - 1.99	GPA: 2.00 and greater
0-29	Probation	Good Standing	Good Standing	Good Standing
30-59	Probation	Probation	Good Standing	Good Standing
60-89	Ineligible	Ineligible	Ineligible	Good Standing
90+	Ineligible	Ineligible	Ineligible	Good Standing

The chart below outlines the maximum timeframe in which a student is allowed to complete degree requirements (regardless of whether they are enrolled full- or part-time), which is 6 years or 12 semesters, excluding summer terms. In order to maintain eligibility a student must earn 60% of the credits attempted (with gradually increasing percentages in later semesters to ensure that students will complete the program within the maximum timeframe).

TERM	MINIMUM CREDITS EARNED	MAXIMUM CREDITS ATTEMPTED	REQUIRED GPA
0	0	0	0.00
1	9	15	1.80
2	18	30	1.80
3	27	45	1.90
4	36	60	1.90
5	45	75	1.90
6	54	90	2.00
7	63	105	2.00
8	72	120	2.00
9	84	135	2.00
10	96	150	2.00
11	108	165	2.00
12	120	180	2.00

### General Provisions

Credits for courses in which a student receives a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, or D- are counted as earned, and quality points are included in the cumulative GPA calculation. Credit for Pass/Fail courses in which a student passes and transfer credits are counted as attempted and earned, though quality points are not included in the GPA calculation. Credits are considered attempted but not earned when a student receives grades of W (Withdrawn), WP (Withdrawn Passing), WF (Withdrawn Failing), AW (Administrative Withdrawal), I (Incomplete), F (Fail), and F (Fail) for Pass/Fail courses. Courses for which a student earns a grade of AU (Audit) are not credit-bearing and therefore are not considered attempted or earned.

### Repeated Courses

Credits earned from repeated courses are included in the credits attempted. The highest grade from repeated courses is used to calculate the cumulative GPA. A student is eligible to receive federal aid only once when retaking a course for which he previously earned credit (see "General Provisions" for when credit is considered earned).

### Incomplete Grades

Grades for incompletes are recorded no later than six weeks after the end of each semester, at which time SAP will be reviewed to reflect quality points and credits attempted and/or earned for incomplete courses.

### Remedial Courses

Students enrolled in an eligible program and required to complete remedial coursework are qualified to be considered for Federal Student Aid.

### Financial Aid Warning

A student's academic progress will be measured at the end of every semester. Students who do not meet the SAP standards will be placed on financial aid warning for the following semester. During this time the student will continue to receive federal financial aid. If the student is still failing to make satisfactory progress at the end of the warning period he/she will lose his/her federal aid eligibility unless he successfully appeals and be placed on probation.

### **Appeals and Financial Aid Probation**

A student may appeal his/her loss of financial aid eligibility on the basis of personal injury or illness, the death of a relative, or other special circumstances. If the appeal is granted, the student will be eligible to receive one semester of probationary, financial aid. The student's SAP will be checked, again, at the end of the probationary semester. If the student does not meet the SAP requirements, he/she will be ineligible to receive federal financial aid for the following semester.

### **Reestablishing Aid Eligibility**

To regain federal aid eligibility after a semester on financial aid probation a student must earn the required GPA (see chart above) corresponding to his/her college level.

### **Leave of Absence**

A student in good academic standing wishing to withdraw completely from the College but intending to continue his/her studies in a later semester must complete an Exit Survey, located in the student portal, indicating which semester he/she intends to return. An official Leave of Absence maintains a student's admittance at the college for one semester. A student on an official Leave of Absence will retain his/her institutional aid. If the student initially took an official Leave of Absence but did not return after a semester, his/her institutional aid would be re-evaluated at the time of re-entry. Any balance of tuition or housing must be paid prior to re-entry.

### **Special Circumstances and Appeals**

The Financial Aid Office is aware that financial situations can change due to circumstances beyond a student's control. This often hinders his/her ability to pay for college costs and is not reflected properly on the FAFSA.

The following is a list of special circumstances the FAFSA does not address but may be considered by the Financial Aid Office when determining a student's eligibility for financial aid:

1. Loss of income due to unemployment or change in health or marital status;
2. High unreimbursed medical and/or dental expenses; and
3. If a student no longer has any relationship with their parents for reasons such as, but not limited to, removal from home due to abuse, parent incarceration or incapacitation, or parent's whereabouts are unknown.

The following circumstances do NOT qualify for appeal: parents refusing to contribute to college education; parents unwilling to provide FAFSA information; student financially independent of parents; parents do not claim student on income taxes.

If you think you are in a situation that warrants the re-evaluation of your financial aid due to one of the above circumstances, please follow the appeal procedure below.

**Step 1:** Present your situation to a representative in the Financial Aid Office so she can ensure that the appeal process is right for you.

**Step 2:** If guided by the Financial Aid representative, complete the Appeal Form and provide the required documentation for your specific situation.

**Step 3:** The Director of Financial Aid will present your situation to the Financial Aid Appeals Committee.

**Step 4:** The Director of Financial Aid will inform you of the Committee's decision.

### **Return of Title IV (Federal) Financial Aid**

The federal government mandates that students who withdraw from all classes prior to the 60 percent mark of the semester are only allowed to keep the federal aid they have earned up to the point of withdrawal. The official withdrawal date will be determined by the date on which the student's withdrawal request is received. Title IV funds that have been disbursed in excess of the earned amount will be returned by the College to the federal government. As a result, the student could owe aid funds to the university, the government, or both.

To determine the amount of aid earned by the student up to the time of withdrawal, the Director of Financial Aid divides the number of calendar days the student has attended classes by the total number of calendar days in the semester (less any scheduled breaks of five days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed for the semester. This calculation determines the amount of aid earned by the student that he or she may keep. For example, if the student attended 25 percent of the term, the student will have earned 25 percent of the aid disbursed. The unearned amount (75 percent) must be returned to the federal government.

When a student's circumstances require him/her to withdraw from all classes he/she is strongly encouraged to contact the Financial Aid Office. At that time, the consequences of withdrawing completely can be explained and clearly illustrated.

### **Verification**

Verification is a process that authorizes the College to certify that all the information reported on your FAFSA is correct. Each year the U.S. Department of Education selects a group of applications for verification. Additionally, the College may choose applications for this process at its discretion.

Documents requested to complete the verification process include, but are not limited to: Verification Worksheet, signed copies of student and parent/spouse tax return transcripts, and W-2 statements. The Financial Aid Office may also request supplemental information from a family if clarification or documentation of a situation is required. Any requested documents should be submitted within 15 days of receipt of notification to avoid cancellation of financial aid.

Any changes to the financial aid award as a result of verification will be communicated to the student. Federal financial aid awards will not be credited to the student's account until the verification process is complete.

### **Disclosures**

#### **Confidentiality**

The King's College protects the privacy of students by preventing inappropriate access to student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The College is not allowed to release any information to parents, guardians, or any other party concerning a student's educational record without the written consent of the student. The College's policy with regard to this act can be read in detail in the College Policies section of the catalog.

Students who wish to provide access to their records to parents or other parties are encouraged to complete and submit an Authorization for Access to Student Records form (available on the [Student Portal](#)).

Students should note that FERPA does not prevent individuals within the institution from sharing information with each other, when doing so is construed to be of benefit to the student.

#### **Misinformation**

The King's College awards financial aid based on the information provided on the various financial aid forms and documents collected. If a student or parent knowingly and deliberately provides false information that misrepresents the family's financial situation, the aid award will be withdrawn and the student may be subject to disciplinary action by the College. The College may also report the student to the U.S. Department of Education, Office of Inspector General.

#### **Reapplying for Financial Aid**

Students must reapply for financial aid every year. The FAFSA is available after January 1 for the upcoming fall semester. Applications should be submitted by March 15.

## Campus Life

Student Development supports the mission of The King's College by creating wholesome conditions for student life, including an abiding focus on intellectual achievement and honor fortified by spiritual discipline. We summon students to discover their vocation and to discern the best ways to build on their college experience in their pursuit to transform society. For a full explanation of student life policies, see the [Student Handbook](#).

### **New Student Orientation**

The King's College hosts a New Student Orientation (NSO) in which new students have the opportunity to learn about King's and New York City. NSO is required for all incoming students. See more information about NSO online at [www.tkc.edu/info/new-students](http://www.tkc.edu/info/new-students).

### **Campus Housing**

The King's College leases apartments in various neighborhoods throughout the City. Studio, one, and two bedroom apartments are available to full-time, degree-seeking students under the age of 28. Housing is not guaranteed but will be granted based on approval and availability. Students who are not full-time, degree seeking, or who are above the age of 27, may be approved for housing after interviewing with the Office of Student Life. Housing contracts are for one school year unless otherwise stipulated. Once a housing contract goes into effect, students are responsible for the full cost of their apartment for the entire year without exception; this includes withdrawal for academic or health reasons. Please contact the Director of Student Life for availability.

### **The Honor Code**

At the outset of their career at The King's College, every student signs a code of honor that states, "A student of The King's College will not lie, cheat, steal, or turn a blind eye to those who do. Every student is honor bound to confront any other student who breaches the Honor Code." The Code sets forth a minimum standard of ethical behavior to which all students commit and serves as a baseline of conduct. Members of the College are exhorted to strive for the ideal or "the spirit of the code" – the expression of virtue manifest in the actions of honorable men and women. See the Student Handbook for more information about the Honor Code and disciplinary process.

### **The House System**

Houses are student associations that serve as contexts for community and leadership development. Each incoming student is assigned to a House and introduced to fellow House members during New Student Orientation. Houses elect a variety of officers, including a President, Chamberlain, Helmsman, and Scholar. Over the course of the year, the Houses meet regularly and participate in various inter-House events, such as dinners and competitions. The House System provides a vehicle by which students take ownership of the King's mission outside of the classroom.

### **The King's Council**

The King's Council is the student government of the College and is comprised of the ten House Presidents, four cabinet members, and the Student Body President. The Council's mission is to shape a value-centered culture and empower a student-driven community. They do this by distributing funds to student organizations and planning initiatives consistent with the mission of the College. The combined system of House leadership and student governance serve to foster the worthy ambitions of students to shape and to lead strategic institutions.

### **Student Leadership**

Houses, the King's Council, and student organizations are all designed to impart experiential leadership lessons. Students have opportunities to shape their Houses, manage resources through the King's Council, and launch student organizations. The King's College is characterized by a culture in which students learn to lead among their peers. The collegium of official student leaders is called the Statesmanship Institute.

### **City Engagement**

The City Engagement ([cityengagement@tkc.edu](mailto:cityengagement@tkc.edu)) program connects students to service opportunities in New York City. City Engagement hosts non-profits on campus and connects students with volunteer projects in the City.

**Counseling**

The mission of The King's College Counseling Services ([counseling@tkc.edu](mailto:counseling@tkc.edu)) is to assist students in maintaining optimum levels of health and wellness so they are best able to achieve their goals. Counseling Services provides a safe and confidential setting where students can explore personal concerns in order to achieve satisfying relationships, gain self-awareness, improve academic performance, and set personal goals. We utilize a holistic approach that focuses on the emotional, physical, academic, social, and spiritual growth of each student. Counseling is available to all students without charge. All files are confidential and not a part of a student's educational record.

**Athletics**

The Athletic Program at The King's College is designed to serve student interests in sports, whether competitive or recreational. Emphasis is placed on student leadership and growth. Varsity Sports include cross country, golf, men's basketball, men's and women's soccer, and women's volleyball. Club sports include crew, rugby, men's baseball, women's basketball, and fencing. Intramural sports include ultimate Frisbee, basketball, and dodge ball.

**Spiritual Life**

The King's College has no chaplain or required chapel. Instead, emphasis is placed on student involvement in local churches and pursuit of a deep and abiding moral theology that informs personal and vocational decisions. Houses and other student organizations provide on-campus opportunities for small group Bible studies, accountability groups, worship gatherings, and retreats. Students are also encouraged to participate in service opportunities and International Ventures. Faculty and staff members are available to support students in their spiritual development.

**International Ventures**

International Ventures are projects organized by The King's College that enable students to grapple with critical issues in foreign countries. Trip participants interact with national leaders and collaborate with top universities. International Ventures teams, which typically consist of 6 to 15 students plus staff and faculty, put feet to the mission of The King's College as students explore defining issues in other nations. Previous venture locations include: the Balkans, Turkey, China, Paris, Israel, Brazil, and East Africa.

# Academic Policies, Registration, Enrollment

## Academic Standards

Our goal is to prepare students for careers in which they will help to shape and eventually to lead strategic public and private institutions. Our standards are demanding. The College expects that students who enroll in its programs will demonstrate their commitment to meeting requirements that are more rigorous than those at many colleges and universities.

The grade of A at The King's College indicates excellent work. The grade of B indicates above average achievement. The grade of C indicates a satisfactory meeting of requirements. The grade of D reveals accomplishment that is generally unsatisfactory. F is a failing grade; it indicates very unsatisfactory work, and the course must be repeated in order to receive credit. In addition, College Writing I, College Writing II, and all required Major courses must be repeated if the student receives a grade of C- or lower.

Students should expect that average work will receive an average grade. The College does not award good grades on the basis of the amount of effort a student puts forth, but solely on the basis of meeting or exceeding course requirements.

## Academic Dishonesty

Academic dishonesty includes plagiarism, misuse or misrepresentation of one's own work or that of others, cheating on quizzes and exams, and fraud. Students are expected to know how to quote, reference, and paraphrase the work of other writers and are held accountable for violation of good ethical and intellectual practices in the use and attribution of such material. Plagiarism includes not acknowledging a quotation, not putting an author's words inside quotation marks, paraphrasing or summarizing facts or opinions from sources without stating their origin, using long sections that have been rewritten by a friend or tutor, and buying, finding, or receiving a paper that a student then turns in as original work. (This definition is paraphrased from Ann Raimés, *Keys for Writers: A Brief Handbook*, Boston: Houghton Mifflin, 1996, pp. 62-63.) Graded work should reflect the individual effort of a single student unless a faculty member has expressly permitted collaborative efforts. If a student is in doubt about any potential course of action, he or she should ask a faculty member for advice.

The College tracks offenses cumulatively over the course of the student's undergraduate career. Cheating and plagiarism in any form may be considered sufficient grounds for dismissal from the College. The following process outlines the most common penalties for each offense, but more egregious acts of dishonesty may be penalized more severely. For first and relatively minor offenses at the College, a student will generally receive a zero for the graded assignment associated with the offense. A second offense will generally result in the student failing the associated course. A third offense will generally result in dismissal from the College regardless of the severity of the infraction. Proceedings regarding such offenses will be held by the Honor Council (see the Student Handbook).

## Writing and Research

The King's College places a curriculum-wide emphasis on written communication. College Writing I (ENG 110), an introductory composition course in the Common Core, must be taken during a student's first semester at the College. Transfer credit for College Writing I is accepted if a student passes a writing assessment exam administered by the College; no AP credit is accepted. College Writing II (ENG 120), a research methods course in the Common Core, must be taken at the College; no transfer credit is accepted. Students are required to earn a grade of C or higher in both College Writing I and College Writing II and to complete both courses within the first three semesters of enrollment. Failure to do so will result in dismissal from the College.

## Quantitative Reasoning and Critical Thinking

The King's College requires all students to attain proficiency in quantitative reasoning. The course requirements vary depending on the student's major, but all students must pass a first-year mathematics course, either Quantitative Reasoning or Calculus. Students are assigned to a particular course in light of their previous preparation and intended program of study. All students must take a mathematics course at King's within the first year of enrollment. In order to be placed in Calculus, the student must earn a score of 650 or higher on the Math section of the SAT or a score of 27 or higher on the Math section of the ACT, or successfully complete a College

Algebra with Pre-Calculus course with a minimum grade of C. All students seeking to pursue a business or a finance degree with lower SAT or ACT scores will take a math placement exam. If they score above mastery level required to continue with normal course of study, they will be allowed to take Calculus. Otherwise, they may take College Algebra with Pre-Calculus as a required pre-requisite course in order to get into Calculus. This preparatory course does not satisfy the Core Math requirement. If they don't pass the test, they will be advised to take Quantitative Reasoning and consider a different major. These mathematics requirements ensure that students have the tools to engage the quantitative components of other courses, including courses in economics. More broadly, quantitative reasoning is indispensable in evaluating the validity of numerous claims made in public policy debates and in presenting successful policy proposals.

Quantitative reasoning is also a component of critical thinking. To succeed at the larger quest for understanding, students need to become adept at recognizing and evaluating the premises that lie—often unstated—beneath the surface of arguments. This work of identifying and evaluating premises is what philosophers in the classical tradition have meant by the term “critical thinking.” The King’s College embraces this approach in all of its courses. The King’s College means something specific in its endorsement of critical thinking: the careful and patient sifting of arguments using logic, quantitative reasoning, close examination of texts, and other tools that, properly deployed, first reveal the premises of the argument. These premises then allow the argument to be judged as cogent, worthy, and consonant with the truth.

### **Declaring a Major**

The King's College offers four degree programs:

- Bachelor of Arts in Media, Culture, and the Arts
- Bachelor of Arts in Politics, Philosophy, and Economics
- Bachelor of Science in Business Administration
- Bachelor of Science in Finance

Students must declare a major in one of these four degree programs before they register for a third semester. Transfer students entering the College with 21 or more credits must declare a major upon enrollment. To declare a major, the student must fill out the Declaration of Major form, available on the Student Portal. Students that would like to pursue a Finance Major must meet specified criteria. See admission and graduation criteria.

### **Minors**

Every student seeking a bachelor's degree must complete all requirements of a major program. In order to give students the opportunity to further specialize in an area of interest, the College also offers several minors.

Minors are composed of 18 credits of specific courses as outlined below. Certain Common Core and major course requirements may overlap with minor requirements. Transfer credits may count towards a minor; however, a minimum of twelve credits must be earned at The King's College. The student must earn a minimum GPA of 2.0 within the minor. A student may not minor in an area closely related to his or her major (see below). Courses graded pass/fail will not be counted towards minor requirements. Students may earn two minors only if there is no overlap between the courses taken for the minor.

Minors are not added to a student's record automatically; the student must declare his or her intent to pursue a minor with the Registrar's Office (Declaration of Minor forms may be found on the Student Portal). A student must declare a major prior to declaring a minor. Minors cannot be added retroactively after graduation. Any deviations from the required courses must be approved in writing by the appropriate Program Chair and recorded with the Registrar's Office. Courses required for a specific minor will not be offered if there is insufficient enrollment. A student must declare an intended minor by the end of sophomore year in order to guarantee that all courses required by the minor will be offered by King's in time for graduation. A student may declare a minor after sophomore year, but in that case there is no guarantee or expectation that the college will schedule all of the required courses in time. No priority class registration will be given for courses required in the minor. Upon graduation, the minor will be recorded on the student's official transcript. It will not, however, appear on the diploma.

Students may minor in the following areas by completing the listed required courses:

- **Business Administration:** ECO 211: Microeconomics; ENG 412: Persuasive Writing and Speaking or ENG 445: Cultural Criticism; BUS 273: Principles of Management and Organization; BUS 271: Financial Accounting; BUS 371: Introduction to Marketing; Business elective
- **Culture and the Arts:** HIS 111: Western Civilization I; HIS 212: Western Civilization II; HUM 211: Arts and Ideas of the Ancient World; either HUM 212: Arts and Ideas of the Medieval & Early Modern World or HUM 311: Arts and Ideas of the Modern World; any two of HUM 210: Principles of Cultural Interpretation or HUM 310: The Postmodern World or Humanities/MCA elective
- **Economics:** ECO 110: Introduction to Economics; ECO 211: Microeconomics; ECO 210: Macroeconomics; ECO 311: Economic Thought & Practice; ECO 325: Intermediate Microeconomics; Economics elective (300/400 level)
- **Journalism:** ENG 412: Persuasive Writing and Speaking or ENG 445: Cultural Criticism; MED 251: Enterprise of Mass Communication; MED 353: Media, Culture, and Society, JOU 110: Introduction to Journalism; Journalism elective or Internship; Journalism elective
- **Literature:** HIS 212: Western Civilization II; LIT 251: Classical Literature; LIT 252: Shakespeare; LIT 352: English and American Poetry; American Literature elective; British or European Literature elective
- **Media Studies:** ENG 412: Persuasive Writing and Speaking or ENG 445: Cultural Criticism; MED 251: Enterprise of Mass Communication; MED 353: Media Culture and Society; three Media electives
- **Philosophy:** PHL 110: Foundations of Philosophy; PHL 210: Ancient Philosophy; PHL 212: Medieval Philosophy; PHL 214/314: Modern Philosophy; PHL 361/461: Ethics; one Philosophy elective (300/400 level)
- **Politics:** POL 210: Foundations of Politics; POL 313: American Political Thought and Practice II; POL 312: Enlightenment and Liberal Democracy; POL 351: Constitutional Law; Comparative Politics elective; International Politics elective
- **Pre-Law:** PHL 110: Foundations of Philosophy; BUS 271: Financial Accounting; POL 351: Constitutional Law; POL 451: Civil Rights. Either BUS 473: Legal Studies in Business or POL 452: Statesmanship. American Literature elective or British and European Literature elective
- **Theology:** REL 112: Introduction to the Literature of Hebrew Scriptures; REL 211: Introduction to New Testament Literature; REL 354: Principles of Biblical Interpretation; REL 312/412: Foundations of Judeo-Christian Thought; two Theology electives

**Exceptions:**

- Students majoring in Business Administration or Finance may not minor in Business Administration.
- Students majoring in Media, Culture, and the Arts may not minor in Culture and the Arts, Journalism, or Media Studies.
- Students majoring in Politics, Philosophy, and Economics may not minor in Economics, Philosophy, or Politics.

