



# THE KING'S COLLEGE

COLLEGE CATALOG

2012-2013

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# The King's College

## Contact Information

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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 <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

2012-2013

## Fall 2012

### April

4/9-9/5 Fall Late Registration

### August

8/21 Last day to Add an Online Course

8/25 New Student Orientation

8/29 Fall Semester Begins

8/29 Convocation, 8pm

### September

9/3 Labor Day Holiday-College Closed

9/5 Last Day to Submit Internship Contracts

9/5 Last Day to Apply for Pass/Fail

9/5 Last Day to Add a Course

9/5 Last Day to Apply for an Audit

9/19 Last Day to Drop a Course

Without a Grade

9/20 First day to Withdraw from Classes

9/28-30 Homecoming/Parents Weekend

### October

10/11 Last Day to Withdraw from Classes

10/12 First day to Withdraw Pass or  
Withdraw Fail from Classes

10/15-19 Midterm Week

10/22-11/2 Advisement

10/31 Fall Midterm Grades Due

### November

11/5-14 Registration for Spring 2013

11/21 Thanksgiving Recess  
- No Classes/College Open

11/22-23 Thanksgiving Recess  
- College Closed

### December

12/12 Last day of Classes  
-Monday Class Schedule

12/13 Reading Day - No Classes

12/14-19 Final Examinations (including Saturday)

12/19 Last day of Fall Semester

12/20-1/11 Christmas Break--No Classes

12/23 Fall Grades Due

12/24-26 Christmas Break  
- College Closed

12/31-1/1 Christmas Break  
- College Closed

## Spring 2013

### November

11/15-1/18 Spring Late Registration

### January

1/4 Last Day to Add an Online Course

1/10-11 New Student Orientation

1/14 Spring Semester Begins

1/18 Last Day to Add a Course

1/18 Last Day to Submit Internship Contracts

1/18 Last Day to Apply for an Audit

1/18 Last Day to Apply for Pass/Fail

1/21 Dr. Martin Luther King Jr. Holiday  
- College Closed

### February

2/4 Last Day to Drop a  
Course Without a Grade

2/5 First day to Withdraw from Classes

2/26 Last day to Withdraw from Classes

2/27 First Day to Withdraw Pass  
or Withdraw Fail from Classes

### March

3/4-8 Midterm Week

3/11-29 Advisement

3/13 Spring Midterm Grades Due

3/18-22 Spring Break

- No Classes/College Open

3/29 Good Friday- College Closed

### April

4/1-12 Registration for Fall 2013  
4/10-12 Interregnum-Required Activities  
in lieu of Classes

4/15-9/4 Fall Late Registration

4/30 Friday Class Schedule

### May

5/3 Last Day of Classes

5/6-10 Final Examination

5/10 Last Day of Spring Semester

5/11 Commencement

5/15 Spring Grades Due

## Summer AB 2013

<b>May</b>	
5/20	Summer Term AB Begins
5/23	Last Day to Add a Course
5/23	Last Day to Submit Internship Contracts
5/23	Last Day to Apply for an Audit
5/23	Last Day to Apply for Pass/Fail
5/23	Last Day to Drop a Course Without a Grade
5/24	First day to Withdraw Pass or Withdraw Fail from Classes
5/27	Memorial Day Holiday -College Closed
<b>June</b>	
6/21	Last Day to Withdraw from Classes
6/24	First day to Withdraw Pass or Withdraw Fail from Classes
<b>July</b>	
7/1-5	Midterm Week
7/4	Independence Day -College Closed
<b>August</b>	
8/9	Last Day of Summer AB Semester
8/13	Summer Term AB Grades Due

## Summer O 2013

<b>May</b>	
5/31	Last Day to Add a Course
<b>June</b>	
6/10	Summer Term O Begins
6/12	Last Day to Submit Internship Contracts
6/12	Last Day to Apply for an Audit
6/12	Last Day to Apply for Pass/Fail
6/12	Last Day to Drop a Course Without a Grade
6/13	First Day to Withdraw from Courses
<b>July</b>	
7/1	Last Day to Withdraw from Classes
7/2	First day to Withdraw Pass or Withdraw Fail from Classes
7/4	Independence Day -College Closed
<b>August</b>	
8/2	Last Day of Summer O Semester
8/6	Summer Term O Grades Due

# Admissions

## Entrance Prerequisites

Admission to 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.

### **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 information 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.

## Transfer of Credit

All students 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 hours. Transfer credits that are not equivalent to a course in the student's program may transfer in as electives. Additionally, students cannot apply more than 30 credit hours of online credit 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 transferring in 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.

International Baccalaureate (IB): In order to transfer credit from the International Baccalaureate Diploma Program (IB), the student must earn a score of 7 or 8 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 below 500 must have a Test of English as a Foreign Language (TOEFL). The King's College requires a score of at least 580 on the TOEFL 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.
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. 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 a F-1 Student Visa - All international students who are seeking to study full time at The King's College are required to obtain an F-1 Student Visa prior to entrance. 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 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 for completion.

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.