**Oxford Study Abroad Program**

The King's College, in partnership with Summit Oxford, offers a study abroad program through Summit Ministries and Oxford's Study Abroad Program. Students accepted into the program spend a semester studying at Oxford and participate in Summit's Worldview course, which includes a four-week worldview intensive and weekly colloquia. Applicants must have completed two years of undergraduate study and have a minimum cumulative GPA of 3.2. Students must also sign the Summit Oxford Student Covenant, which includes a statement of faith and conduct.

**Interregnum**

Interregnum is an annual event in which the entire College participates in a common inquiry of some theme of abiding philosophical importance and public salience. Classes are suspended for three days. Outside lecturers are invited to speak at an all-College assembly. Students organize debates, speeches, performing arts events, and panel discussions of the theme at hand. Recent interregnum themes include the nature of avarice and villainy, the societal consequences of tradition and innovation, and the role of mercy in society. More information can be found in Course Descriptions.

### **Permission to Take Courses at Other Colleges**

With prior approval, students may take courses to fulfill the open elective credit requirements at another institution. This allows students to take elective courses that interest them but are not offered at King's. This also allows students to complete open elective credit over the summer. Standard transfer policies apply. Before applying for permission to attend another college, students should meet with their academic advisor to discuss how these credits would affect their graduation plan. Students seeking to take courses at another institution must submit the application form ("Permission to Attend Another College") from their Student Portal.

Once a student has matriculated at the College, he or she may transfer in open elective credit and up to 9 credit hours of Major electives, upon approval of the Program Chair for the relevant Major, but not Common Core courses or Major requirements. King's allows only open elective credit and limited Major elective credit to be transferred in because our curriculum is tightly integrated and composed of courses with distinctive philosophical emphases.

Transfer credit will not be granted after the fact for courses taken without advance permission. When a student has been granted permission to take a course at another college or university for academic credit at King's, the student must earn a C or higher to receive that credit. Grades received for courses taken at other institutions are not included on the student's transcript, nor are they calculated into a student's cumulative GPA.

### **Academic Honors**

Dean's List: Matriculated students are eligible for the Dean's List when they earn a minimum of 15 credits (excluding Pass/Fail courses) with a GPA of 3.5 or above (on a 4.0 scale) in the preceding term.

President's List: Matriculated students are eligible for the President's list when they earn a minimum of 15 credits (excluding Pass/Fail courses) with a GPA of 4.0 (on a scale of 4.0) in the preceding term.

### **Graduation Requirements**

Students are solely responsible for completing all degree requirements for their declared program. Academic advisors and the Registrar's Office and Academic Affairs act as resources and offer guidance to students, but the responsibility for knowing and meeting all requirements rests with the student.

All students earning a bachelor's degree from The King's College must meet each of the following requirements:

1. Complete a minimum of 120 credits in courses numbered 100 or above (remedial or developmental courses may not be counted toward the minimum number of credits required for graduation).
2. No fewer than 60 semester hours of coursework must be earned at The King's College, and these 60 hours of credit must include at least 48 semester hours within the degree program.
3. Earn a cumulative GPA of 2.00 in all work completed at The King's College.
4. Earn a cumulative GPA of 2.00 in the courses that are a part of the Common Core.
5. Earn a grade of C or higher in all courses that are required of the major.
6. Earn a grade of C or higher in both College Writing I (ENG 110) and College Writing II (ENG 120), within the first three semesters of enrollment; failure to do so will result in dismissal from the College.
7. Complete all the requirements for Interregnum.
8. Business Administration majors must sit for the ETS Business Major Field test, administered by the College. PPE and MCA majors must sit for their respective exit exams. All graduating students must also sit for comprehensive entrance and exit exams, which cover the Core curriculum.
9. Obtain approval for graduation from the Office of the Registrar and upon vote of the faculty.
10. Finance students must have a cumulative GPA of 3.00 at the end of their years of studying at The King's College.
11. Finance students without a final cumulative GPA of at least 3.00 will be certified as Business Administration students.

Students anticipating graduation must submit an official Application for Graduation form (available on the student portal) to the Registrar by September 15 (for a fall semester graduation) or February 1 (for a spring semester graduation). A fee will be charged to graduating seniors in their final semester of attendance to cover administrative costs and attire rental for the Commencement ceremony. Students must pay this fee whether or not they participate in the Commencement ceremony.

### **Graduation Honors**

Graduation honors are awarded to students with final cumulative GPAs of 3.5 or higher. One of the following honors shall be indicated on the academic record and diploma of the graduate as applicable: “Cum Laude” for cumulative GPAs of 3.5 to 3.74, “Magna Cum Laude” for cumulative GPAs of 3.75 to 3.89, and “Summa Cum Laude” for cumulative GPAs of 3.90 to 4.00.

### **The Wilberforce Leadership Award**

The Office of Student Development presents this award to a graduating student who has exemplified the ideals of The King’s College and William Wilberforce, a member of the English Parliament who spent over forty years fighting to abolish slavery. Moved by his Christian faith, he was a tireless voice for freedom and for the reformation of manners and morals in his nation. In 1833, as Wilberforce lay on his deathbed, he received word that Parliament had passed a law abolishing slavery in the British Empire.

### **The William R. Bright Award**

The Office of Student Development presents this award to a graduating student who has exemplified the ideals of The King’s College and William R. Bright, founder of Campus Crusade for Christ. The recipient must embody Dr. Bright’s entrepreneurial spirit and vision for furthering the gospel through missions, evangelism and discipleship. In addition, the award recipient must also exemplify Dr. Bright’s commitment to excellence and his dedication to challenging those around him.

### **The T. Ford Business Award**

The business program faculty presents this award to a graduating student who has demonstrated excellence in the business disciplines taught at The King’s College. The faculty selects a student that has modeled intelligence, integrity, humility, truth and grace under pressure and has exhibited leadership and courage while organizing others, making personal sacrifices when necessary.

### **Registration and Advising**

Currently enrolled students register for their next semester’s courses during October/November (for the upcoming spring term) and March/April (for the upcoming fall and summer terms). Student academic advising begins two weeks prior to the official registration period. The Office of the Registrar advises freshman students. The Office of Academic Affairs advises sophomore, junior, and senior students, with optional advice from faculty. Students receive emails from the respective advising department with advised courses for the next semester. Students are responsible for making appointments with the Registrar, Office of Academic Affairs, and/or faculty during advisement weeks to discuss any questions regarding their next semester’s courses.

Students register for courses online via the Student Portal, with registration tiered by class level; graduating seniors have priority. Once the official registration period has ended, the official late registration and add/drop period begins.

Students with a hold on their accounts will not be permitted to register online. Also, students may only register for courses for which they have satisfied all the necessary prerequisites. If students wish to enroll in a course for which they have not fulfilled the prerequisites, they must seek approval from the Program Chair and the Registrar.

The Registrar’s Office, Office of Academic Affairs, and faculty members act as a resource and offer guidance to students, but the responsibility for knowing and meeting all requirements rests with the student. In cases where a student registers for courses significantly out of sequence, the College reserves the right to override that student’s preferred course selection. Students will be notified by the Registrar of any changes to their schedules.

### **Minimum and Maximum Academic Loads**

To remain enrolled in the College, an enrolled student must take at least one course per semester. While 12 credit hours constitutes full-time status, the recommended full academic load for a semester at The King's College is 15 credit hours. To register for more than 16 credit hours, students must have a GPA of at least 3.3 and obtain permission from the Office of Academic Affairs.

### **Length of Study**

The King's College expects students admitted as full-time freshmen to complete all courses needed for an undergraduate degree within eight semesters. The College recognizes that some students may need to take a reduced course load or repeat courses. The maximum time the College allows for a student admitted as a freshman to complete a degree program is six years or 12 consecutive semesters. A transfer student admitted as a sophomore has a maximum of five years or 10 consecutive semesters to complete a degree program; a transfer student admitted as a junior has four years or eight semesters.

### **Adding or Dropping a Course**

During the first three weeks of the semester, a student may drop a course without any notation appearing on the student's transcript. After the third week, a student can leave a course only by "withdrawing." See the "Withdrawing from a Course" section for details.

To add or drop a course, a student must complete an "Add/Drop Form" (available on the Student Portal). Students who add a course after it has begun are marked absent for the classes they miss. Such absences count toward the total absences permitted for any course (see Class Attendance and Punctuality).

### **Withdrawing from a Course**

After the official add/drop period, students may withdraw from a course until the twelfth week of class. Students who withdraw after the third week, but before the sixth week, of the semester will receive a "W" on their transcript; students who withdraw after the sixth week will receive either a "WP" (withdrawn passing) or a "WF" (withdrawn failing) based on the grade earned to that point. Students may not withdraw from a course after the twelfth week. Please refer to "Withdrawal and Refund Policies" in the "Fees and Expenses" section of the catalog to determine whether a refund is warranted.

Failure to attend class does not constitute withdrawal from a course. Students who fail to attend class will be subject to the College's attendance policies.

During shorter terms, the add/drop period and withdrawal period will be prorated and may be as short as a single class session. Students and faculty members should consult the academic calendar for these deadlines.

### **Complete Withdrawal**

If a student wishes to withdraw at any time, he or she will complete the Exit Survey on the Student Portal as the official notification to the College that he or she will not return. Students who plan to return within one or two semesters should select "Leave of Absence" as the primary reason for leaving. See the section "Leave of Absence."

It should be noted that failing to attend classes does not constitute a complete withdrawal from the College. Students who do not complete the Exit Survey will be liable for any active tuition charges incurred until the time the withdrawal is made official.

Students who withdraw from the College during the first three weeks of the term will receive no academic notation on their transcripts. Students who withdraw after the third week of the term will receive grades of "W." Students who withdraw after the sixth week of the term will receive grades of "WP" (withdrawn passing) or "WF" (withdrawn failing).

Students who withdraw for extenuating medical circumstances must follow the above process and must also submit documentation from a medical professional outlining the student's medical conditions. Depending on the nature of the conditions, students who are granted a medical withdrawal may be eligible for a partial refund of

tuition and/or alteration to their academic withdrawal transcript notations. Such exceptions are at the discretion of the Vice President for Student Development, the Bursar, and the Registrar.

Students should refer to “Withdrawal and Refund Policies” in the “Fees and Expenses” section of the catalog to determine whether a refund is warranted after a withdrawal from the College.

Students should refer to “Withdrawal and Refund Policies” in the “Fees and Expenses” section of the catalog to determine whether a refund is warranted after a withdrawal from the College.

### **Leave of Absence**

If a student in good academic standing wishes to withdraw completely from the College but intends to continue studies in a later semester, he or she must fill out an official Leave of Absence form, available on the Student Portal. An official Leave of Absence maintains a student’s matriculation at the College for a semester. It should be noted that students who have been approved for Leave of Absence have no official enrollment standing at the College.

A student who does not return to the College before the add/drop date (10 days after classes commence) of the semester follow his/her departure must complete an “Application for Re-Admission” (available on the College website) and work directly with the Office of Admissions. Upon review, the student will be bound by the academic requirements in effect at the time of re-admission.

Students should refer to “Withdrawal and Refund Policies” in the “Fees and Expenses” section of the catalog to determine whether a refund is warranted after a withdrawal from the College.

### **Auditing Courses**

Students may audit courses with the permission of the Registrar and the professor. Auditors receive no credit for the course and must pay the appropriate fee (\$90 per course for students taking 11 credits or fewer and no fee for students in Good Standing taking 12 or more credits). Although professors are not required to grade assignments submitted by auditors, they may, at their discretion, require regular attendance and completion of assignments. The professor may also set specific parameters for classroom participation by auditing students.

### **Pass/Fail Courses**

Most courses are graded on a letter scale; however, some courses are graded Pass/Fail (such as internships, Undergraduate Research Assistantships, and practica). Additionally, students may choose to forego a letter grade and take other courses Pass/Fail if they have completed at least sixty credits of academic work (including transfer credits) and are not on Academic Probation.

Only open elective courses may be taken Pass/Fail. Courses that are part of the Major, Minor, or Common Core requirements may not be taken Pass/Fail. Furthermore, students may not take Independent Study courses as Pass/Fail. No more than one course may be taken Pass/Fail in a single term and no more than an overall total of two courses or six credits (whichever is fewer) may be taken Pass/Fail. This excludes courses that are offered on a Pass/Fail basis (i.e. internships, Undergraduate Research Assistantships, practica, etc.). All requirements for the course must be completed to be eligible to receive the grade of Pass (P). Once a student chooses the Pass/Fail option, he or she may not later decide to take a letter grade. Likewise, a student may not choose the Pass/Fail option after the last day to add a course. Pass/Fail request forms are available from the Registrar’s Office and must be approved by the instructor of the course.

A grade of Pass does not count toward the student’s term or cumulative GPA, but a failing grade (F) does. The grade of Pass is considered equivalent to a grade of C or better.

A maximum of twelve (12) Pass/Fail credits may count toward a student’s degree program (including those earned through internships, Undergraduate Research Assistantships, practica, and elective courses that the student chose to take Pass/Fail). If a student earns more than 12 Pass/Fail credits, the additional credits will appear on the student’s transcript but will not be applied to the degree. Depending on the transfer guidelines of other institutions, courses taken Pass/Fail may not be transferrable.

### **Incomplete Grades**

A grade of incomplete ("I") is granted in cases of personal emergencies (such as serious illness, or death or serious illness in the student's immediate family). An "I" cannot be given merely because a student fails to complete course work on time. Students should inform their instructors immediately of any situation that would cause them to miss assignment deadlines or examinations. In cases of serious illness or a death in the family, once the College is alerted, the Office of Student Services will notify a student's instructors.

Requests for an incomplete grade must be submitted to the Registrar by the professor. An "Incomplete Clearance Plan" form is available on the Faculty Portal and must be completed and signed by both the student and the faculty member. The form asks for the circumstances of the request and documents an agreement between the student and faculty member for the completion of any missing coursework in a prescribed amount of time.

The student who has been granted an "Incomplete" must complete all course requirements within the deadline specified by the instructor, not to exceed six weeks after the end of the semester. Failure to complete the work within the time allotted will result in the student receiving a grade based upon the work completed prior to the Incomplete. In many cases, this will result in a Failure for the course.

### **Academic Transcripts**

The Registrar's Office provides transcripts of student academic records upon written request of the student. Transcript requests may be submitted online through a form on the College website or through the National Student Clearinghouse. Current students can submit a transcript request from the Student Portal. There is a \$5 fee per transcript; payment must accompany the request.

Transcripts are generally processed within 2-3 business days after receipt of payment. If a student has an outstanding balance at the College, transcripts will not be processed until the student's account has been cleared by the Bursar or Director of Library Services.

The King's College is the official repository for academic transcripts from the former campuses of The King's College and Northeastern Bible College.

### **Class Attendance and Punctuality**

Students are expected to attend punctually all regularly scheduled sessions of each course. Students who arrive late or leave early will be recorded as absent. In courses that meet once a week, the maximum number of days a student can be absent for any reason is three. In courses that meet twice a week, the maximum number of days absent is six.

A student who misses seven class periods of a course that meets twice a week (or four class periods of a course that meets once a week) will be administratively withdrawn from the course, with a grade of "AW" recorded on the transcript (calculated as an F in the student's GPA). Students administratively withdrawn from a class will receive no refund of any fees to which they may otherwise be entitled.

In order to maintain enrollment in an online class, a student must regularly attend the class. Online attendance is defined as participating in an activity on that class's Moodle platform, submitting an assignment by e-mail, or contacting the professor about a class-related matter. A student who is absent for 14 consecutive days will be administratively withdrawn from the class, receiving a grade of "AW" (administrative withdrawal), which is calculated as F in the student's GPA.

Absences due to personal emergencies may protect the grade students earn in a course but such protection does not extend the number of days they are allowed for absences. Students should keep track of their own absences. Neither the instructor nor the College assumes the responsibility of informing a student who is approaching the maximum number of allowed absences.

## Grading Policies

The unit of credit is the semester hour. Each semester credit hour represents at least 750 minutes of instruction.

A student may complete most courses and receive academic credit with a grade of D-. However, in order to meet graduation requirements, a student must obtain a grade of C or higher in College Writing I, College Writing II, and all courses that are required of the major.

The grade-point equivalents of letter grades are as follows:

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

AW = Administrative Withdrawal. Computed as an F in GPA.

W = Withdrawal from a course within the first six weeks. Does not affect GPA.

WP = Withdrawal after the sixth week with a passing grade. Does not affect GPA.

WF = Withdrawal after the sixth week with a failing grade. Computed as an F in GPA.

I = Incomplete grade—This grade converts to the grade earned within the extension granted (no more than six weeks after the end of the course); course work not completed during this period is factored in to the final grade as a zero.

AU = Audit

P = Pass. Does not affect GPA.

NC = Not For Credit

NR = No grade submitted by professor. Does not affect GPA.

## Grade Reports

Grade reports, available on the Student Portal at the end of each term, indicate the student's cumulative GPA, and the grade point average earned for the semester.

The Registrar's Office attempts to warn students with failing grades at midterm. This warning reflects only the information available to the Registrar at a particular moment. A student who does not receive such a warning letter may nevertheless be at risk of failing a course. Students should monitor their grades through the Student Portal. (See "Nobody Told Me.")

## Grade Corrections and Appeals

The assignment of grades normally falls under the discretion of the instructor who assigns the grade and is a matter of his or her academic freedom.

If a student believes a grade has been incorrectly computed or recorded, he or she should inform the instructor who reported the grade, via e-mail or written correspondence, within 30 days of the end of the semester. The instructor must authorize any change to the grade issued for a course. All corrections will be reviewed and processed within ten weeks of the end of the term, after which all grades are considered final and no longer open to revision for any reason.

If a student believes a grade is unfair, he or she should bring the complaint to the instructor. If the matter is not resolved, the student may appeal to the Program Chair for that course (if the complaint is against the Program Chair, the complaint may be sent directly to the Vice President of Academic Affairs). The Program Chair may deny the appeal outright or forward it to the Academic Affairs Committee. The Committee advises the Program Chair, who makes the final decision and informs the student. The Program Chair's decision cannot be appealed.

### **Repeating Courses**

A student who fails or fails to complete any course twice is suspended from the College. The withdrawal grade of W does not count against a student's attempts to complete the course, though other withdrawal grades (WP, WF, AW, etc.) are counted as attempts. In extraordinary circumstances, a student may appeal to the Vice President of Academic Affairs.

Note that students must earn a grade of C or higher in both College Writing I (ENG 110) and College Writing II (ENG 120) within the first three semesters of enrollment; failure to do so will result in dismissal from the College.

When a course is repeated, the previous grade remains on the student's transcript in addition to the new grade. The higher of the two grades is used to compute the student's cumulative GPA. Each grade counts toward the term GPA for the semester in which it was earned.

Students should refer to "Repeated Courses" in the Financial Aid section for important information regarding financial aid eligibility for repeated courses.

A student who has failed a course at The King's College is not permitted to take a similar course at another college or university to make up for it.

### **Academic Status, Academic Warning, and Class Standing**

A student attending The King's College is either in "Good Standing" or "On Probation." A student is in "Good Standing" when cumulative GPA meets the standard on the following scale:

Freshman	1.8 or higher
Sophomore	1.9 or higher
Junior	2.0 or higher
Senior	2.0 or higher

A student may be in Good Standing but still be under "Academic Warning." Academic Warning applies to students whose cumulative and/or semester GPA falls below 2.0. Students on Academic Warning receive a notice from the Registrar drawing attention to the situation. Academic Warning is not the same as Academic Probation (see below), and does not appear on a student's transcript.

The standing of a student as a freshman, sophomore, junior, or senior for these purposes is determined by the number of credit hours the student has earned at The King's College in addition to any credit hours that the College has officially accepted as transfer credits applicable toward a degree program at The King's College. The credit hours for class standing are as follows:

Freshman	0-29 credit hours
Sophomore	30-59 credit hours
Junior	60-89 credit hours
Senior	90 or more credit hours

### **Academic Probation**

A student whose cumulative GPA falls below the standards given above will be placed on Academic Probation and will be notified by the Office of Academic Affairs. Probationary status is also recorded on the student's academic transcript. Academic Probation is separate and distinct from "Academic Warning." See above.

Students on Academic Probation may not hold jobs on campus or leadership positions in The King's Council, any campus organization, the House system, or a College publication. Students may not participate in International Ventures or sports teams. Students are encouraged to attend discipleship groups, student-led worship meetings, lectures, and seminars.

In order to be removed from probation, a student must earn Good Standing within the next semester. A part-time student must earn Good Standing by means of grades earned in courses comprising the next 12 consecutive credits, and these credits must be completed before the next two regular (spring and fall) semesters elapse.

### **Academic Suspension**

Academic Suspension from The King's College means that a student is prohibited from taking courses, earning academic credit, living on campus, holding employment at the College, or participating in College activities. Suspended students lose their security clearances and library privileges. During a period of Academic Suspension, a student will be considered eligible to return to the College pending satisfactory evidence of successfully addressing the issues that led to academic failure. Re-admission is not automatic. See below for additional information on re-admission.

Suspension from The King's College for academic reasons is for a period of at least one regular (fall or spring) semester. Academic Suspension will occur in any of the following situations:

- A student has been on probation for a full semester and has failed to meet the conditions to return to Good Standing.
- A student fails the same course twice. (exception: failing College Writing I or II twice will constitute dismissal from the College)
- A student on probation fails to follow the restrictions of his or her probation.

At the end of each term, the Registrar notifies the Office of Academic Affairs of students whose academic performance meets the criteria for suspension. The Vice President of Academic Affairs then informs the students.

### **Readmission to the College**

Students may apply for readmission to The King's College if they have taken an unofficial leave of absence from the College; if they were granted an official leave of absence from the College but failed to return to a matriculated status after the course of one semester; or if they were academically suspended and wish to continue their studies at the College.

To be readmitted, a student must complete an "Application for Re-Admission," available on the College website. If it has been five or more years since the student last attended, the student may be required to supply test scores, high school transcripts, or other parts of an initial application. For students who left the College in Good Standing, the Registrar will either approve or deny readmission applications and will inform the student. For students who left the College while on probation or were suspended, the Student Affairs Committee will review all applications and appeals and give a formal recommendation to the Vice President of Academic Affairs. The VPAA will either approve or deny the readmission application and will inform the student. A student's first point of contact for readmission will be the Office of Admissions.

For students wishing to be readmitted after a period of Academic Suspension, the application must be accompanied by a letter, addressed to the Office of Academic Affairs, in which the student presents his or her reasons for seeking to return to the College, and any evidence that supports the student's claim that he or she will, if re-admitted, meet the College's academic requirements. Such evidence should include an official transcript of courses taken during the student's period of suspension. A student who is readmitted after a suspension will be accepted conditionally and placed on Academic Probation. The conditions for readmission require that the student take a full course load and pass every course. Other conditions may also be required at the discretion of the Student Affairs Committee.

Readmitted students are subject to the academic requirements and policies in effect at the time of their return to the College.

### **Dismissal**

Dismissal for academic reasons occurs when 1) a student who has been conditionally readmitted fails to meet the conditions; 2) when a student fails the same course three times; 3) the student is found guilty by the Honor Council of an academic infraction warranting expulsion; 4) the student admitted as a freshman has failed to earn a degree within 12 consecutive semesters of full-time enrollment in the College; 5) the student admitted as a sophomore has failed to earn a degree within 10 consecutive semesters of full-time enrollment the College; or 6) the student admitted as a junior has failed to earn a degree within 8 consecutive semesters of full-time enrollment in the College. Dismissal from the College is final.

## Summary of Academic Statuses

Status	When	Consequences
Good Standing	Meets minimum cumulative GPA for class standing (1.8, 1.9, 2.0)	None
Academic Warning	Cumulative and/or semester GPA falls below 2.0 but meets minimum for Good Standing	Receives warning
Probation	Cumulative GPA falls below minimum for Good Standing	Activities and employment restricted
Suspension	Has been on probation for one semester and does not regain Good Standing, fails the same course twice, or fails to follow restrictions of probation	For a minimum of one semester, not allowed to register for courses or live on campus; may not take courses elsewhere for Major or Core credit; must petition for readmission
Dismissal	Any of the following: Fails the same course three times; fails College Writing I/II twice; fails to successfully complete College Writing I and II sequence in 3 semesters; found guilty of plagiarism; other reasons (see above)	Permanent removal from the College

### "Nobody Told Me"

Students are responsible for keeping themselves informed about College policies, deadlines, fees, and degree requirements and about their individual progress toward meeting those requirements. The College strives to inform students of all these matters. Faculty members and the staff of Student Services work to keep students informed. However, students bear the responsibility to pay attention, to seek out meetings when they need additional information, to keep track of their degree audits in the Student Portal in order to make sure they are accurate and up to date, to submit required forms, to check the accuracy of their understanding of College policy, to ask questions when in doubt, to obtain written permission for any exception to a College policy, and to follow up on discussions with College officials.

A student who falls short of a requirement, misses a deadline, or otherwise does not meet a College obligation will not be excused on the basis of "nobody told me." Students are responsible for managing their academic careers. Failure to pay attention to policies and deadlines often leads to easily avoidable academic difficulties.

### Study Guides and Test Prep Sessions

Students should not expect faculty members at The King's College to provide study guides designed to assist with tests and examinations. Students who rely on their own notes and make their own efforts to synthesize what they have learned in class tend to perform better on exams and to earn higher grades in courses.

Examinations may call for knowledge of any material assigned in readings, field trips, or other course requirements and any material covered in class through lecture or discussion. A faculty member is not obligated to flag material that may appear on examinations. This does not mean all material covered in a course is equally important; rather, students must learn to distinguish between material of greater and lesser importance and study accordingly.

Professors have frequent office hours and may increase them before exams, but they normally will not have special test prep sessions.

### **Independent Study**

If a student wishes to receive credit for research in a topic that is related to coursework at The King's College but is not available in the regular course offerings, he or she should apply for an Independent Study. The College grants academic credit for Independent Study under the following conditions: the student must be a junior or senior in Good Standing with a cumulative GPA of 3.6 or higher and must have already earned at least 80 credits. Students work under the guidance of a faculty member and must complete both a research paper and an oral presentation. Students wishing to do an Independent Study must speak with their Program Chair or academic advisor.

### **Directed Study**

The Directed Study is designed to be a substitute for a course that is required in a student's program map but is not offered in the semester needed. The material covered in such a course is the same as that covered in the traditional course. In special circumstances, and at the recommendation of the Program Chair or academic advisor. A Directed Study is only to be granted during the summer or if a student is in his/her last semester and needs the class in order to graduate. In order to enroll in a Directed Study, a student should fill out a "Directed Study Request Form" with the required signatures and turn it in to the Registrar's Office. The student must be a junior or senior (at least 60 completed hours) in Good Standing at the time the Directed Study is to be taken. Additionally, students may take no more than one Directed Study during their time at King's.

### **Internship for Credit**

Students are eligible to receive academic credit for internship experiences in their junior and senior years. Students may obtain their own internships and/or seek guidance from the Director of Career Development for internship opportunities. Students must have a junior or senior class standing at the college and must have a cumulative GPA of at least 2.7. If the cumulative GPA is lower than 2.7, students are eligible for internship credit only if they received a preceding term GPA of at least 3.3. Transfer students must complete one semester at The King's College and meet the requirements listed above to be eligible for internship credit. In exceptional cases, sophomores with a GPA of 3.3 or above may be eligible for internship credit with approval of the Director of Career Development and the Office of Academic Affairs.

Students who participate in the internship program will be required to complete academic work as assigned by the internship instructor. They must work at their internship for a minimum of ten (10) hours per week throughout the term. Each internship will be graded on a Pass/Fail basis for three (3) academic credits. A grade of Pass does not count toward the student's term or cumulative GPA, but a failing grade (F) will.

A maximum of two (2) internships (six academic credits) may count toward the student's degree program. Since many employers will only allow students to intern at organization for internship credit, King's permits students to do an unlimited number of internships for credit because the College recognizes that internships are valuable experiences, and in many cases necessary, toward obtaining post-graduate employment. However, anything beyond two (2) internships will not be applied to the student's degree program.

#### *How to Apply*

Students who have obtained an internship and are interested in receiving school credit (INT999) must complete the application form (located on student portal) and submit it to the Registrar. The deadline for submitting this application is the same as the class add/drop deadline (for fall, spring and summer semesters). Students approved for INT999 will receive a syllabus from the Career Director.

### **Undergraduate Research Assistantship**

At the invitation of a member of the full-time faculty, a student may receive credit for work as a Research Assistant. The student, faculty member, and Program Chair must submit to the Registrar (1) a signed Research Assistant Request Form from the Registrar's Office; (2) an 800-1500 word proposal for the research project; and (3) a plan that outlines the student's responsibilities for the research project.

Students may receive one, two, or three credits for their assistantship, based on the hours worked during the semester (1 credit: 40-79 hours; 2 credits: 80-119 hours; 3 credits: 120 hours). A maximum of six academic credits earned as an Undergraduate Research Assistant may count toward the student's degree program. Each assistantship will be graded on a Pass/Fail basis. The number of credits earned in the assistantship must be determined before the semester begins and cannot be changed after the add/drop period.

### **One-Credit Courses**

Academic courses of one credit hour may be granted for certain types of instruction: seminars, tutorials, recitations, laboratories, workshops, performance groups (musical or theatrical) as well as supervised individual studio instruction. Campus leadership or student participation in extra-curricular activities does not qualify as coursework for academic credit under this policy. One-credit-hour courses are offered on a Pass/Fail basis and will apply to a student's program map as open elective credit or, in the case of MCA majors, up to 6 hours of MCA elective credit. Students may apply no more than 6 hours of academic credit from such courses to the total number of credits needed for graduation (120).

### **Exceptions**

The College grants exceptions to particular policies. Exceptions are valid only if approved in writing by the Office of Academic Affairs. Requests for exemptions and exceptions to academic policies must be submitted in writing to the Registrar.

### **Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA) protects the privacy of the educational records of college students. Colleges are not allowed to release any information to parents or other constituencies from a student's educational record or disciplinary proceedings without the written consent of the student.

Notification of student rights under the Family Educational Rights and Privacy Act of 1974:

1. The right to inspect and review your education records.
2. The right to request the amendment of education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights.
3. The right to consent or to refuse to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA and regulations issued pursuant to it authorize disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by The King's 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, D.C. 20202-5920

Student records policies and procedures for The King's College:

1. *Annual Notification:* Students will be notified of their FERPA rights annually through The King's College online college catalog.
2. *Definitions:* For the purposes of this policy, The King's College (the College) uses the following definitions of terms:
  - a. Student - any person who attends or has attended the College.
  - b. Education Records - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by the College or an agent of the College which is directly related to a student, except:
    - i. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
    - ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
    - iii. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment.
    - iv. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which doesn't relate to the person as a student.

3. *Procedure to Inspect Education Records:*
  - a. Students may inspect and review their education records upon written request to the Registrar.
  - b. Students should submit to the Registrar a written request that identifies as precisely as possible the record he or she wishes to inspect.
  - c. The Registrar or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days of the date of receipt of the written request by the College.
  - d. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.
  
4. *Limitation on Right of Access:* The King's College reserves the right to refuse to permit a student to inspect the following records:
  - a. The financial statement of the student's parents.
  - b. Letters and statements of recommendation for which the student has waived his/her right of access.
  - c. Records connected with an application to attend the College if that application was denied.
  - d. Those records which are excluded from the FERPA definition of education records.
  - e. Alumni records and records created or received after a student's graduations which do not directly pertain to a student's educational history.
  - f. Grades or peer-graded papers before they are collected and recorded by a teacher.
  
5. *Refusal to Provide Copies:* The College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:
  - a. The student lives within commuting distance of the College.
  - b. The student has an unpaid financial obligation to the College.
  - c. There is an unresolved disciplinary action against the student.
  - d. The education requested is an exam or set of standardized test questions (an exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions).
  
6. *Copies of Records:* The College will search and retrieve all records subject to FERPA's access provisions at no charge; however, there may be a charge imposed for copies in accordance with College policy at the time copies are to be made.
  
7. *Disclosure of Education Records:* The College will disclose information from a student's education records, outside that which is deemed "Directory Information," only with the written consent of the student (generally indicated by submission of an *Authorization for Access to Student Records* form to the Registrar). Records may be disclosed without consent when the disclosure is:
  - a. To school officials who have a legitimate educational interest in the records. A school official is:
    - i. A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
    - ii. A person elected to the Board of Trustees.
    - iii. A person employed by or under contract to the College to perform a special task, such as an attorney or auditor.
    - iv. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official is:
    - i. Performing a task that is specified in his or her position description or contract agreement.
    - ii. Performing a task related to a student's education.
    - iii. Performing a task related to the discipline of a student.
    - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
    - v. Maintaining the safety and security of the campus.

- c. To officials of another school, upon request, in which a student seeks or intends to enroll. The College will make a reasonable attempt to notify the student of the record's request.
  - d. To officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state or federally supported programs.
  - e. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  - f. To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
  - g. To organizations conducting certain studies for or on behalf of the College.
  - h. To accrediting organizations to carry out their functions.
  - i. To parents of an eligible student who is claimed as a dependent for income tax purposes.
  - j. To comply with a judicial order or a lawfully issued subpoena.
  - k. To appropriate parties in a health or safety emergency.
  - l. To individuals requesting directory information so designated by the College.
  - m. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the victim of that crime.
8. *Record of Requests for Disclosures:* The College will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining information. The record may be reviewed by the student.
9. *Directory Information:* At its discretion, the College may provide "directory information" in accordance with the provisions of FERPA. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. The College designates the following items as directory information: student name, parent names, current address, telephone numbers, electronic mail address, date and place of birth, enrollment status (e.g. undergraduate, full-time or part-time), dates of enrollment, degree(s) and award(s) received, major field of study, most recent educational agency or institution attended, anticipated graduation date, participation in officially recognized sports, height and weight of members of athletic teams, and photographs or other visual images. A student's identification number, user ID or, unique personal identifier is also directory information. However, if the information could be used to access a student's educational records without entering a personal identification number, password, or other security check, the information does not qualify as directory information and should not be released. A student may block the public disclosure of directory information (all or in part) by notifying the Registrar in writing. Students should note that the College practices extreme discretion when disclosing any directory information.

Students should consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for the College not to release any or all of this directory information; thus any future requests for such information from non-institutional persons or organizations will be refused.

The College will honor a student's request to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon the student, the College assumes no liability as a result of honoring his or her instructions that such information be withheld. Additionally, the student cannot use the withholding of directory information to prevent his or her name, identifier, or institutional e-mail address from being disclosed in a class in which the student is enrolled.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the College until removed, in writing, by the student.

Items that can never be designated and disclosed as directory information are a student's: social security number, gender, religious preference, grades, and GPA. Other items that can be designated and disclosed as directory information, which the College chooses not to designate as such, are class rosters, and student schedules.

10. *Correction of Educational Records:* Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
- a. A student must ask the appropriate official of the College to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
  - b. The College may comply with the request or it may decide not to comply. If the College decides not to comply, the student will be notified of the decision and advised of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
  - c. Upon request, the College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
  - d. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the education records. The student may be assisted by one or more individuals, including an attorney.
  - e. The College will prepare a written decision based solely on the evidence presented in the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
  - f. If the College decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, it will amend the record and notify the student, in writing, that the record has been amended.
  - g. If the College decides that the challenged information is accurate, not misleading, or not in violation of the student's privacy rights, it will notify the student that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth the reasons for disagreeing with the decision.
  - h. The statement will be maintained as part of the student's education record as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.

# Academic Offerings

## Common Core

At The King's College, the Common Core courses are the foundation of our academic programs. They are *common* because all students take these courses, and they are *core* because they are the intellectual center of our other programs. Most colleges and universities in the United States have a small number of common core courses that all students must take. For example, students are typically required to take a freshman writing course. The King's College differs in the number of required courses (many more than most colleges), in the spacing of these courses (over all four years), and in their importance to our overall program (very high).

The Common Core consists of twenty courses in a particular sequence. Students take nine of these courses as freshmen, five as sophomores, four as juniors, and two as seniors. Altogether, the Common Core accounts for half of the courses students need to graduate from King's.

Our Core Curriculum is an interdisciplinary, holistic approach to education. It is composed of courses that draw from the classical disciplines—including history, literature, theology, science, and math—alongside the 'ruling disciplines' of politics, philosophy, and economics. This Core offers a distinctive PPE-liberal arts education for all of our students, in which we emphasize excellence in the written and spoken word. We believe that students who aspire to change the key institutions of society for the better need to know the best ideas, the most important arguments, and the most influential traditions. The best way to accomplish this end is by ordering the curriculum in a particular way.

In ordering the courses, we are trying to apply three main principles:

- Chronological exploration of the cultural context from whence arose the essential ideas that have shaped Western Civilization and the American Experiment. For example, we require three Western Civilization courses, followed by two courses in American Political Thought and Practice.
- Conceptual, cross-disciplinary approach that presents students with the religious, literary, political, and economic elements that form civilizations: the sacred texts, the great stories, the laws, and the social context. Students read the Greek philosophers at the same time as the Old Testament.
- Close, unabridged reading of several substantial texts, or Great Books, rightly acknowledged as canonical works. For example students will read Sophocles, Homer, Cicero, Plutarch, and Virgil from the ancient period.

## Common Core Map 2014-2015

YEAR 1			
Courses		Courses	
<i>ENG 110: College Writing I**</i>	3	<i>ENG 120: College Writing II**</i> <ENG 110>	3
MAT 155: Quantitative Reasoning* or MATH 170: Calculus <MAT 160 or SAT-M 650/ACT-M 27>	3	HIS 111: Western Civilization I**	3
REL 110: Christianity and Society**	3	REL 112: Introduction to the Literature of Hebrew Scripture**	3
PHL 110: Foundations of Philosophy**	3	<i>POL 110: Foundations of Politics**</i>	3
ECO 110: Introduction to Economics**	3		
YEAR 2			
Courses		Courses	
HIS 212: Western Civilization II <HIS 111>	3	HIS 213: Western Civilization III<HIS 212>	3
REL 211: Introduction to New Testament Literature**<REL 112>	3	<i>SCI 212: Scientific Reasoning**</i> <PHL 110, MAT 155/160/170>	3
ECO 211: Microeconomics* <ECO 110, MAT 155/160/170>	3		
YEAR 3			
Courses		Courses	
POL 311: American Political Thought and Practice I** <POL 110>	3	POL 313: American Political Thought and Practice II**<POL 311>	3
ECO 311: Economic Thought and Practice <ECO 110>	3	REL 312: Foundations of Judeo-Christian Thought* <REL 211>	3
YEAR 4			
Courses		Courses	
ENG 412: Persuasive Writing and Speaking* <ENG 120>	3	PHL 461: Ethics* <PHL 110>	3

Business Administration, Finance, and Media, Culture and Arts Common Core replace some courses with similar related courses.

### Key to Program Maps

All program maps are based on the following system of notations:

\* Indicates courses that are offered in both fall and spring semesters, and may be taken either semester

\*\* Indicates courses that are offered primarily in one semester, but could be offered in both fall and spring semesters

Courses with no stars listed will ordinarily be offered ONLY in the semester indicated on the map.