### **Outline of Admissions Process**

1. The potential student must complete the application form. The online application is available through [www.tkc.edu/apply](http://www.tkc.edu/apply).
2. Please remember to 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. 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 less 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.
5. Students will be notified as to their admissions status at The King's College by mail.

### **Before You Begin**

Once you have been accepted at 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, 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  
350 Fifth Avenue, Lower Lobby  
New York, NY 10118  
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 2012-2013 academic year, the costs are:

### Tuition

For 12-18 credit hours \$14,445.00 per semester, or for less than 12 credits \$1,203.75 per credit hour.

### Student Activity Fee

Full-time Students:	\$175 per semester for full-time students	
Part-time Students:	Registered for 7-11 credit hours:	\$175 per semester
	Registered for 6 or less 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 - 11 credits or less	\$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 2012-2013

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)	\$14,445.00	\$28,890.00
Student Activity Fee	\$175.00	\$350.00
<b>Total Direct Expenses</b>	<b>\$14,620.00</b>	<b>\$29,240.00</b>
Housing*	\$5,525-5,800.00	\$11,050-11,600.00
Clark St. Housing	\$5,800.00	\$11,600.00
Vogue Housing	\$5,800.00	\$11,600.00
Herald Towers Housing	\$5,800.00	\$11,600.00
Ludlow Housing	\$5,525.00	\$11,050.00

### Online Courses

Matriculated Students: (eligible for financial aid)	Above fee schedule applies	
Non-matriculated Students: (not eligible for financial aid)	\$800 per course	\$800 per course
<b>Total Direct Expenses with Housing</b>	<b>\$20,145-20,420.00</b>	<b>\$40,290-40,840.00</b>

**Indirect Expenses (estimated)**

Food	\$1,305.00	\$2,610.00
Books	\$495.00	\$990.00
Personal/Miscellaneous	3,302.00	\$6,604.00
Transportation	\$1,748	\$3,496.00

\*You are required to submit a \$50 nonrefundable housing application fee as well as a \$600 housing deposit that will be returned to you upon your departure from The King's College provided your room is in the same condition as when you entered.

**Other Fees**

Add/Drop fee	\$30 per transaction
ID Card replacement fee	\$15 per card
Late payment fee	\$25 plus 1.5% of outstanding balance
Late registration fee	\$50
Returned check fee	\$30
Graduation Fee	TBA

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

**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 \$60 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 \$25.00 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  
350 Fifth Avenue, Suite 1500  
New York, NY 10118.

**In-Person:**

Make a payment in-person in the Business Office, located on the 15th 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.afford.com/kings](http://www.afford.com/kings). Click on pay in full. There is a convenience fee of 2.99% per transaction for this service.

**Electronic Payment:**

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

**Financial Aid Recipients**

Only valid Financial Aid awards will appear on your bill. If there is a discrepancy or aid is missing, please contact Anna Peters, Financial Aid Director (212) 659-3610. 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 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 \$30 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 2012 Semester**

August 29 <sup>th</sup> - September 4 <sup>th</sup>	100% Refund
September 5 <sup>th</sup> - September 11 <sup>th</sup>	75% Refund
September 12 <sup>th</sup> - September 18 <sup>th</sup>	50% Refund
September 19 <sup>th</sup> - September 25 <sup>th</sup>	25% Refund
After September 25 <sup>th</sup>	No Refund

**Spring 2013 Semester**

January 14 <sup>th</sup> - January 20 <sup>th</sup>	100% Refund
January 21 <sup>st</sup> - January 27 <sup>th</sup>	75% Refund
January 28 <sup>th</sup> - February 3 <sup>rd</sup>	50% Refund
February 4 <sup>th</sup> - February 10 <sup>rd</sup>	25% Refund
After February 10 <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.

**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 Services 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 Services 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 Services 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 Services will contact the student and the Bursar when a final decision has been made. (Fees are non-refundable.)

Upon being granted credit for tuition for a medical leave of absence, a housing credit will be issued on a prorated basis.

### **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. A meeting with the Director of Student Services is also required before a voluntary leave may be granted. 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 Process**

The Housing Appeals Committee fields any dispute a student may have regarding his or her housing contract. Students wishing to appeal their housing contract must submit a formal letter in writing to the Bursar. Once the Bursar receives an appeal it will be given to the Housing Appeals Committee. The committee consists of the Chief of Staff, the Chief Financial Officer, the Director of Financial Services, and the Director of Residence life. The committee thoroughly reviews the issue and determines the final decision. The Bursar 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 14 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 <b>only</b> 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. Complete the online <a href="#">Financial Aid Enrollment Plans Form</a>	May
6. If selected for verification, you will receive a request for additional documentation	June
7. 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 Sallie Mae Smart Option loan, complete the application here: <a href="http://www.salliemae.com">www.salliemae.com</a> e. Use the <a href="#">Loan Change Form</a> to make adjustments	July

## 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 term or 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

#### **Leadership Scholarship (formerly the King's Scholar Award)**

The purpose of the Leadership Scholarship is to identify emerging young leaders and encourage them to attend The King's College, New York City. 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 is granted on a one-time, individual basis and must be applied to freshman year costs. 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 awarding four scholarships amounting up to the full cost of tuition to incoming students who embody the combination of leadership and academic skills that the College highly values. The Founders' Scholarship is awarded through a competitive process that includes essay and presentation components. To be considered for the scholarship, students must submit a four- to five-page essay on a specific prompt, visit the campus and give a five- to seven-minute speech, and participate in a leadership exercise during the on-campus visit.