*Italics* indicate courses that must be taken at The King's College. Transfer students may take a placement exam to test out of College Writing I.

<Angle brackets> indicate pre-requisites (or co-requisites where noted).

## **Bachelor of Arts Degree in Media, Culture, and the Arts**

Upon meeting Harriet Beecher Stowe, author of *Uncle Tom's Cabin*, Abraham Lincoln is supposed to have said, "So this is the little lady who started this big war." The influence of Stowe's novel illustrates what Plato said long ago: "Give me the songs of a nation and it matters not who writes its laws." These and many other instances point to a broad truth: cultural production, such as the writing of books and music, plays a major role in the development of a society.

At The King's College, we believe that a well-ordered society loves God and neighbor above all else and that from this love cultural life is created. As Christians, we are called to embody the redemptive transformation of culture; God's image-bearers have great capacity to cultivate, create, and help restore culture. Therefore we affirm the creative capacity in human nature and the greater role of the arts in society.

At The King's College we also affirm the importance of the role of the artist in society as an agent of cultural transformation. The Bachelor of Arts in Media, Culture, and the Arts seeks to ground students in philosophy of art as they explore the means by which cultures are shaped, while inspiring them to pursue excellence as they hone their craft.

Human creativity in media and the arts is particularly active in New York City. Many Christian universities have sought to separate themselves from epicenters of culture, particularly in the last century. This trend neither fosters cultural renewal nor redemption. Others have embraced the culture and compromised their faith, becoming indistinguishable from secular institutions.

At King's, we are charting what we believe is a better and more promising path for those intent on creating, cultivating, and stewarding culture: the Bachelor of Arts in Media, Culture, and the Arts (MCA). With this degree we are preparing students for meaningful careers as creators, critics, influencers, and gatekeepers.

Students who choose to major in MCA begin taking foundational coursework in media and cultural studies. The six rigorous courses of the Humanities sequence introduce students to the principles of cultural interpretation, the history of artistic movements and their driving ideologies from the birth of civilization to the present day, and the nature and challenge of the postmodern world. These six courses have as their theological foundation a Christian anthropology that recognizes that all culture is best understood through the metanarrative of creation, fall, and redemption.

In the media courses, students study the history, theory, and practice of media and media-related technologies by examining how our media-saturated and increasingly urbanized world affects how we live and how we are changed, for better or for worse. Students also take a required business course, because we aim to prepare graduates who are not only knowledgeable about their field of study, but able to lead and guide the organizations in which they work. The final requirement, the Senior Project, is a capstone course in which students pursue a thesis, project, or portfolio that helps prepare them for the career they intend to pursue upon graduation.

In addition to the required MCA courses, students choose five MCA electives that best prepare them for the career field they have chosen. We offer both theoretical and skills-based courses; students are currently taking classes in media, film, theater, the visual arts, music, literature, journalism, criticism, and creative writing. Students have the opportunity to learn basic practical skills in a number of these fields and disciplines of cultural formation. Note, however, that we choose not to offer advanced skills acquisition classes like those offered by a conservatory or arts school (though students may request permission to take a handful of selected MCA electives at other institutions). Rather, we focus on imparting a comprehensive understanding of the history, theory, and critical analysis of media and the arts—along with foundational disciplinary practices. This is what sets us apart.

Finally, MCA students take seven general electives. These electives can be chosen from any courses offered by the college, including those from the Business Administration and Politics, Philosophy, and Economics programs. Students are also welcome to take more MCA courses if they choose. Additionally, the college leverages its New York City setting by assisting students with finding internships and helping them interact with some of the world's greatest media and art institutions.

## Media, Culture, and the Arts Program Map 2014-2015

YEAR 1			
<b>Courses</b>		<b>Courses</b>	
ENG 110: College Writing I**	3	ENG 120: College Writing II** <ENG 110>	3
MAT 155: Quantitative Reasoning* or MATH 170: Calculus <MAT 160 or SAT-M 650/ACT-M 27>	3	HIS 111: Western Civilization I**	3
REL 110: Christianity and Society**	3	REL 112: Introduction to the Literature of Hebrew Scripture**	3
PHL 110: Foundations of Philosophy**	3	POL 110 Foundations of Politics**	3
ECO 110: Introduction to Economics**	3	Open Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 2			
<b>Courses</b>		<b>Courses</b>	
HIS 212: Western Civilization II <HIS 111>	3	HIS 213: Western Civilization III <HIS 212>	3
REL 211: Introduction to New Testament Literature** <REL 112>	3	SCI 212: Scientific Reasoning** <PHL 110, MAT 155/160/170>	3
HUM 211: Arts & Ideas of the Ancient World <ENG 120>	3	HUM 212: Arts & Ideas of the Medieval and Early Modern World <pre-req: ENG 120, co-req or pre-req: HUM 210>	3
HUM 210: Principles of Cultural Interpretation*	3	MED 251: The Enterprise of Mass Communication* <ENG 120>	3
MCA Elective	3	MCA Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 3			
<b>Courses</b>		<b>Courses</b>	
POL 311: American Political Thought and Practice I**<POL 110>	3	POL 313: American Political Thought and Practice II**<POL 311>	3
ECO 311: Economic Thought and Practice <ECO 110>	3	REL 312: Foundations of Judeo-Christian Thought* <REL 211>	3
HUM 311: Arts & Ideas of the Modern World <ENG 120, HUM 210>	3	HUM 310: The Post-Modern World <HUM 311>	3
MCA Elective	3	MED 353: Media, Culture, and Society* <ENG120>	3
Open Elective	3	Open Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 4			
<b>Courses</b>		<b>Courses</b>	
ENG 445: Cultural Criticism <ENG 120, HUM 210>	3	PHL 461: Ethics* <PHL 110>	3
BUS 273: Principles of Management and Organization* <ENG 110>	3	MCA Elective	3
MCA Elective	3	Open Elective	3
Open Elective	3	Open Elective	3
Open Elective	3	MCA: 451: Senior Project* <Sr. Standing>	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
<b>TOTAL for graduation</b>	<b>60</b>		<b>60</b>

**MCA Electives:** These slots can be filled with any elective in the media, arts, history, literature, film, or other classes offered within the MCA degree.

**Open Electives:** These slots can be filled with any elective, up to two internships or any combination of the aforementioned. At least one Open Elective requirement must be met by a Liberal Arts and Science course.

## **Bachelor of Arts Degree in Politics, Philosophy, and Economics**

The King's College program in Politics, Philosophy, and Economics (PPE) weaves together the academic disciplines that examine the nature of human beings and human communities. Politics deals for example with the question, "How should we govern ourselves?" Philosophy asks questions such as, "What is the nature of human beings?", "What is the nature of the good?", and "How can we become good?" Economics asks, for example, "How can the community prosper within the constraints of the material world?"

Oxford University created the first PPE degree in 1920. Since then, more than two dozen colleges and universities have adopted the idea and developed their own versions of it. The King's College PPE program takes its inspiration from this tradition, but has its own distinct content. PPE at The King's College has three particular distinctions.

First, it is built on the College's Common Core. Second, many PPE courses at King's have a strong theological component, and the curriculum as a whole is informed by the great truths of Christianity. Our curriculum is based on the idea that Christianity gives powerful insights into the key questions that political theorists, philosophers, and economists pursue. Third, students in the PPE program prepare for public debate and advocacy. The curriculum acknowledges the importance of persuasive writing and speaking. The aim is to prepare graduates who are not just knowledgeable about the world, but ready to act in the world.

The common core component of the PPE program introduces students to the fundamental principles of the three disciplines, plus theology. Upper level courses in the PPE major focus on contemporary issues and more advanced topics. The program, however, is completely integrated. Basic questions raised during freshman year are raised again in courses throughout the students' program in order to gain a greater knowledge of the implications of how we answer these questions.

In the discipline of politics, PPE students begin their study of politics by examining foundational questions raised by Plato's *Republic* and various works of literature such as *Lord of the Flies* and *Brave New World*. They then continue by exploring the American experiment through the writings of great statesmen such as John Adams and Abraham Lincoln. While students explore the American experiment they also study the political and philosophical context of this experiment—the Enlightenment. This will lead to an analysis of different theories and justifications for human rights, and the goals and merits of liberal democracies. All of this prepares students for a historically and philosophically grounded study of the constitutional history of the United States from its founding up to and including the expansion of civil rights.

In the discipline of philosophy, PPE students study the metaphysics, epistemology, and ethics of the major philosophers in a historical sequence which begins with Plato and Aristotle in the Ancient Philosophy course, continues with Augustine and the Scholastics in the Medieval Philosophy course, and culminates with thinkers such as Descartes and Kant in the Modern Philosophy course. Through the study of these authors students become acquainted with how philosophers struggle to understand the nature of human beings, the nature of the world around them, and the nature of goodness. Understanding these questions helps us develop a systematic treatment of ethics, including the nature of values, considerations of human freedom, and the sources of moral goodness and moral evil.

In the discipline of economics, PPE students study two broad themes: how market participants make choices on the basis of expected costs and benefits and how markets coordinate these choices through fluctuating prices. Students learn how markets efficiently coordinate information through the price system and learn how government sets the rules for markets, in some cases promoting prosperity and in other cases hindering beneficial market interactions of both buyer and seller. In Microeconomics, students learn about specialization and trade, supply and demand, consumer and producer surplus, and competitive and uncompetitive market structures. In Macroeconomics, students study the causes and consequences of recessions, financial crises, unemployment, and inflation as well as prosperity and long-run growth. In Economic Thought and Practice, students will study how the major economic ideas that have influenced economic systems, policies, and popular understanding are put into practice. In elective courses, students can study the history of economic thought, the economics of government decision-making, globalization, and economic development.

# Politics, Philosophy & Economics Program Map 2014-2015

YEAR 1			
<b>Courses</b>		<b>Courses</b>	
ENG 110: College Writing I**	3	ENG 120: College Writing II** <ENG 110>	3
MAT 155: Quantitative Reasoning* or MATH 170: Calculus <MAT 160 or SAT-M 650/ACT-M 27>	3	HIS 111: Western Civilization I**	3
REL 110: Christianity and Society**	3	REL 112: Introduction to the Literature of Hebrew Scripture**	3
PHL 110: Foundations of Philosophy**	3	POL 110: Foundations of Politics**	3
ECO 110: Introduction to Economics**	3	Open Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 2			
<b>Courses</b>		<b>Courses</b>	
HIS 212: Western Civilization II <HIS 111>	3	HIS 213: Western Civilization III <HIS 212>	3
REL 211: Introduction to New Testament Literature** <REL 112>	3	SCI 212: Scientific Reasoning** <PHL 110, MAT 155/160/170>	3
ECO 211: Microeconomics* <ECO 110, MAT 155/160/170>	3	ECO 210: Macroeconomics* <ECO 211>	3
PHL 210: Ancient Philosophy <PHL 110>	3	PHL 212: Medieval Philosophy <PHL 210>	3
MAT 274: Statistics* <MAT 155/160/170>	3	Open Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 3			
<b>Courses</b>		<b>Courses</b>	
POL 311: American Political Thought and Practice I** <POL 110>	3	POL 313: American Political Thought and Practice II** <POL 311>	3
ECO 311: Economic Thought and Practice <ECO 110>	3	REL 312: Foundations of Judeo-Christian Thought* <REL 211>	3
REL 354: Principles of Biblical Interpretation* <REL 211>	3	POL 351: Constitutional Law <POL 311>	3
PHL 314: Modern Philosophy <PHL 212>	3	Open Elective	3
POL 312: Enlightenment and Liberal Democracy <POL 110, HIS 212, PHL 212>	3	Open Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 4			
<b>Courses</b>		<b>Courses</b>	
ENG 412: Persuasive Writing and Speaking* <ENG 120>	3	PHL 461: Ethics* <PHL 110>	3
ECO 452: Political Economy <ECO 211>	3	PPE Elective	3
PPE Elective	3	PPE Elective	3
Open Elective	3	Open Elective	3
PPE Elective	3	PPE Elective of choice or PPE 451: Senior Thesis* <Sr. Standing, GPA 3.6>	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
<b>TOTAL for graduation</b>	<b>60</b>		<b>60</b>

**PPE Electives:** At least one elective must be chosen in each of the three disciplines; the remaining ones are at the discretion of the student in consultation with his or her advisor.

**Politics Electives:** POL 325: International Politics; POL 335: Comparative Government; POL 352: Public Policy; POL 451: Civil Rights; POL 452: Statesmanship; POL 454: American Foreign Policy; POL398 or POL498: Special Topics in Politics.

**Philosophy Electives:** PHL 330: Topics in Medieval Philosophy; PHL 363: Plato; PHL 365: Epistemology; PHL 371: Philosophy of Religion; PHL 375: Metaphysics; PHL 398 or PHL 498: Special Topics in Philosophy.

**Economics Electives:** ECO 324: Intermediate Macroeconomics; ECO 325: Intermediate Microeconomics; ECO 331: Economic Development; ECO 335: International Economics; ECO 451: Economic Policy; ECO 452: Political Economy; ECO 453: The Global Economy; ECO 487: Money & Banking; ECO 398 or ECO 498: Special Topics in Economics.

**Open Electives:** These slots can be filled with any elective, a concentration, up to two internships or any combination of the aforementioned.

## **Bachelor of Science Degree in Business Administration**

The King's College Business Administration program prepares students for careers in business. This program, however, differs in two key ways from most undergraduate business programs. First, we approach business as one of our nation's (and the world's) strategic institutions. Business students at The King's College learn not just the techniques of management, such as accounting and marketing, but also how to understand the social, political, and economic foundations of free markets.

Second, the Business Administration program centers on the Christian concept of stewardship. Our goal is to prepare students who will be wise in their prosperity and employ their wealth for the betterment of society. To that end, we are dedicated to developing our students' commitment to personal integrity.

Students in the program learn how to identify risks and opportunities, optimize performance with limited resources, and to manage and inspire human talent. The Business Administration major begins with the Common Core in the freshman year: a sequence of courses that lay the foundation in economics, mathematics, logic, political theory, theology, and Western civilization. The Common Core also emphasizes the written and spoken word—essential skills for the business professional. Freshmen also take Principles of Management and Organization, which surveys key business disciplines: marketing, financial accounting, corporate finance, entrepreneurship, negotiations, and business strategy.

Sophomores take Financial Accounting, Statistics for Business and Economics, and Business Communications, which lay the foundation for more specialized disciplines within business.

As Business students progress into their junior and senior years, they turn from studying other people's decisions to examining what would happen if they were to make the decisions. Juniors take Introduction to Marketing, Corporate Finance, Quantitative Analysis and Computer Modeling, and Business Strategy. Seniors take Entrepreneurship and Venture Formation, Legal Studies in Business, Operations Management and Information Technology, Business Ethics, Decision Process and Negotiation, and Senior Project. Juniors and seniors also continue to take Common Core courses and electives.

Business Administration classes are taught both by full-time faculty members and people currently working in the fields they teach. Faculty members include a venture capitalist, a former bank executive, and a Wall Street investment specialist. The program aims to prepare student to manage both profit and non-profit organizations, and both privately held and public corporations.

Business leadership today requires agility to act wisely within the moment, while never losing sight of the long view. By grounding the study of business in history, economics, and politics, we seek to put students on the path to this kind of balanced insight. We see ourselves as preparing our graduates to be the innovators and leaders of an increasingly globalized economy. We do not seek simply to prepare students for their first job on Wall Street or Madison Avenue. We prepare them for careers in which they can work expertly, confidently, and ethically in any work environment.

## Business Administration Program Map 2014-2015

YEAR 1			
Courses		Courses	
<i>ENG 110: College Writing I**</i>	3	<i>ENG 120: College Writing II**</i> <ENG 110>	3
MAT 170: Calculus <MAT 160 or SAT-M 650/ACT-M 27>	3	HIS 111: Western Civilization I**	3
REL 110: Christianity and Society**	3	REL 112: Introduction to the Literature of Hebrew Scripture**	3
PHL 110: Foundations of Philosophy**	3	<i>POL 110: Foundations of Politics**</i>	3
ECO 110: Introduction to Economics**	3	BUS 273: Principles of Management & Organization* <ENG 110>	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 2			
Courses		Courses	
HIS 212: Western Civilization II <HIS 111>	3	HIS 213: Western Civilization III <HIS 212>	3
REL 211: Introduction to New Testament Literature** <REL 112>	3	<i>SCI 212: Scientific Reasoning**</i> <PHL 110, MAT 155/160/170>	3
ECO 211: Microeconomics* <ECO 110, MAT 155/160/170>	3	ECO 210: Macroeconomics* <ECO 211>	3
BUS 276: Business Communications & Presentations* <ENG 120>	3	BUS 281: Managerial Accounting <BUS 271>	3
BUS 271: Financial Accounting <MAT 160/170>	3	BUS 274: Statistics for Business and Economics* <MAT 170>	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 3			
Courses		Courses	
POL 311: American Political Thought and Practice I** <POL 110>	3	POL 313: American Political Thought and Practice II** <POL 311>	3
ECO 311: Economic Thought and Practice <ECO 110>	3	REL 312: Foundations of Judeo-Christian Thought* <REL 211>	3
BUS 371: Introduction to Marketing <BUS 273>	3	BUS 378: Business Strategy <BUS 371, BUS 373>	3
BUS 373: Corporate Finance <BUS 271, BUS 274>	3	BUS 382: Decision Analysis and Computer Modeling <BUS 274>	3
Open Elective	3	Business Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 4			
Courses		Courses	
BUS 471: Entrepreneurship & Venture Formation <BUS 371, BUS 373>	3	BUS 482: Business Ethics <BUS 273, BUS 473>	3
BUS 473: Legal Studies in Business <Sr. Standing, BUS 276>	3	BUS 484: Decision Process and Negotiation <Sr. Standing, BUS 371>	3
BUS 475: Operations Management and Information Technology <BUS 274>	3	Business Elective or BUS 486: Senior Project <Sr. Standing, GPA 3.6>	3
Business Elective	3	Business Elective	3
Open Elective	3	Open Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
<b>TOTAL for graduation</b>	<b>60</b>		<b>60</b>

**Business Electives:** These slots can be filled with any business elective classes being offered in a particular semester.

**Possible Business Electives:** BUS 372: Human Resource Management; BUS 376: Investments; BUS 381: Intermediate Financial Accounting; BUS 472: International Business; BUS 474: Venture Capital & Funding; BUS 476: Non Profit Management; BUS 481: Market Research; BUS 483: Organizational Change; BUS485: Valuation/Capital Structure; BUS 398 or BUS 498: Special Topics in Business

**Open Electives:** These slots can be filled with any elective, up to two internships or any combination of the aforementioned. At least one Open Elective requirement must be met by a Liberal Arts and Science course.

## **Bachelor of Science Degree in Finance**

The King's College liberal arts curriculum coupled with our Wall Street location will offer great resources to prepare students for leadership careers in Finance. The Finance major will leverage King's distinctive classical education to provide an exceptional Finance education based on a Christian worldview.

The Finance major will have as its foundation the King's Common Core, a distinction from most undergraduate finance programs. The King's Common Core provides essential skills for an effective finance professional by building a foundation in logic, political and economic theory, as well as theology.

Finance major students will also take Business Core courses that complement the Common Core by teaching students in the fundamentals of business practice, including essential skills in business writing and speaking.

The Finance-specific curriculum will also cover a broad range of topics including portfolio management, corporate finance, securities analysis, and international finance. Students will develop competence in mathematics, analytical techniques, portfolio theory, and financial modeling. Electives allow students to pursue particular interests.

Finance classes will be taught both by full-time educators and full-time financiers. Most specialized electives will be taught by highly experienced adjuncts.

For the sake of real world experience, we encourage all Finance students to pursue part-time winter internships or full-time summer employment at financial institutions.

Finance students will have separate admission criteria. In order to be finance major, students must be approved by the Department Chair based on academic records and the criteria below:

- In order to be placed into MAT170: Calculus, students must have an SAT Math score of 650 or higher, or show mastery on a placement test. Otherwise, Business students and students intending to declare a Finance major will be placed in College Algebra with Pre-Calculus and must pass it with C or better.
- In order to be allowed into the Finance major, students must earn a B or better in MAT170: Calculus.
- Students who declare a Finance major are required to have a cumulative GPA of 3.0 or better at the time of graduation.
- Note: Students who declare a Finance major and graduate with a cumulative GPA lower than 3.0 will still have completed the requirements for a Business major and may graduate with a B.S. in Business Administration.

## Finance Program Map 2014-2015

YEAR 1			
<b>Courses</b>		<b>Courses</b>	
ENG 110: College Writing I**	3	ENG 120: College Writing II** <ENG 110>	3
MAT 170: Calculus <MAT 160 or SAT-M 650/ACT-M 27>	3	HIS 111: Western Civilization I**	3
REL 110: Christianity and Society**	3	REL 112: Introduction to the Literature of Hebrew Scripture**	3
PHL 110: Foundations of Philosophy**	3	POL 110: Foundations of Politics**	3
ECO 110: Introduction to Economics**	3	BUS 273: Principles of Management & Organization* <ENG 110>	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
YEAR 2			
<b>Courses</b>		<b>Courses</b>	
HIS 212: Western Civilization II <HIS 111>	3	HIS 213: Western Civilization III <HIS 212>	3
REL 211: Introduction to New Testament Literature** <REL 112>	3	SCI 212: Scientific Reasoning** <PHL 110, MAT 155/160/170>	3
ECO 211: Microeconomics* <ECO 110, MAT 155/160/170>	3	ECO 210: Macroeconomics* <ECO 211>	3
BUS 276: Business Communications & Presentations* <ENG 120>	3	BUS 281: Managerial Accounting <BUS 271>	3
BUS 271: Financial Accounting <MAT 160/170>	3	BUS 274: Statistics for Business and Economics* <MAT 170>	3
<b>Total</b>	<b>15</b>		<b>15</b>
YEAR 3			
<b>Courses</b>		<b>Courses</b>	
POL 311: American Political Thought and Practice I** <POL 110>	3	POL 313: American Political Thought and Practice II** <POL 311>	3
ECO 311: Economic Thought and Practice <ECO 110>	3	REL 312: Foundations of Judeo-Christian Thought* <REL 211>	3
BUS 381: Intermediate Financial Accounting <BUS 281>	3	BUS 376: Investments <BUS 373, ECO 210>	3
BUS 373: Corporate Finance <BUS 271, BUS 274>	3	BUS 383: Financial Modeling <BUS 373>	3
BUS 371: Introduction to Marketing <BUS 273>	3	BUS 378: Business Strategy <BUS 371, BUS 373>	3
<b>Total</b>	<b>15</b>		<b>15</b>
YEAR 4			
<b>Courses</b>		<b>Courses</b>	
BUS 471: Entrepreneurship & Venture Formation <BUS 371, BUS 373>	3	BUS 482: Business Ethics <BUS 273, BUS 473>	3
BUS 473: Legal Studies in Business < BUS 276, Sr. Standing>	3	BUS 484: Decision Process and Negotiation <Sr. Standing, BUS 371>	3
BUS 475: Operations Management and Information Technology <BUS 274>	3	Business Elective or BUS 486: Senior Project <Sr. Standing, GPA 3.6>	3
BUS 386: International Investments <BUS 376>	3	Finance Elective	3
Finance Elective	3	Open Elective	3
<b>Total Credits</b>	<b>15</b>		<b>15</b>
<b>TOTAL for graduation</b>	<b>60</b>		<b>60</b>

**Business Electives for Finance Students:** These slots can be filled with only finance elective classes being offered in a particular semester.

**Finance Elective Options:** BUS 485: Valuations; BUS 473: Real Estate Finance; BUS 474: Venture Capital and Funding; BUS 494: Mergers and Acquisitions; BUS 476: Options and Futures Markets; BUS 486: Money and Banking

**Open Electives:** These slots can be filled with any elective, up to two internships or any combination of the aforementioned. At least one Open Elective requirement must be met by a Liberal Arts and Science course.

# Administration

## Office of the President

GREGORY THORNBURY, President  
JOSEPH RUTA, Esq. General Counsel  
KIMBERLY THORNBURY, Vice President of Strategic Planning & Institutional Research  
LIZ LOCKWOOD, Executive Assistant to the President  
DOUGLAS RAY, Special Advisor to the President

## Office of Academic Affairs

MARK HIJLEH, Vice President of Academic Affairs & Dean of Faculty  
INA KUMI, Associate Vice President of Academic Administration  
VIRGINIA PORTER, Assistant to the Vice President of Academic Affairs  
JENNIFER THARP, Director of Student Success  
SUE HO, Registrar  
PAUL MIDDLEKAUFF, Registration Coordinator  
LETICIA MOSQUEDA, Registration Coordinator  
CHRISTINA ROGERS, Director of Library Services  
DUANNE MOELLER, Executive Director for Educational Ventures  
SHEENA HERMANN, Associate Director of NYC Semester Program  
ANDREW ROGERS, Assistant Director of Online Education  
TBD, Director of Career Development

## Office of Enrollment Management

BRIAN PARKER, Vice President of Enrollment Management  
LUKE SMITH, Director of Admissions  
KATELYN MILLER, Associate Director of Admission  
ELISE GRAHAM, Assistant Director of Admissions  
WANDA PERKINS, Assistant Director of Admissions  
STEPHANIE BREWSTER, Admissions Counselor  
LAURA MERRITT, Office Administrator & Visit Coordinator  
NOAH HUNTER, Director of New Student Financial Services  
ANNA PETERS, Director of Financial Aid  
TASHA AZOR, Financial Aid Assistant

## Office of Student Development

ERIC BENNETT, Vice President of Student Development  
DAVID LEEDY, Dean of Students  
SHELLI CLINE, Assistant Dean of Students  
MEGAN PHELPS, Administrative Assistant to the Vice President of Student Development  
NICK SWEDICK, Director of Student Life  
LAUREN CHRISTIAN, Housing Director  
MICHELLE LAMBDIN, Housing Director  
JONATHAN SCHEAFFER, Housing Director  
STACEY CHEN, Counselor  
SEAN HORAN, Director of Athletics  
BRIAN FINLEY, Assistant Director of Athletics  
TBD, Director of Global Engagement

## Office of Institutional Advancement

TYLER VAWSER, Director of Marketing  
TONNIE CHEN, Administrative Director of Advancement  
CATHERINE CORBIN, Event Planner  
CHAD ABBOTT, Communications Coordinator

**Office of Financial Services**

FRANK TORINO, Vice President of Finance  
JUDY BARRINGER, Controller  
JENNIFER HIETT, Senior Staff Accountant  
FANNY PEREZ, Bursar  
NELLY GULOMIKOVA, Staff Accountant

**Human Resources**

MELODY GARCIA, Manager of Human Resources

**Operations**

RICHARD SWITZER, Director of Facilities  
TIM GALLACHER, Facilities Manager  
MEGAN STOLL, Office Manager

**Information Technology**

JUDY SAMUELSON, Director of Information Technology  
LOUIS TULLO, Assistant Director of Information Technology  
MARAT SHARAFUTDINOV, Network Administrator

**Faculty**

ROBERT CARLE, Professor of Theology  
DAVID CORBIN, Professor of Politics  
LEIGH-ANNE WALKER, Professor of Business  
HENRY BLEATTLER, Associate Professor of History & the Humanities  
ANTHONY BRADLEY, Associate Professor of Theology & Ethics  
DAWN FOTOPULOS, Associate Professor of Business  
DAVID INNES, Associate Professor of Politics  
PAUL GLADER, Associate Professor of Journalism  
JOSEPH LOCONTE, Associate Professor of History  
NOEL RABINOWITZ, Associate Professor of Biblical Studies  
STEVE SALYERS, Associate Professor of Communications & the Humanities  
DAVID TUBBS, Associate Professor of Politics  
BRIAN BRENBERG, Assistant Professor of Business & Economics  
ETHAN CAMPBELL, Assistant Professor of English & Literature  
BEARDEN COLEMAN, Assistant Professor of English & Film  
CHRIS CRAGIN-DAY, Assistant Professor of English & Theater  
JOSHUA HERSHEY, Assistant Professor of Science & Philosophy  
ANDREW JOHNSON, Assistant Professor of Biblical Studies  
MATTHEW PARKS, Assistant Professor of Politics  
JARED PINCIN, Assistant Professor of Economics  
DAVID TALCOTT, Assistant Professor of Philosophy  
ALISSA WILKINSON, Assistant Professor of English & Humanities  
PHILLIP WILLIAMS, Assistant Professor of Mathematics  
JOSHUA BLANDER, Instructor of Philosophy  
DAMI KABIAWU, Instructor of Finance

# Course Descriptions

## **ARH309 LEC: Practicum on Ideas & Institutions of Modern & Contemporary Art Worlds (1-3)**

This intimate and interactive practicum explores the social, cultural, and institutional realities of the art world through visits to art galleries, museums, artist's studio, and auction houses as well as through conversations with artists, critics, curators, collectors, and dealers.

Pre-requisite: ENG120LEC and HUM210LEC

## **ARH498 LEC: Special Topics in Art History (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

## **ART109 LEC: Visual Arts Practicum (1)**

This course is designed to give the students supervised practical experience in the visual arts. May be taken up to three times for credit; graded pass/fail.

## **ART231 LEC: Fundamentals of Drawing (3)**

This course will be an introduction to the theoretical and perceptual methods of drawing. It will introduce the student to the basics of a variety of materials and subject matters. The projects will include an introduction to still life, figure, portrait drawing and interior spaces. The artist will learn how to triangulate, model the form and be introduced to setting up a page using the gold ratio as a compositional tool.

## **ART241 LEC: Communication Design I (3)**

This course is a principle-based approach to the art of visual communication. Students are introduced to the basic principles of graphic design and will use a combination of traditional and digital methods to execute various projects. Projects will be pulled from five areas of communication design: packaging, visual identity and branding, page layout, music graphics and screen-based design. Traditional methods will include watercolor, cut paper, marker, colored pencils; digital methods will include introductory skills in Photoshop/Illustrator. The course is appropriate for students interested in working in any form of visual art or communication design. Students who have taken ART241: The Visual Narrative I cannot take this course for credit.

## **ART242 LEC: Communication Design II (3)**

Students will continue their investigation of the principle-based approach to the craft of visual communication and 2D design introduced in Communication Design I. Students will begin to understand the use of Color in order to construct more advanced visual communication projects. There will be an emphasis on the use of both traditional and digital media to complete projects. The course is appropriate for students interested in developing a professional approach to visually communicating in any design field.

Pre-requisite: ART241LEC

## **ART498 LEC: Special Topics in the Arts (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

## **BUS109 LEC: Arts Administration Practicum (1)**

This course is designed to give the student supervised practical experience in arts administration and management. May be taken up to three times for credit; graded pass/fail.

## **BUS271 LEC: Financial Accounting (3)**

An introduction to accounting principles and their relationship to basic forms of business entities. Emphasis is on accounting theory, balance sheets and income statements. Ethical issues in accounting practices will be addressed and discussed.

Pre-requisite: MAT160LEC

**BUS273 LEC: Principles of Management and Organization (3)**

An introductory study of individual and group behavior within business organizations, designed to develop students in multiple areas of leadership effectiveness. Students will be introduced to frameworks and models in order to diagnose problems related to human behavior in organizations. Students will then learn how to exercise leadership to solve such problems. Areas of particular interest include motivation, reward systems, group dynamics, organizational culture, job design, organizational structure and design, conflict management, business ethics and others.

Pre-requisite: ENG110LEC

**BUS274 LEC: Statistics for Business and Economics (3)**

An introduction to the discipline of statistics, an intellectual method for gaining knowledge from data. Emphasis is on the elements of statistical thinking. The course engages students in an intuitive study of the distribution of random variables, sampling theory, the estimation and testing of hypotheses and regression and correlation. Applications are taken primarily from the realms of business and economics.

Pre-requisite: MAT170LEC or equivalent

**BUS276 LEC: Business Communications and Presentations (3)**

Development of the students' ability to effectively communicate in the workplace through writing and speaking. It is designed as a core curriculum course for business majors and is specifically concerned with organizational efficiency and integrity in writing as well as verbal and nonverbal elements in presentation skills. Both technology and research are integral aspects of the function of this course. Particular emphasis is placed on understanding the importance of communicating similar messages in multiple formats for organizations.

Pre-requisite: ENG120LEC

**BUS281 LEC: Managerial Accounting (3)**

An intermediate accounting course to help students to understand financial information and develop their analytical skills from managerial perspectives. This course covers value chain analysis, cost allocation and costing systems, activity-based systems, standard costing and variance analysis, and performance management and evaluation.

Pre-requisite: BUS271LEC

Equivalent: BUS381LEC

**BUS371 LEC: Introduction to Marketing (3)**

An overview of marketing principles as they relate to business in general which includes demonstrating the role of marketing in the company, exploring the relationship of marketing to other functions and showing how effective marketing creates value for consumers. The course exposes students to basic marketing issues including markets and the marketing environment, consumer markets and buying behavior, marketing research, product life cycle, pricing decisions and advertising, among others.

Pre-requisite: BUS273LEC

**BUS372 LEC: Human Resource Management (3)**

Students will survey various topics in the field of industrial relations and human resource management, arising out of the management of labor. Students will cover the major human issues in the workplace, such as selection, promotion, retention, compensation and rewards, fairness, working conditions, teamwork or conflict, and motivation. The term 'human resource management' refers to the use of labor by firms, government, and not-for-profit organizations, for competitive advantage. Therefore, students will examine the environment that governs work within firms from the perspective of a manager or supervisor. Students will also consider the implications of continued changes in labor markets in terms of laws, regulations, technology, and labor unions.

Pre-requisite: BUS273LEC

**BUS373 LEC: Corporate Finance (3)**

A general survey of the fundamental principles of corporate financial management, covering the essential elements of modern corporate finance theory and practice. This course encompasses tools and models for planning the short-term and long-term financial structure and positioning of a firm, including working capital management, asset investments and capital budgeting, corporate capital structure and mergers and acquisitions, among others.

Pre-requisite: BUS271LEC and BUS274LEC

**BUS376 LEC: Investments (3)**

An introduction to investments and financial markets covering equities, fixed income and derivative securities. Risk and return, market efficiency, security analysis and valuation and approaches to asset allocation and portfolio management are among the topics discussed. Emphasis is placed on the decision-making skills critical to practitioners in the financial marketplace.

Pre-requisite: ECO210LEC and BUS373LEC

**BUS378 LEC: Business Strategy (3)**

An advanced business course that attempts to integrate the student's previous coursework in management, marketing, and finance. The students will be exposed to a new strategic perspective of business decision through the class discussions on value creation, competitive advantage, the formation of strategy and its implementation as well as survival strategies. The course will focus heavily on the definitions and fundamental concepts of strategic issues in business to ensure the students have a keen understanding of the operating framework of a business in a free market.

Pre-requisite: BUS371LEC and BUS373LEC

**BUS381 LEC: Intermediate Financial Accounting (3)**

This course develops an in-depth understanding of financial accounting and reporting and why management, analysts, and investors care about and use accounting. The course covers the technical details of Generally Accepted Accounting Principles (GAAP) and how these transactions are reported in the financial statements. The course reviews management incentives and how incentives can influence the decisions and estimates made when reporting financial results. The course also covers international accounting standard treatment of the various topics (IFRS), especially where the changes relative to U.S. Generally Accepted Accounting Principles (GAAP) will be the most substantial.

Pre-requisite: BUS281LEC

**BUS382 LEC: Decision Analysis and Computer Modeling (3)**

An introduction to quantitative tools for decision making in business. This course offers a solid foundation in both computers and modeling that can be utilized for the students' professional career. Emphasis in this course is placed on understanding the formulation, analysis, and implementation of decision making tools including budgeting, optimization, sensitivity analysis, decision analysis, and simulation. This course will also help students to build their skill and comfort using the computer to solve real world decision problems, especially using Microsoft Excel.

Pre-requisite: BUS274LEC

**BUS383 LEC: Financial Modeling (3)**

This course is designed for finance students who are interested in quantitative methods and their application to finance and investing. The level of mathematics used in the course is fairly basic-algebra, elementary calculus, and basic probability and statistics. You also need the ability to think logically and systematically, but improving this ability is a course goal.

Pre-requisite: BUS373LEC

**BUS386 LEC: International Investments (3)**

This course provides an overview of the international financial environment within which multinational firms and financial institutions operate. It involves an analysis of the challenges firms face and the international financial management strategies to cope with these challenges; current trends and future issues facing the global financial markets in the aftermath of the global financial crisis; foreign exchange market theory; exchange rate risk and hedging strategies; and firm-related issues such as raising capital abroad, cost of capital for international projects and managing multinational operations.

Pre-requisite: BUS376LEC

**BUS471 LEC: Entrepreneurship and Venture Formation (3)**

Introduction to the conceptual framework of entrepreneurial management and development of tools and skills for decision making in developing a new venture. The students will be given a chance to design a new venture formation and make its business plan by applying various concepts and tools covered in class.

Pre-requisite: BUS371LEC and BUS373LEC

**BUS472 LEC: International Business (3)**

An examination of the major managerial functions within global enterprises, providing an integrated perspective of the dynamics that characterize the global enterprise. The course will enhance students' abilities to manage across global boundaries as it addresses the special challenges facing global enterprises. Students will identify examples of responsive management and provide insight in how to participate effectively in global markets.

Pre-requisite: ECO211LEC and BUS273LEC

**BUS473 LEC: Legal Studies in Business (3)**

This course will overview basic concepts of law and legal process in the United States and other legal systems, and introduce the distinctive features of the American legal system and the basic principles of American substantive and procedural law. The first part of the course will survey the nature of law, the structure of the legal system, criminal law and procedure, torts, and constitutional law. The second part of the course will be devoted to class discussions on the law of contracts. The third part of this course will cover the basic law of business organization including agency, partnerships, and corporations, with an emphasis on the governance of publicly held corporations.

Pre-requisite: BUS276LEC and Senior Standing

**BUS474 LEC: Venture Capital and Funding (3)**

This course has been designed as an advanced course in finance with an emphasis on entrepreneurship. It introduces the venture capital industry with an emphasis on the financial and economic tools useful for venture capital investing including leveraged buyout. In this course, students will review the capital budgeting decision of venture capital and evaluate financial issues involved in determining its source of funding. The private equity market will be introduced as a major financing source and various methods in private equity transactions will be examined including their relative strengths and weaknesses.

Pre-requisite: BUS373LEC and Senior Standing

**BUS475 LEC: Operations Management and Information Technology (3)**

This course will expose students to various subjects in the fields of operations management, information systems, and management of technology as tools to be used in gaining strategic and competitive advantage. Overall, the course will introduce students with the evolution of technology and its impact on business and economy. It will examine how industries are transformed by new technologies, and how the organizational strategies and managerial actions shape technological evolution. Since it deals with how best to use technology for advantage, the course will also introduce students to some of the latest technological developments in the finance industry and information systems, technical analysis in operations management, etc.

Pre-requisite: BUS274LEC

**BUS476 LEC: Non-Profit Management (3)**

This course explores the unique challenges of managing in the non-profit sector. Topics include mission, innovation, fundraising, performance management, and governance.

Pre-requisite: BUS273LEC

**BUS477 LEC: Options and Futures Markets (3)**

This course introduces students to the field of derivative securities, focusing in particular on futures, forwards, and options. Over the last 35 years, the markets for these versatile instruments have grown enormously and have generated a profusion of innovative products and ideas, not to mention periodic crises. Derivatives have become one of the most important tools of modern finance, from both the academic and the practical standpoint. The emphasis will be on pricing and hedging issues, but some institutional aspects and uses of these instruments will also be covered.

Pre-requisite: BUS376LEC

**BUS481 LEC: Market Research (3)**

Development of the student's basic skills to conduct a marketing research project and evaluate its outcome. The students will understand the role of marketing research to formulate marketing problems and find their solutions. They will also gain hand-on experience in using various approaches to the assessment of customer needs and their expected response to new product and service offerings.

Pre-requisite: BUS371LEC

**BUS482 LEC: Business Ethics (3)**

An examination of the ethical and stewardship responsibilities of business leaders by integrating the knowledge students have gained in their liberal arts education, particularly the Bible/theology courses they will have taken, with the foundations and normative practices of business. Students will study the ethical and stewardship dimensions of financial statements and company mission statements. Visiting business leaders will address ethical problems in such areas as employment, meeting performance goals and training employees in ethical and social values.

Pre-requisite: BUS273LEC and BUS473LEC

**BUS483 LEC: Organizational Change (3)**

A survey of the fields of change and innovation and their impact on the private enterprise system. The course also covers change management. Students will be exposed to a wide variety of change issues and innovation types and impacts. Readings are drawn from a diverse range of sources.

Pre-requisite: BUS273LEC

**BUS484 LEC: Decision Process and Negotiation (3)**

This course consists of two parts. The first one introduces major behavioral and economic theories to describe the process of decision making under various circumstances. Multiple studies will be reviewed by combining insights from psychology and economics. The second part is negotiation as the art and tool of creating agreements between two or more parties. Based on the basic concepts and analytical skills needed to produce the optimal decision process, this course will provide a broad array of negotiation skills to implement the selected decision-making effectively.

Pre-requisite: BUS371LEC and Senior Standing

**BUS485 LEC: Valuation/Capital Structure (3)**

An examination of the ways in which a firm utilizes the capital budgeting and financing decisions to enhance shareholder value. Students will be exposed to basic issues involved in making decisions about a firm's financing arrangements including cost of capital, debt/equity structure, dividend policy and the interactions between investment and financing decisions. This course includes a study of the basic principles for valuing businesses, their assets, financial instruments and liabilities, along with the financial market contexts in which such valuations occur. The course includes applications of traditional methods of valuation such as replacement cost, discounted cash flow and market comparables, as well as newer valuation tools.

Pre-requisite: BUS373LEC and ECO210LEC

**BUS486 LEC: Senior Project (3)**

The Senior Project is the culmination of the student's academic work at the college and is required for graduation. Students work extensively with faculty members and make an original research contribution in their chosen topic. Students are expected to spend a semester conducting research and writing on a topic of their choice approved by their thesis advisor.

Pre-requisite: Senior Standing and 3.6 GPA

**BUS487 LEC: Money & Banking (3)**

This course addresses classical and contemporary issues in the theory of money, banking, and financial institutions. Topics covered include: the gold standard, the structure of central banks and the Federal Reserve system, theories of money demand and money supply, the relationship between money supply and overall economic activity, the theoretical and practical aspects of monetary policies and money creation, the efficacy of fiscal policies versus monetary policies, and the role the Federal Reserve plays in economic stabilization. We shall pay particular attention to the money creation process, to endogenous money versus exogenous money, and to the ability of the Federal Reserve to stabilize the economy. Cross-listed as BUS/ECO.

Pre-requisite: ECO210LEC

**BUS488 LEC: Principles of Real Estate Finance (3)**

This course will provide the student with an introduction to real estate finance and investment. The course begins with an overview of real estate as an asset class including the legal, tax and accounting conventions as well as the nature of the cash flows generated and how they are valued. An in-depth discussion of the sources of capital and the structures used for investment in real estate follows. We will look at the evolution of the Financial Crisis and its impact on the real estate capital markets. The course ends with an overview of a selection of particular types of real estate investments.

Pre-requisite: BUS376LEC

**BUS489 LEC: Mergers and Acquisitions (3)**

The course focuses on the design, analysis, and implementation of financial strategies aimed at repositioning and revitalizing companies faced with major competitive or environmental challenges, problems, and opportunities. The course helps students to understand how to create corporate value by restructuring a company or by combining businesses. After reviewing valuation methods based on strategic, ratio, and financial forecasting analysis, we analyze cases of the different solutions: leveraged buyouts and recapitalizations, corporate downsizing programs, mergers and acquisitions, corporate spinoffs, divestitures, and joint ventures and alliances. Emphasis is given to contemporary expectations and requirements of good governance, based on the roles corporations play in society, and the timing and principles of merger integration.

Pre-requisite: BUS381LEC and BUS485LEC

**BUS498 LEC: Special Topics in Business (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**COM232 LEC: Argumentation and Debate (3)**

This class will study the theory and practice of persuasion through the lens of speech and debate. Beginning with Classical Rhetoric and moving through the middle Ages to modern times, we will survey different types of speeches and formats of debate with the goal of answering four questions. What is persuasion? How can we identify the “terms of the debate” in our culture’s public square? How can we use those terms to argue persuasively for truth? And finally, is it possible to introduce new terms into the debates of today?

Pre-requisite: ENG120LEC

**COM498 LEC: Special Topics in Communication (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**ECO110 LEC: Introduction to Economics (3)**

The course is designed to introduce students to both microeconomic and macroeconomic topics. Students will be introduced to ideas regarding incentives, constraints, opportunity costs, and the unintended consequences of good intentions. The course will also cover basic concepts such as rationality, the price mechanism, specialization and exchange, and Christian stewardship. Upon completion of the course, students will be equipped with the basic mathematical skills necessary for understanding economic theory.

**ECO210 LEC: Macroeconomics (3)**

An introduction to macroeconomics focusing on aggregate economic relationships and measures such as gross domestic product, inflation, unemployment, fiscal and monetary policy, and international trade. Specific economic issues and policy alternatives are discussed and differences among the key schools of economic thought in addressing these issues are highlighted.

Pre-requisite: ECO211LEC

**ECO211 LEC: Microeconomics (3)**

An introduction to microeconomic theory and analysis, focusing on decision-making by individuals, households and firms. Key economic principles of scarcity, cost-benefit analysis, comparative advantage, supply and demand and the role of prices and free markets are introduced. Issues of public policy are frequently discussed to highlight applications of these principles.

Pre-requisite: ECO110LEC and (MAT155LEC or MAT160LEC or MAT170LEC)

**ECO311 LEC: Economic Thought and Practice (3)**

This class introduces students to the range of economic ideas that have informed the development of economic systems, policies, and punditry. It also assesses the results of attempts to put these ideas into practice, leading to conclusions about how constructive these ideas have proven to be. The course is organized around the visions of economic life associated with such figures as Adam Smith, T.R. Malthus, Karl Marx, J.M. Keynes, and various Christian leaders. The course addresses both historical and contemporary expressions and applications of these ideas.

Pre-requisites: ECO110LEC

**ECO324 LEC: Intermediate Macroeconomics (3)**

This course is a study of national economic aggregates, including the measurement of national income, and the market determination (causes and solution) of output, employment, economic growth, and inflation.

Pre-requisite: ECO210LEC

**ECO325 LEC: Intermediate Microeconomics (3)**

This course explores the decision making of consumers and firms and how markets allocate resources under different market structures. Topics will include: consumer choice and demand, price and output determination of the firm, welfare economics, and general equilibrium analysis.

Pre-requisite: ECO211LEC

**ECO331 LEC: Economic Development (3)**

The course examines international trade, international finance, and the benefits and risks of economic integration. It considers why countries trade, the patterns of trade, how trade affects various industries and classes, trade policy, and the international institutions that govern trade. It also looks at international investing and lending, the balance of payments, and the forces that can generate wide-ranging financial crisis.

Pre-requisite: ECO210LEC

**ECO335 LEC: International Economics (3)**

The course examines international trade, international finance, and the benefits and risks of economic integration. It considers why countries trade, the patterns of trade, how trade affects various industries and classes, trade policy, and the international institutions that govern trade. It also looks at international investing and lending, the balance of payments, and the forces that can generate wide-ranging financial crisis.

Pre-requisite: ECO210LEC

**ECO451 LEC: Economic Policy (3)**

An introduction to both public choice (the economics of policy making) and the substance of economic policy in public finance and the regulation of markets. This course compares the working of government with the working of markets, establishes criteria for effective policy, and offers a basis for evaluating debates over such issues as "cap and trade," safety regulation, public works, taxation, budgeting, social security, and healthcare.

Pre-requisite: ECO211LEC

**ECO452 LEC: Political Economy (3)**

This course addresses big questions at the intersection of economics, politics, and ethics, including arguments over classical liberalism, socialism, social democracy, the regulation of markets, the welfare state, economic justice, and the purposes of economic life. Recurring themes include the relationship between the free individual and the community, natural rights vs. utilitarianism, and the workability of different political-economic systems.

Pre-requisite: ECO211LEC

**ECO453 LEC: The Global Economy (3)**

This course examines the major features of economic growth and globalization: how first the “West” and later other major regions escaped from “Malthusian” limits to achieve modern economic growth, how these regions became economically integrated as a global economy, and the roles played in these processes by fundamental institutions (goods markets, financial markets, rule of law, etc.), governments, corporations, entrepreneurs, and the process of technological change. The course considers alternative theories of economic development and the reasons that some major regions have achieved better success than others, as well as what can be done now to promote better outcomes in lagging regions. It also considers how the processes of growth and globalization have broken down in major crises (such as the Great Depression), and it addresses the question of limits to growth due to resource and environmental constraints.

Pre-requisite: ECO210LEC

**ECO487 LEC: Money & Banking (3)**

This course addresses classical and contemporary issues in the theory of money, banking, and financial institutions. Topics covered include: the gold standard, the structure of central banks and the Federal Reserve system, theories of money demand and money supply, the relationship between money supply and overall economic activity, the theoretical and practical aspects of monetary policies and money creation, the efficacy of fiscal policies versus monetary policies, and the role the Federal Reserve plays in economic stabilization. We shall pay particular attention to the money creation process, to endogenous money versus exogenous money, and to the ability of the Federal Reserve to stabilize the economy. Cross-listed as BUS/ECO.

Pre-requisite: ECO210LEC

**ECO498 LEC: Special Topics in Economics (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**EDU251 LEC: History of American Education (3)**

This course will provide a historical survey of essential movements, key players, and the underlying philosophical evolution of American education. From the colonial era to today, we will analyze the competing concepts of educational structure and creative innovation, noting the efficacy of various approaches that have been implemented in the American experience of education and schooling. The analytic framework for this survey is found in nine historical epochs around which our lectures and discussions will revolve.

Pre-requisite: ENG120LEC

**EDU351 LEC: History and Philosophy of Education I (3)**

This course will provide an introduction to the classical, medieval, and early modern approaches to education, with a historical survey of the three epochs and a philosophical analysis of the changes and innovations of those periods.

Pre-requisite: ENG120LEC

**EDU352 LEC: History and Philosophy of Education II (3)**

This course will provide an introduction to the modern period of educational thought, with a philosophical analysis of the changes and innovations of this period, leading up to and including contemporary philosophies of education.

Pre-requisite: ENG120LEC

**EDU451 LEC: Education Policy (3)**

This course will provide an introduction and overview of the process and politics of policy-making in American education. The interplay of local, state, and federal governments produces a dynamic and complex subject that is consistently promoted as one of the pressing issues of contemporary public life.

Pre-requisite: ENG120LEC and POL110LEC and POL312LEC

**EDU452 LEC: The Teaching Career (3)**

This course will translate education history, philosophy and policy from the theoretical to the practical. The Teaching Career offers the students help in navigating careers in the local and state public school systems. Students will examine not only the social realities confronting today's schools, but also the struggle for control of schools and the ethical and legal issues of education in the United States.

Pre-requisite: EDU251LEC and EDU352LEC

**EDU498 LEC: Special Topics in Education (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**ENG109 LEC: Writing Practicum (1)**

This course is designed to give the student supervised practical experience in writing. This practicum can include but is not limited to the writing of fiction, non-fiction, poetry, and scripts. May be taken up to three times for credit; graded pass/fail.

**ENG110 LEC: College Writing I (3)**

Students will develop competency in the art of writing, with an emphasis on the personal essay. This course includes: a brief review of grammar and usage, frequent practice in writing compositions and analysis of selected essays as models for writing. A passing grade in this class is a C or better.

**ENG120 LEC: College Writing II (3)**

An emphasis on academic writing in order for students to develop competency in the areas of research and analysis. Particular emphasis is placed upon the collection of information through varying sources, the citation of that information and student response to such information in the appropriate academic format. A passing grade in this class is a C or better.

Pre-requisite: ENG110LEC

**ENG351 LEC: Fiction Writing (3)**

In this class, students will learn more advanced techniques for writing fiction through readings on the craft of novel writing, a significant writing project, and workshop discussions.

Pre-requisite: ENG120LEC

**ENG353 LEC: Poetry Workshop (3)**

In this class, students will learn the basics of writing poetry, through readings on poetic craft, workshop discussions of student work, and public readings.

Pre-requisite: ENG120LEC

**ENG412 LEC: Persuasive Writing and Speaking (3)**

To prepare King's students to speak and write well, this course offers instruction on how to write short persuasive essays such as those suitable for publication as op-ed articles in newspapers or commentary in political magazines. Students will gain further experience in the preparation and delivery of speeches, stressing organization, logical thinking and poise in the integrated use of the body and voice in effective expression. Students will enroll in program specific sessions to enhance their career opportunities.

Pre-requisite: ENG120LEC

**ENG445 LEC: Cultural Criticism (3)**

This course provides students with the knowledge and tools to write cogent, incisive cultural criticism. The course focuses on developing the vocabulary needed to analyze and engage with four major areas of cultural production (film, literature, music, and visual art); learning to write reviews suitable for publication in journals, magazines, and newspapers; and using cultural artifacts as a way to discuss broader trends. Students will visit museums and discuss books, movies, and music, and will also read a substantial amount of theories on criticism, both classic and contemporary examples.

Pre-requisite: ENG120LEC and HUM210LEC

**ENG452: Advanced Fiction Writing (3)**

In this class, students will learn more advanced techniques for writing fiction through readings on the craft of novel writing, a significant writing project, and workshop discussions.

Pre-requisite: ENG351LEC

**ENG498 LEC: Special Topics in English (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**FLM109 LEC: Filmmaking Practicum (1)**

This course is designed to give students practical experience in the production of film projects. This practicum can include but is not limited to the making of narrative, documentary, or animation films. May be taken up to three times for credit; graded pass/fail.

**FLM231 LEC: Introduction to Film (3)**

This course will teach students to recognize and analyze the narrative, visual, and aural elements of film. The course will also expose students to a variety of film styles (Classical Hollywood, realism, expressionism, short films, and documentaries) over the course of the semester and consider how external forces (economics, politics, culture, etc.) shape film aesthetics and reception.

Pre-requisite: ENG120LEC

**FLM251 LEC: History of Cinema I (1895-1945) (3)**

An introduction to film history from the first projected moving image in France in 1895 up through World War II. This course will focus primarily on narrative cinema (with heavy emphasis on American cinema) but will also consider documentary, experimental, and world cinema. Particular emphasis will be placed on moments and movements within cinema's history that challenged and changed aesthetic, social, and technological perspectives. This course will consider the historical context in which changes took place and will also challenge students to assess and advance arguments about that history.

**FLM252 LEC: History of Cinema II (1945-Present) (3)**

An introduction to Hollywood and world cinema from the aftermath of World War II up to today. The course will focus primarily on narrative cinema, but will also consider documentary and experimental cinema. Particular emphasis will be placed on moments and movements within cinema's history that challenged and changed aesthetic, social, and technological perspectives. This course will consider the historical context in which changes took place and will also challenge students to assess and advance arguments about that history.

**FLM341 LEC: Film Genre (3)**

This course will investigate the conventions and developments of film genres. Further, the course will examine the appeal genres have for audiences, as well as the role genres play within the Hollywood studio system. Specific genres covered include: musicals, westerns, horror films, screwball comedies, melodramas, and film noirs, among others. Revisionist and hybrid genres will also be explored.

Pre-requisite: FLM231LEC or FLM251LEC

**FLM343 LEC: The French New Wave (3)**

The French New Wave of the late 1950s and 1960s is largely regarded as one of the most innovative and influential movements in cinema history. The directors comprising the French New Wave – Francois Truffaut, Jean-Luc Godard, Jacques Rivette, Agnes Varda, Eric Rohmer, and Claude Chabrol – pushed the limits in terms of what was possible in cinema, specifically in regards to new and fresh ways to treat film and narrative. To study the French New Wave is, in some ways, to study all of cinema, as the movement voraciously drew on the best of cinema's past, while at the same time pointed towards cinema's radical possibilities in the future. It could be argued that we are, in fact, still catching up with the New Wave directors spawned over six decades ago. This course will closely investigate the historical causes and formal advances of the French New Wave, with a particular emphasis on close readings of the filmic texts.

Pre-requisites: FLM231LEC or FLM251LEC

**FLM431 LEC: Film Theory (3)**

This course is a survey of the major directions in film and media theory. Special attention will be paid to theories of perception, mass culture, realism, genre, auteurism, semiotics, cultural studies and more. This course will place emphasis on the student's ability to analyze and articulate a theoretical argument.

Pre-requisite: FLM231LEC or FLM251LEC

**FLM498 LEC: Special Topics in Film (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**HIS111 LEC: Western Civilization I (3)**

The first in our historical survey of Western Civilization, focusing on antiquity, with special emphasis on the Greeks, Romans, and early Church Fathers – i.e., from the ancient Near East to the 4<sup>th</sup> century A.D. (e.g., Edict of Milan).

**HIS212 LEC: Western Civilization II (3)**

A course on the second epoch of Western Civilization, covering the medieval period into the early modern period, beginning with the legalization of Christianity and the early Church Councils and moving up through the Renaissance, showing the cultural emphases, many of which were generated largely by the Faith – in art, law, society, etc.

Pre-requisite: HIS111LEC

Equivalent: HIS112LEC

**HIS213 LEC: Western Civilization III (3)**

A course on the third epoch of Western Civilization. It pertains to the modern era and is taught simultaneously with the Scientific Reasoning (SCI 312), which focuses on the advent of modern science and the implications of the Scientific Revolution, with a distinctly Christian critique of purely materialistic models of the scientific project (i.e., "scientism"), which claim to explain everything.

Pre-requisite: HIS212LEC

**HIS235 LEC: History and Culture of the Ancient Near East (3)**

This course explores the history and culture of the Ancient Near East from the beginning of the Neolithic era (10,000 B.C.) up to and including Persia's defeat by Alexander the Great in 331 B.C. Considerable attention will be given to the Mesopotamian, Egyptian, and Hebrew civilizations with additional inquiries into the worlds of the Assyrians, Babylonians, Hittites, and Persians. The course will employ an interdisciplinary approach to the subject and will focus on the art, archeology, religion, literature, and political culture of the "cradle of civilization."

Pre-requisite: HIS111LEC and ENG120LEC

**HIS498 LEC: Special Topics in History (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**HUM210 LEC: Principles of Cultural Interpretation (3)**

This course serves as an introduction to the MCA program by providing the interpretative framework for the study of media, culture and the arts. An examination of foundational definitions, questions and worldviews are central to this course as is an understanding of a Christian anthropology. There will also be an overview of the prevailing cultural theories currently in use and how they do or do not cohere with a Christian worldview. Students will be given the opportunity to critique culture during the course of the semester.

**HUM211 LEC: Arts and Ideas of the Ancient World (3)**

This course is the introduction to the three-course study of the arts and ideas of world cultures required of MCA majors. It utilizes an integrated approach to the study of the humanities with an exploration of architecture, sculpture, painting, literature, music, drama, religion, and philosophy. This course will focus on the ancient world with an examination of the earliest beginnings of cultural production during the prehistoric era up to and include an consideration of the civilizations, cultures, and traditions of the ancient Near East, Egypt, Greece, Rome, and late antiquity. As well, there is a focus on the non-Western cultures of ancient Asia, Africa, and the Americas. The course will end with a study of the rise of Islam (ca. 661 AD).

Pre-requisite: ENG120LEC

**HUM212 LEC: Arts and Ideas of the Medieval & Early Modern World (3)**

This course is the second of the three-course study of the arts and ideas of world cultures required of MCA majors. It utilizes an integrated approach to the study of the humanities with an exploration of architecture, sculpture, painting, literature, music, drama, religion, and philosophy. This course in the sequence will focus on the time period beginning with the Middle Ages and include a study of the Renaissance, the Reformation, as well as the cultural periods of the Baroque, Rococo and Neo-classical. As well, there is a focus on the non-Western cultures of Asia, Africa, and the Americas during the same time period. The course will end with an examination of the French Revolution and the Napoleonic Era (ca. 1815).

Pre-requisite: ENG120LEC, co-req or pre-req: HUM210LEC

**HUM310 LEC: The Post-Modern World (3)**

This course will analyze the tension between the postmodern and Christian worldviews. Beginning with a historical overview of the rise of the postmodern mindset, the course will study the growing influence of postmodernity as it has interacted with modernity, through the thinking of Nietzsche, Derrida, Foucault, and others. Throughout the course, questions surrounding foundationalism, metanarratives, and hermeneutics will be addressed.

Epistemology will be a particular focus.

Pre-requisite: HUM311LEC

**HUM311 LEC: Arts and Ideas of the Modern World (3)**

This course is the third of the three-course study of the arts and ideas of world cultures required of MCA majors. It utilizes an integrated approach to the study of the humanities with an exploration of architecture, sculpture, painting, literature, music, drama, religion, and philosophy. This course focuses on the study of the arts and ideas of world cultures from 1815 to 1968. More specifically, movements will include Romanticism, Realism, Impressionism, Post-impressionism, Expressionism and the rise of modern art. As well, there is an emphasis on the non-Western cultures of Asia, Africa, and the Americas during the same time period. The course will end with an examination of existentialism and the rise of Pop Art in the early 1960s.

Pre-requisite: ENG120LEC and HUM210LEC

**HUM341 LEC: Museum Studies I (3)**

This course introduces students to the history and philosophical nature of museums. Students will survey different types of museums, review the role of collecting and curating, and assess past and current controversies in the field. Historical review, analysis of case studies and visits to museums (art, natural history, ethnographic museums, etc.) will form the core methodological approach to the course.

Pre-requisites: ENG120LEC and HUM210LEC

**HUM342 LEC: Museum Studies II (3)**

This course, a continuation of HUM 341 Museum Studies I, focuses on the practical aspects of working in museums. Students will learn the skills necessary for good museum management including the accessioning of artifacts, the care for objects, the curating of exhibitions, proper registration methods, as well as the educational, marketing, and fundraising aspects of the museum. The course will include behind the scenes visits to NYC museums as well as guest speakers representing the various positions held by those who work in museums.  
Prerequisite: HUM341LEC

**HUM351 LEC: Culture and Aesthetics (3)**

This course examines the forms of persuasion rooted in the human capacity to perceive beauty and ugliness. Students will learn how aesthetics both reflects culture and serves as a powerful means for instigating cultural change. The course makes use of New York's museums, architecture, music, and other arts to develop students' aesthetic perception as well as their critical competence.  
Pre-requisite: ENG120LEC and HUM210LEC

**HUM451 LEC: Myth, Narrative and Art (3)**

This course is an exploration of how narrative, or story, has historically pervaded cultural production. Beginning with a survey of the universal themes found in the earliest storytelling, myth, students will study the ways in which narrative has been foundational to the production of art and literature. Through comparative study, students will identify universal themes and ideas that resonate throughout cultures across time and space. The course will conclude with an understanding of how today's artists and creators can best utilize narrative in their work and art.  
Pre-requisite: Junior Standing

**HUM452 LEC: Humanities Integration Seminar (3)**

This course is a thematic, interdisciplinary seminar focusing on a selected topic, theme, or idea from a variety of disciplines and media. The goal will be to investigate the myriad ways in which a topic, theme, or idea is made manifest in the culture at large. Topics will change from semester to semester.  
Pre-requisite: Junior Standing

**HUM498 LEC: Special Topics in the Humanities (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**INT999 LEC: Internship (3)**

This course is designed to enhance the experiential education derived from practical application of written communication, organizational behavior, standard business protocol, and personal brand management. As it is a self-directed course, the benefits received are in direct proportion to the individual effort exerted. Each participant is expected to exhibit and develop behavior that reflects favorably on the individual, The King's College, and our Lord and Savior Jesus Christ.  
Pre-requisite: Junior Standing

**ITR 102, 202, 302 & 402 LEC: Interregnum (0)**

Interregnum, from the Latin for "the time between kings," is an annual co-curricular endeavor through which the entire student body of The King's College spends the school year examining a topic of philosophical depth and political currency via lectures, readings, and academic competitions. This discussion culminates during three days spring semester during which normal classes are set aside and students instead engage in academic competitions. Interregnum is a pass/fail non-credit class that is required for graduation.

**JOU109 LEC: Journalism Practicum (1)**

This course is designed to give the student supervised practical experience in the print and online production of newspapers, journals, and magazines. May be taken up to three times for credit; graded pass/fail.

**JOU110 LEC: Introduction to Journalism (3)**

A hands-on course emphasizing local reporting in New York City, news and feature writing, and writing news, opinion, and reviews for the Internet. Some of this will be under deadline pressure. Classes will emphasize examination and editing of articles for publication, including student publications. Students will learn to see the media from a Biblical, moral, and ethical perspective.

**JOU498 LEC: Special Topics in Journalism (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**LAT111 LEC: Latin I (3)**

Teaches the basics of Latin grammar and principles of translation. As the semester progresses, guided readings of classical as well as biblical/Christian Latin are introduced.

**LAT112 LEC: Latin II (3)**

A continuation of Latin I. In addition to completing the study of basic Latin grammar, Latin II aims to strengthen translation skills of classical, biblical, and Christian Latin. Classical readings will include (but will not be limited to) selections from Virgil, Cicero, Ovid, and Caesar. Biblical Latin will include selections from both pre-Vulgate (Vetus Latina) and Vulgate translations. The semester will end with selected Latin patristic literature and reading/recitation of early Latin creeds.

Pre-requisite: LAT111LEC

**LIT251 LEC: Classical Literature (3)**

This course surveys the literary heritage of classical Greece and Rome. The course includes but is not limited to works in English translation by Hesiod, Homer, Aeschylus, Sophocles, Euripides, Lucan, Virgil, Ovid, Tacitus, Seneca, Cicero and Catullus.

Pre-requisite: ENG120LEC

**LIT252 LEC: Shakespeare (3)**

This course introduces students to the full range of Shakespeare's writing, including the sonnets, the narrative poems, and the plays. The three objectives are: for students to grasp the sheer inventiveness of Shakespeare's use of language; for students to grasp the psychological density of Shakespeare's characters; and for students to grasp the theatricality of Shakespeare's work. Students will be asked to memorize and recite poems and speeches, and participate in dramatic readings.

Pre-requisite: ENG120LEC

**LIT254 LEC: The Fantasy and Science Fiction of C.S. Lewis (3)**

This course looks at the key themes, images, characters and social critique that can be drawn from the seven-volume Chronicles of Narnia and The Space Trilogy. The course will also explore biographical elements of C.S. Lewis's life - from his conversion from atheism to Christianity. Students will use *Surprised by Joy* to deepen their understanding of Lewis's convictions, writing and relationships.

**LIT351 LEC: English and American Poetry (3)**

This course surveys English and American poetry. The goals are to acquaint students with important poets and poems; to equip students with an understanding of poetic techniques; and to develop students' capacity to read, interpret, and appreciate poetry.

Pre-requisite: ENG120LEC

**LIT352 LEC: American Literature (3)**

This course is designed to introduce students to some of the greatest works of American literature: essays, poetry, short stories, and novels, from the late 17th to early 20th centuries.

Pre-requisite: ENG120LEC

**LIT353 LEC: British and European Novels (3)**

This course is designed to introduce students to some of the greatest European novels in their entirety, from Don Quixote in 1610 to the late 20th century.

Pre-requisite: ENG120LEC

**LIT354 LEC: Tolkien's Medieval English Sources (3)**

The purpose of this seminar-style course is to appreciate J.R.R. Tolkien's fictional achievements by reading several works of medieval English literature which may have influenced him. Readings will alternate between passages from Tolkien's fiction, particularly *The Lord of the Rings*, and medieval sources such as the Old Norse *Eddas*, the Anglo-Saxon epic, *Beowulf*, the Old English poems "The Wanderer" and "The Seafarer," Geoffrey of Monmouth's *History of Britain*, the Middle English *Pearl* and *Sir Gawain and the Green Knight*, selections from Geoffrey Chaucer's *Canterbury Tales*, Thomas Malory's *Le Morte D'Arthur*, and Grimms' *Fairy Tales*. Readings in Norse, Old English, or Latin will be in translation, with occasional lessons in grammar and vocabulary; readings in Middle English will be in the original.

Pre-requisite: ENG120LEC

**LIT361 LEC: 17<sup>th</sup> Century English Literature (3)**

A survey of English poetry and selected prose from the late Elizabethan era to the Glorious Revolution, including works by John Donne, Ben Jonson, Sir John Davies, George Herbert, Abraham Cowley, Richard Crashaw, Robert Herrick, Richard Lovelace, John Milton, Edmund Walker, and John Dryden.

Pre-requisite: ENG120LEC

**LIT461 LEC: 19<sup>th</sup> Century Russian Novels in Translation (3)**

This seminar-style course begins with a consideration of Ivan Turgenev's classic short novel, *Fathers and Sons* (1862), then moves on to four of the greatest novels ever written, all of which complicate and expand upon Turgenev's themes: *War and Peace* and *Anna Karenina* by Leo Tolstoy, and *Crime and Punishment* and *The Brothers Karamazov* by Fyodor Dostoevsky.

Pre-requisite: ENG120LEC

**LIT498 LEC: Special Topics in Literature (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**MAT155 LEC: Quantitative Reasoning (3)**

This is an introductory course in arithmetical, geometric and algebraic analysis that introduces students to the place of mathematics in the quest for truth in the conversation of Western civilization. It is designed to equip students to understand basic issues in economics, financial management, business, science, and public policy in a way that sensitizes them to the use and abuse of mathematical reasoning in the public square. Beginning with standard arithmetical, geometric and algebraic concepts and manipulations, quantitative analytical skills will be extended to more complex quantitative analysis focused on applications of linear, quadratic, exponential and logarithmic functions, as well as systems of linear equations, infinite sequences and series, basic combinatorial analysis, and elementary probability theory.

Pre-requisite: No pre-requisite, though passing high school grades in algebra I and geometry or their equivalents would be very helpful. Students who take MAT155 for credit may not take MAT160 for credit.

**MAT160 LEC: College Algebra (3)**

This course will introduce and develop competence with a variety of mathematical concepts and techniques useful in the natural sciences, economics, finance, and public policy analysis. Beginning with a review of basic coordinate geometry, facility in algebraic and graphical analysis will be extended to linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions. The latter part of the course will develop and apply a variety of mathematical tools: systems of linear equations and their solutions using basic matrix algebra; permutations, combinations, and basic probability theory; infinite sequences and series; mathematical induction; the binomial theorem. If time permits, some special topics may be considered at the end of the semester: polar coordinates, the complex plane, vectors, conics, etc. Emphasis throughout the course will be placed on real world applications. Pre-requisite: Passing high school grades in algebra I, algebra II, and geometry, plus an SAT score of 500 or better. Students who take MAT160 for credit may not take MAT155 for credit.

**MAT170 LEC: Calculus I (3)**

This introduction to single-variable differential and integral calculus assumes basic competence with College Algebra mathematics. Calculus is the mathematical study of change and has wide application in the natural sciences, engineering, economics, finance, and public policy analysis. Its techniques allow the solution of many problems for which algebra alone is insufficient. Topics to be covered will include: functional notation; graphical transformations; inverse, exponential, logarithmic and trigonometric functions; limits and derivatives; techniques of differentiation and applications of the differential calculus; antiderivatives and indefinite integrals; definite integrals and the fundamental theorem of calculus; basic integration and applications of the integral calculus. If time permits, solutions of some first-order differential equations and their applications will be considered. Please note: Finance students must pass this class with a B or higher.

Pre-requisite: Passing high school grades in algebra I, algebra II, geometry, and trigonometry, plus an SAT score of 650 or higher or an ACT score of 27 or higher are required to place directly into this course. Otherwise, the pre-requisite is a C in MAT160LEC.

Equivalent: MAT270LEC

**MAT260 LEC: Linear Algebra (3)**

Linear algebra has wide application in the natural and social sciences, as well as in business. This course is an introduction to the subject that includes treatment of the following topics: systems of linear equations and matrices; determinants; vectors in 2-space and 3-space; vector spaces; linear transformations; eigenvalues and eigenvectors; least squares approximations and other applications. If time permits, complex vector spaces will also be covered.

Pre-requisite: Passing high school grades in algebra I, algebra II, geometry, and trigonometry, plus an SAT score of 650 or higher or an ACT score of 27 or higher are required to place directly into this course. Otherwise, the pre-requisite is a C in MAT160.

**MAT274 LEC: Statistics (3)**

The ability to work with statistics and probability is essential for students in economics, business, science, government, and public policy. In this course, students will be introduced to standard concepts and techniques in statistics and probability and trained in their application. Use of statistical software and training in social science methods will be part of this instruction. Topics covered will include: an introduction to descriptive statistics and probability theory; discrete and continuous probability distributions; sampling; estimation and confidence intervals; hypothesis testing; linear models, linear regression, and least squares estimation; chi square testing; and analysis of variance.

Pre-requisite: Grade of C in one of MAT155, MAT160, MAT260, or MAT170 (or equivalents).

**MAT370 LEC: Calculus II (3)**

A second course in calculus covering as many of the following topics as time permits: natural logarithmic and other functions defined by integrals; the area between curves; techniques of integration; some first-order ordinary differential equations and their applications; vectors in three-dimensional space; the inner product and the cross product; n-dimensional Euclidean space; real-valued functions of two or more variables; partial differentiation; directional derivatives and gradients; Taylor's theorem; extrema of real-valued functions; constrained extrema and Lagrange multipliers; double and triple integrals. Focus will be on the mathematical concepts and techniques of greatest utility in economics and business, with secondary consideration given to natural science applications.

Pre-requisite: Grade of C in MAT170 (or equivalent).

**MAT498 LEC: Special Topics in Mathematics (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**MCA451 LEC: Senior Project (3)**

All MCA seniors are required to complete a culminating capstone project. Students will choose to complete a senior project, portfolio or thesis based on what will best prepare them for their post-graduation goals and objectives. Regardless of their choosing, students work extensively with faculty members to craft final projects that highlight their strengths and talents.

Pre-requisite: Senior Standing

**MCA999 LEC: Apprenticeship (1-3)**

With permission from the MCA Chair, students may earn credit through approved on-the-job training in the industries of media and the arts. Credit may range from 1-3 hours.

**MED109 LEC: Media Practicum (1)**

This course is designed to give the student supervised practical experience in the production of media and/or film projects. May be taken up to three times for credit; graded pass/fail.

**MED110 LEC: Broadcasting Practicum (1)**

This course is designed to give the student supervised, practical experience in broadcast production. May be taken up to three times for credit; graded pass/fail.

**MED111 LEC: Digital Arts Practicum (1)**

This course is designed to give the student supervised practical experience in the digital arts. May be taken up to three times for credit; graded pass/fail.

**MED251 LEC: The Enterprise of Mass Communication (3)**

This course emphasizes the history of the development of communication technologies, processes and channels. It begins with an examination of individual innovators and continues to present day corporate reshaping of the mass distribution of information and entertainment. It will trace the rise of mass communications in print, photography, telegraphy, film, radio, television, and the most current forms of emerging media. The course will then move from a focus on the historical rise communication media to an examination of actual media conglomerates, reviewing who they are, how they are organized, and how they compete.

Pre-requisite: ENG120LEC

**MED252 LEC: Theories of Mass Communication (3)**

This course will introduce students to the history and practice of research in mass communication from Erasmus to the Frankfurt School of Marxists, to Marshal McLuhan and Neil Postman. The Internet is once again challenging theories of how and why mass communication works—this will be addressed as well. In all cases, students will be challenged to consider how these theories play out in a cultural context.

Pre-requisite: ENG120LEC

**MED261 LEC: History of Animation (3)**

This course will provide an overview of advances made in the animation industry from the candle-lit slide mechanisms of the nineteenth century to the use of computer animation in the twenty-first century. In addition, students will consider the art of story-telling through fixed and moving images while tracing the trajectory of technology from the mechanical to the digital. The course will also analyze the rise of individual inventors to corporate production studios and, finally, a return to the individual producer.

Pre-requisite: ENG120LEC

**MED271 LEC: Documentary Filmmaking (3)**

The documentary film represents the first film experimentation in cinematic history. With the rise of the Internet Age and heightened consumer access to technology, the documentary film is experiencing a rebirth with the general public, independent film companies as well as with traditional Hollywood studios. The course considers the history of the documentary film, its use as a tool for education and propaganda, and application of the practical aspects of such filmmaking. As a final project, each student will produce a documentary short to be screened for the college community at large.

Pre-requisite: FLM231LEC

**MED352 LEC: Media and Politics (3)**

This course focuses on political campaigns, media bias, media that are explicitly dedicated to advancing partisan views, and political propaganda. The course will also address political campaigns in regards to how successful politicians in the past have used media to advance their agenda (i.e., TR Roosevelt, FDR, Mao, Hitler) and how mass media have played a role in issues advocacy by such groups as NOW, Act Up, and the Moral Majority.

Pre-requisite: ENG120LEC

**MED353 LEC: Media, Culture, and Society (3)**

This course will examine the social, economic, political and cultural forces that have shaped and been shaped by media, for good or ill. Media and information technologies will be mined for their influence on the way we live, govern, consume, and play. The course will also investigate new and emerging forms of media and how they are changing daily life and our ability to interact with both media and other people.

Pre-requisite: ENG120LEC

Equivalent: MED253

**MED361 LEC: History of American Television (3)**

This course considers the technical development and content of television in the United States with the study of the emergence of commercial networks, cable television, and web-based programming. Working through this material chronologically, students will review the development of programming styles, genres, and news reporting. They will also investigate how viewer interest and response has been measured and marketed in public and corporate spheres. Finally, the course will consider recent changes in the technical delivery of content through web-based media outlets including a look at content distribution, viewer programming and the role of emerging media.

Pre-requisite: MED251LEC

**MED451 LEC: Emerging Media (3)**

This course will look first at the emergence of a computer-based media, including the internet, but also enterprises such as iTunes, podcasting, and internet advertising. The course will explore the full range of new media and consider their likely social consequences, as well as political and economic implications. This course is also intended to provide an opportunity to review in more depth the contemporary business of mass communication.

Pre-requisite: ENG120LEC

**MED498 LEC: Special Topics in Media (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**MUS108 LEC: The King's Choir (1)**

This course provides opportunities for students to develop their musical potential and aesthetic understanding through singing in a mixed choral ensemble. The Choir will rehearse and perform a broad variety of both sacred and secular choral music. Two to three concerts will be performed each semester. Open to all singers; previously choral experience helpful but not essential. May be taken up to three times for credit; graded Pass/Fail.

**MUS109 LEC: Music Practicum (1)**

This course is designed to give the student supervised practical experience in music production and performance. May be taken up to three times for credit; graded pass/fail.

**MUS111 LEC: Musical Theater Practicum (1)**

This course is designed to give the student supervised practical experience in the production and performance of musical theater. May be taken up to three times for credit; graded pass/fail.

**MUS112 LEC: Piano Instruction (1)**

Private piano instruction for credit. May be taken up to three times for credit.

**MUS210 LEC: Theoretical Foundations of Music (3)**

This is the introductory course in music at The King's College. As such, it focuses on a study of music elements, including scales, key signatures, intervals, rhythm, meter, triads, cadences and melody.

**MUS220 LEC: Music Theory I (3)**

A continuation of MUS 210, covering inversions, harmonic progression, non-harmonic tones, seventh chords, harmonization, secondary dominants, and basic modulations; includes part-writing, sight singing, and melodic and harmonic dictation.

Pre-requisite: MUS210LEC

**MUS498 LEC: Special Topics in Music (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**PHL110 LEC: Foundations of Philosophy (3)**

This course introduces students to fundamental ideas and principles in the discipline of philosophy. Students will learn the basics of philosophical logic, become familiar with central questions in the history of philosophy, and reflect on the relationship between faith and reason, while learning to apply logical and critical methods to those topics.

**PHL210 LEC: Ancient Philosophy (3)**

This course explores the development of Western Philosophy from its origins in ancient Greece through the Hellenistic period. Students will be introduced to the methods of philosophy, key philosophical texts, and central philosophical debates. Emphasis will be placed on Plato and Aristotle.

Pre-requisite: PHL110LEC

**PHL212 LEC: Medieval Philosophy (3)**

This course explores the development of Western Philosophy from the Hellenistic period to the emergence of the new physics in the early modern period. Students will be encouraged to better understand the methods of philosophy, key philosophical texts, and central philosophical debates. Some emphasis will be placed on Christian thinkers in the period, including Augustine, Anselm, and Aquinas.

Pre-requisite: PHL210LEC

**PHL314 LEC: Modern Philosophy (3)**

This course explores the major philosophical changes that produced the modern mind, beginning with the fall of the medieval world-view and then concentrating on Descartes, Pascal, Hume, Kant, Kierkegaard, Sartre, and Nietzsche, interacting with their texts from a Socratic and Christian point of view.

Pre-requisite: PHL212LEC

Equivalent: PHL214LEC

**PHL330 LEC: Topics in Medieval Philosophy (3)**

This course is an advanced study of a particular topic in medieval philosophy. The course may examine a particular figure or figures (e.g. Augustine, Aquinas, Anselm, Scotus, Ockham), important works (e.g. Aquinas' *Summa Theologica*, Ockham's *Summa Logicae*), or a pervasive theme (e.g. the problem of universals, free will and foreknowledge, perfect being theology). May be repeated, provided the topic is different.

Pre-requisite: PHL210LEC or PHL212LEC (or equivalent)

**PHL363 LEC: Plato (3)**

This course is an in-depth examination of Plato's thought. Topics covered will range across ethics, metaphysics, and epistemology. Primary concern will be given to the task of interpreting and understanding Plato as his ideas are presented in his dialogues and letters, but attention will also be given to the cultural context of his time as well as the influence of his thought later in Western history.

Pre-requisite: PHL210LEC or PHL213LEC

**PHL365 LEC: Epistemology (3)**

This class will explore traditional epistemological questions along with a number of "hot topics" in contemporary epistemology, including some recent developments in formal epistemology, with special emphasis on their significance for Christians. Among the questions we will address are the following: What distinguishes knowing from merely believing a truth? Under what conditions is a belief justified, or reasonable, or rational? Should you become less confident in a belief when someone else examines the same evidence but arrives at the opposite conclusion? Upon learning that some of your beliefs would have been different had you been raised in another culture, should you become less confident in those beliefs? How is faith related to evidence, and under what conditions is it rational to have faith? Do suffering and widespread unbelief provide evidence against the existence of God? We will take a historically informed approach to examining these issues, though our focus will be on contemporary philosophical viewpoints.

Pre-requisite: PHL210LEC

**PHL371 LEC: Philosophy of Religion (3)**

This course studies philosophical issues surrounding religious belief, with specific attention to Christian belief and commitment. Topics may include the coherence of traditional conceptions of God, the rationality of Christianity, the nature and existence of God, the relationship between divine and human action, and the problem of evil.

Pre-requisite: PHL210LEC or PHL213LEC

**PHL373 LEC: Philosophy of Mind (3)**

This course explores what kinds of beings we are, and what account of the nature of the mind can best help us make sense of who and what we are. Issues to be discussed may include the nature of consciousness, the relationship between the mind and the brain, the relevance of cognitive science for philosophy, whether the mind can survive physical death, and personal identity. Readings will be drawn primarily from contemporary philosophy.

Pre-requisite: (PHL210LEC and PHL212LEC) or PHL213LEC

**PHL375 LEC: Metaphysics (3)**

This course explores what sorts of things there are in the world and the relationships between them. Is the world composed of the material building blocks of physical objects, or are there larger objects such as persons and tables? What is required for a person or a table to endure through time? Do some types of objects depend on others for their existence? Readings will be drawn primarily from contemporary philosophy.

Pre-requisite: PHL210LEC or PHL213LEC

**PHL461 LEC: Ethics (3)**

This course provides an overview of major ethical theories and helps students to form a systematic treatment of ethics and morality. Included will be the nature of values and moral values; considerations of human freedom; the sources and forms of moral goodness, moral evil, and moral obligation; evaluations of major theories; and the specific nature of Christian ethics.

Pre-requisite: PHL110LEC

Equivalent: PHL361LEC

**PHL498 LEC: Special Topics in Philosophy (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**POL110 LEC: Foundations of Politics (3)**

This course explores fundamental questions about the nature of politics in all countries and in every age. It addresses questions about liberty and tyranny, the individual and the community, religion and politics, and does so

through a selection of great political literature, speeches and documents. We ask: What is the best way of life, the best form of government, the purpose of government, the range of political activity, the sources of disorder, the responsibilities of citizens, the obligations of Christians, and the place of religion, morality, and philosophical reflection in political life? As guides in this enterprise, we will study the writings of some of the, poets, historians, theologians, and political theorists.

Equivalent: POL210LEC

**POL225 LEC: Politics and Literature (3)**

This course examines how literature can extend knowledge of politics by its treatment of the fundamental questions asked within political communities. Possible authors include, among others, Homer, Aristophanes, Virgil, Dante, Machiavelli, Shakespeare, and Twain.

Pre-requisite: POL110LEC

**POL311 LEC: American Political Thought and Practice I: 1607-1825 (3)**

This course is an introductory investigation of the fundamental principles of American politics and their relationship to our national political institutions and, as such, introduces students to the most challenging issues that face us as a political community. In the investigation, we study pre-revolutionary documents such as the Mayflower Compact, and then the Declaration, the debate over the Christian character of the Founding, the debate between the Federalists & the Anti-federalists, the Constitution as defended by Publius, and the features of our present political order.

Pre-requisite: POL110LEC

**POL312 LEC: Enlightenment and Liberal Democracy (3)**

This course explores different questions relating to the theory and practice of liberal democracy. As a modern political system shaped by the Enlightenment, liberal democracy differs from the democracies of the ancient world in affirming various limits to public authority, limits which are typically codified in individual rights. The course considers the foundations of individual rights and different justifications offered for them. It also assesses other goals of liberal democracies and the broader aims of the Enlightenment as a philosophic movement.

Pre-requisite: POL110LEC and HIS212LEC and PHL212LEC

**POL313 LEC: American Political Thought and Practice II: 1825-1914 (3)**

This course, a continuation of American Political Thought and Practice I, explores the practical political problems we have faced since the new constitutional order was established, e.g. regarding federalism, slavery, political and economic liberty, and the role of the Supreme Court. On a theoretical level, we consider concerns raised by friendly critics of the Founding such as de Tocqueville, Lincoln, Woodrow Wilson, and Franklin Roosevelt. Through the New York City experience of the last 50 years, the class also undertakes a more localized consideration of the issues related to limited government, individual liberty, citizen character and civil society.

Pre-requisite: POL311LEC

**POL315 LEC: American Political Thought and Practice III: 1914-present (3)**

This course, a continuation of American Political Thought and Practice I & II, explores the practical political problems America faced as it has evolved into both a consolidated nation and a global power in the 20th and 21st centuries, e.g. WWI, the Great Depression, the New Deal, WWII, decolonization, the Cold War, the Civil Rights, Women's and Environmental movement, the Great Society, Globalization, and the War on Terror in the aftermath of 9/11. On a theoretical level, we consider concerns raised by friends and critics of America's emerging empire such as Henry Adams, Dewey, Kipling, Teddy Roosevelt, Mahan, Wilson, Holmes, Fitzgerald, Steinbeck, Hoover, Lindberg, Franklin Delano Roosevelt, Keynes, Kennan, Hayek, Miller, Chambers, Buckley, Kirk, Weaver, Vonnegut, S.C.O.T.U.S, King, Steinham, Brennan, and Carson. Through the New York City experience of the last 50 years, the class also undertakes a more localized consideration of the issues related to changing landscape of American society.

Pre-requisite: POL313LEC

**POL325 LEC: International Politics (3)**

This course introduces students to the central concepts of international politics. Through a treatment of the masterworks of international relations, it examines the evolving framework in which political communities have conducted relations with one another given the constants of human nature.

Pre-requisite: POL110LEC

**POL335 LEC: Comparative Government (3)**

This course introduces students to the central concepts of comparative government. It begins with a treatment of the masterworks of politics and moves forward to examine how political communities over time have defined justice, organized themselves, established constitutions, and conducted relations with one another.

Pre-requisite: POL110LEC

**POL351 LEC: Constitutional Law (3)**

This course introduces students to the central concepts, themes, and controversies of American constitutional law. Students will read judicial opinions in leading cases decided by the Supreme Court of the United States. The course also acquaints students with current scholarly debates about constitutional interpretation, and asks whether some recent and current doctrines in constitutional law may represent significant departures from the nation's founding principles.

Pre-requisite: POL311LEC

**POL352 LEC: Public Policy (3)**

This is an advanced course in American politics. It assesses some large controversies in public policy, matters relating primarily to domestic affairs. The course introduces students to different perspectives on the relevant topics, with a special emphasis on philosophic arguments that can be applied to policy debates. The course includes an overview of ends and means in public life and typically includes units on deception in politics; the purposes of state-sponsored punishment; abortion; the regulation of pornography; and the appropriateness of "paternalistic" policies.

Pre-requisite: ENG120LEC and POL311LEC

**POL451 LEC: Civil Rights (3)**

This is an advanced course in constitutional law, which examines the constitutional basis for civil rights and civil liberties and the history of the Civil Rights movement. The Civil Rights movement emerged in response to a regrettably long history of race-based discrimination in the United States. One peculiarity of American history is that both critics and defenders of slavery and segregation cited the Christian Bible in support of their views. The course also considers more recent arguments for constitutional rights, some of the highly controversial.

Pre-requisite: POL351LEC

**POL452 LEC: Statesmanship (3)**

This course explores the idea of statesmanship, while investigating some philosophic questions about law and politics and the exercise of power. The course considers these questions as they are posed in some great works of literature, with special attention given to certain plays by Shakespeare. Students who successfully complete the course should gain a deeper understanding of different kinds of leadership and some recurring puzzles or conundrums of political and social life.

Pre-requisite: POL110LEC and POL311LEC

**POL454 LEC: American Foreign Policy (3)**

An introduction to American foreign policy, its historical context, and present day debates. Students will use a case study approach to look at past and present foreign policy challenges facing the United States. Students are introduced to theories of American exceptionalism, isolationism, as well as traditional international relations theories to help explain American foreign policy choices.

Pre-requisite: HIS212LEC and POL313LEC

**POL498 LEC: Special Topics in Politics (3)**

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**PPE251 LEC: International Ventures (3)**

The International Ventures course prepares students for strategic international trips by facilitating investigation of, and exposure to, political, economic, and societal issues shaping particular countries. Students will examine how national history and culture contribute to the economic and political perspectives held by individual societies. Students will also learn skills that support effective cross-cultural communication about first principles.

**PPE451 LEC: Senior Thesis (3)**

The Senior Thesis is an opportunity for students to spend a semester conducting research and writing on a topic of their choice approved by a thesis advisor. Students work extensively with faculty members and complete a significant research project in their chosen topic. Thesis advisement depends upon the mutual consent of professor and student. Therefore, students cannot be guaranteed their choice of an advisor.

Pre-requisite: Senior Standing and GPA 3.6

**REL110 LEC: Christianity and Society (3)**

An overview and analysis of Christianity as a total worldview system, in comparison to other worldviews, and the implications of human dignity for flourishing religious, economic, and political liberties.

**REL112 LEC: Introduction to the Literature of Hebrew Scripture (3)**

An introduction to the distinctive genres of the literature of Hebrew Scripture, coupled with hermeneutical principles and methodology for each. Emphasis is given to the development of motivation and aptitude for study and interpretation of Hebrew Scripture, as well as application to life. Course assignments will center on acquisition of practical skills useful for independent study of Hebrew Scripture.

**REL211 LEC: Introduction to New Testament Literature (3)**

An introduction to the distinctive genres of New Testament literature, coupled with hermeneutical principles and methodology for each. Emphasis is given to the development of motivation and aptitude for study and interpretation of the New Testament, as well as application to life. Course assignments will center on acquisition of practical skills useful for independent study of the New Testament.

Pre-requisite: REL112LEC

**REL245 LEC: Epistemology and Scripture (3)**

This course will examine the biblical text for philosophical content concerning knowledge, truth, and the process by which the bible depicts epistemological confidence (i.e., How can we know that we're not wrong about something?). It will also explore epistemology since the Enlightenment with an aim at understanding contemporary views of epistemology (e.g., Reformed Epistemology, Naturalized Epistemology, Virtue Epistemology, etc.).

Pre-requisite: REL112LEC

**REL252 LEC: Classics of the Christian Tradition (3)**

In this course we will study classical and modern Christian texts. The class will be divided into four periods: (1) The patristic period (100-500); (2) the Middle Ages (500-1500); (3) The Reformation and Post Reformation (1500-1750); and the Modern Period (1750-present). Each section will begin with a general overview of the period in question. Following each period overview, we will examine texts that elucidate the themes of the period. Readers will study Christian Spirituality by reading and discussing genres ranging from theological treatises to biography to epic poetry to fiction and drama. Authors that may be covered in this course are Augustine, Dante, Aquinas, Luther, Calvin, Milton, Bunyan, Edwards, Dostoyevsky, Baldwin, and Achebe. We will study images of the human and of the divine in these literary works and we will discuss how these works dramatize the themes of human nature and destiny; the rhythm of faith; spiritual geography; and attitudes toward the world, culture, and history. Our interpretation of texts will be thick and critical, but they will also be constructive, that is, appropriated personally. Throughout, we will look at how these literary classics elucidate key doctrinal issues (The Trinity; Human Anthropology; the Doctrine of God; Eschatology; Pneumatology).

Pre-requisite: REL211LEC

**REL312 LEC: Foundations of Judeo-Christian Thought (3)**

An introduction to theology for liberal arts students which addresses the philosophical and historical basis of Christian biblical theology. Particular attention is given to the doctrine of humanity and salvation.

Pre-requisite: REL211LEC

Equivalent: REL412LEC

**REL351 LEC: Comparative Religions (3)**

This is a survey of the major religions and religious movements that students are likely to encounter in the New York context. Studies include the major spiritual alternatives to Christianity—Hinduism, Buddhism, and Islam, naturalism, and modern atheism. After examining orthodox versions of non-Christian faiths, as well as variations common in the contemporary American context—Nation of Islam and New Age practices, students conclude the class by studying various new religious movements—Mormonism, Jehovah's Witness, Christian Science, Scientology, etc.

Pre-requisite: REL211LEC

**REL353 LEC: Islam (3)**

This course explores the development of Islamic institutions, ideas, and spirituality during the 7th through 13th centuries. It also examines the growth of Islamic law (the sharia) and Islamic mysticism (Sufism), movements that address, in opposite ways, the abuses of wealth and power during Islam's Golden Age. The final part of the course focuses on the contemporary struggle for the soul of Islam taking place between conservatives, reformers, and extremists as well as an examination of the prospects for various brands of Islam in democratic, pluralistic, and capitalist contexts. Cross-listed as REL/POL.

Pre-requisite: REL211LEC

Equivalent: POL353LEC and MCA353LEC

**REL354 LEC: Principles of Biblical Interpretation (3)**

As an introduction to principles and methods of Biblical interpretation, students will focus on learning the methodological model for studying and interpreting Biblical literature in the context of New Testament epistolary literature. Students will focus on applying this model to other genres of Biblical literature. Emphasis is given to the development of motivation and aptitude for study and interpretation of the Bible, as well as application to life.

Pre-requisite: REL211LEC

**REL361 LEC: Systematic Theology (3)**

An introduction to the methods of theological formulation and the central doctrines of historic Christianity: revelation, God, creation, anthropology, Christology, redemption, Spirit, church, and last things.

Pre-requisite: REL211LEC

**REL451 LEC: Biblical Exegesis (3)**

In this course students will learn how to interpret biblical texts. The course concentrates on a detailed study of Old or New Testament texts, as selected by the instructor. Students will write an in-depth study of a chosen body of work. Accompanying this textual analysis, students will research the history of interpretation of the texts in question, paying special attention to interpretive methods and theological use both in and outside the church.

Pre-requisite: REL354LEC

**REL498 LEC: Special Topics in Religion (3)**

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**SCI212 LEC: Scientific Reasoning (3)**

This course is a historically informed introduction to modern physics, astronomy, cosmology, chemistry, and biology, with the goal of attaining a broad conceptual understanding of contemporary science, its empirical basis, and its harmonious relationship with the Christian worldview. Given the intellectual authority of science in modern Western civilization, it is impossible to engage the surrounding culture effectively with the claims of Christ without having a broad-based scientific literacy, a deep understanding of the deleterious effects that naturalistic presuppositions have had on both science and culture, the philosophical and scientific basis on which assumptions may be challenged, and a well-defined understanding that relates the biblical worldview to the world of science.

The course will involve lecture, discussion, and laboratory components.

Pre-requisite: PHL110LEC and (MAT155LEC or MAT160LEC or MAT170LEC)

Equivalent: SCI312LEC

**THE109 LEC: Theater Practicum (1)**

Theater Practicum is designed to give the student supervised practical experience in producing, acting, directing, and state managing TKC Theater productions. May be taken up to three times for credit; graded Pass/Fail.

**THE209, 309, 409 LEC: Theater Production (3)**

The purpose of this course is to give students the opportunity to take part in a small scale but high quality college theater production, fostering both the creative development of the students who participate and the creative community of The King's College as a whole. Students in this class will either perform, stage manage, design, assistant direct, produce, or dramaturg. They will all be required to audition or interview for these positions. Class time will consist of rehearsals and production meetings; students will learn by doing. Students may repeat this course once.

**THE235 LEC: Acting I (3)**

In this class students will come to a greater understanding of the craft of acting which has developed out of the Stanislavkian tradition. The course includes intensive contemporary scene study, along with a variety of acting exercises aimed at developing the students' sensitivity to their own human instincts. As they develop as artists, students will also gain an understanding of how their unique creative impulses are a result of their being made in the image of God.

**THE241 LEC: Dramatic Writing (3)**

In this class students will develop beginning skills in the art of script writing, with an emphasis on understanding story, character, and the creative writing process. This course includes: an introduction to playwriting as the best foundation for all varieties of script writing, an examination of the differences between playwriting and screenwriting, story structure, and treatment writing. Cross-listed as THE/FLM.

Pre-requisite: ENG120LEC

Equivalent: FLM241LEC

**THE252 LEC: Musical Theater Survey (3)**

This course is an overview of the art form of musical theater. It will focus on the historical eras in which this specific kind of theater was produced and the myriad styles and genres that followed. As it is a survey, this course will examine the history and great works of musical theater from its beginning in nineteenth-century operetta to its current form in New York City. The class will consist of lectures, discussions, listening and attending. The class will attend at least one NYC musical together.

**THE255 LEC: Introduction to Theater (3)**

This course will introduce students to the conceptual basis of the aesthetics, meaning and experience of drama by following the historical progression of theater from the Greeks to the present. The thesis of this investigation is that despite variations in style and form, the human activity of creating and experiencing theater is essentially unchanging.

**THE341 LEC: Scriptwriting (3)**

The course will take a structured, sequenced, principle-based approach to dramatic writing giving equal weight to the study of aesthetic principles beginning with Aristotle's Poetics, the analysis of dramatic masterworks, and the creative work of the students. The course introduces students to the process of writing drama using the conceptual tools that effective writers use (and have always used). The course will be useful regardless of the intended medium or genre of the student's writing whether for theater or screen, and due to its strong emphasis on aesthetic principles should be of value to the keen critic or the adept observer.

Pre-requisite: THE241LEC or equivalent

**THE342 LEC: Advanced Scriptwriting (3)**

This course builds on the principle-based approach to dramatic writing presented in THE 341. Using the aesthetic principles, creative methods, and analytic tools introduced in the pre-requisite, students will be guided through the advanced development and completion of an original dramatic work. The focus will be on building the individual student's ability to use aesthetic principles as tools to solve the endless problems that are, in essence, the process of dramatic writing.

Pre-requisite: THE341LEC

**THE498 LEC: Special Topics in the Theater (3)**

Courses offered as special topics are designed to enable the faculty to develop courses in an academic area of special interest to them and to their students that are not listed in the regular course offerings. Special topics courses may be repeated with departmental permission, provided the topic is different. Courses are offered for elective credit at the 200-, 300-, and 400-level.

**UGA999 LEC: Undergraduate Research Assistantship (1-3)**

This course is designed to allow an undergraduate to earn credit by assisting with a faculty member's research project, at the invitation of the faculty member, thereby gaining experience in the methods and practice of scholarly work. The student, faculty member, and program chair will submit to the registrar the signed Research Assistant Request Form, an 800-1500 word proposal for the project, and a plan that outlines the students' responsibilities for the project. The course is variable credit (1-3) based on the hours worked during the semester and will be graded on a pass/fail basis.

**URB200 LEC: The City (3)**

This course is an introduction to the multi-disciplinary study of cities. Students examine the role of cities in the history of civilization, with special emphasis on the role that the development of New York City has played throughout the history of American civilization. The scale, dynamism, and complexity of New York City provide students with a case study of the social structure of cities including the cultural diversity within urban populations and the unique social problems of urban life. The course concludes with an overview of the ways in which urban politics and public policy has attempted to make cities function more efficiently and improve the quality of life for residents.

Equivalent: HIS214LEC