For details and guidelines on how to participate, open the Founders' Scholarship Guidelines document.

#### **Visit Scholarship**

We understand that visiting colleges can be costly, and visiting a college in New York City is no exception. We also know the value of actually seeing the college you're considering—meeting students and faculty, touring the campus and student apartments, and exploring your potential new neighborhood. For students who visit during their Senior year of high school and enroll at King's the following fall we will award a one-time \$1,000 Scholarship to help defer the costs of the visit. This scholarship also applies to transfer students who visit at an Inviso open house during the academic year leading up to their enrolling at King's.

## **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. This award is reevaluated each year and may be adjusted according to the information provided on the FAFSA.

### **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 2012-13 award year (July 1, 2012 to June 30, 2013) is \$5,550. The maximum can change each award year and depends on program funding. The amount you get, though, will depend not only on your financial need, but also on your 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. You can 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 your financial need, you 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 6.8%.
- **Unsubsidized:** You might be able to borrow loan funds beyond your subsidized loan amount even if you don't have demonstrated financial need. In that case, you'd receive an unsubsidized loan. Your school will subtract the total amount of your other financial aid from your cost of attendance to determine whether you're eligible for an unsubsidized loan. Unlike a subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it's paid in full. Unsubsidized Stafford loan interest rates are fixed at 6.8%
- 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 your education expenses if you are a dependent, undergraduate student enrolled at least half time. Your parent must have an acceptable credit history (a credit check will be completed). The yearly limit on a PLUS Loan is equal to your cost of attendance minus any other financial aid you receive. Interest is charged from the date of the first disbursement until the loan is paid in full. The interest rate is fixed at 7.9%. See [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for more information.

### **Private Loans**

#### **Smart Option Student Loan – provided by Sallie Mae**

You may choose to borrow funds for your education through the private lending company of Sallie Mae. It is best to apply with a creditworthy cosigner, like a parent, as they will give you a better chance of approval or help lower your interest rate.

For further details including benefits, rates and terms visit [www.salliemae.com](http://www.salliemae.com).

### **Additional Aid Programs**

#### **Military Benefits or ROTC Scholarships**

Educational benefits may be available to veterans and children of veterans. Most programs are based on level of enrollment. Contact the Veteran’s Administration or your recruiter for more details. 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.

#### **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 2012-2013

	<b>On-Campus</b>	<b>Off-Campus</b>	<b>Commuter</b>
Tuition/Fees	\$29,240	\$29,240	\$29,240
Housing	\$11,600	\$6,250	N/A
Food	\$1,800	\$1,800	\$1,250
Books	\$800	\$800	\$800
Miscellaneous	\$900	\$900	\$450
Transportation	\$1,750	\$1,750	\$936
<b>TOTAL</b>	<b>\$46,090</b>	<b>\$40,740</b>	<b>\$32,676</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 you are 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)

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

### 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 students' 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 you receive a scholarship check in the mail but it is made out to The King's College, you should submit the check to the Office of Financial Aid. If you receive a scholarship check that is made co-payable to you and The King's College, you need to endorse the check and submit it to the Office of Financial Aid. Finally, if you receive a scholarship check made payable to you, you are 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 they meet the following criteria:

- Enrolled as a regular student in an eligible program completing courses leading toward their declared degree
- Has a H.S. diploma or equivalent
- U.S. citizen or eligible non-citizen
- Not have received a prior Bachelor's degree
- Not in a default status on one or more federal loans
- Be registered with the Selective Service System if you are 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 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 ATTEMPTED	GPA: 0.00 - 1.79	GPA: 1.80 - 1.90	GPA: 1.90 - 1.99	GPA: 2.00 and greater
0-30	Probation	Good Standing	Good Standing	Good Standing
31-60	Probation	Probation	Good Standing	Good Standing
61-90	Ineligible			Good Standing
90+	Ineligible			Good Standing

The chart below outlines the maximum timeframe 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 A, A-, B+, B, B-, C+, C, C-, D+, D, 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, however 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 that 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 will lose his federal aid eligibility unless he successfully appeals and is placed on probation.

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

A student may appeal 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 is not meeting the SAP requirements she will be ineligible to receive federal financial aid in 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 her college level.

## **Special Circumstances and Appeals**

The Financial Aid Office is aware that financial situations can change due to circumstances beyond the student's control. Often this hinders their 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
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 the Director of Financial Aid so she can ensure that the appeal process is right for you.

**Step 2:** If guided by the Director of Financial Aid, 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 Committees 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 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 them to withdraw from all classes they are strongly encourage 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 which 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 use its discretion to choose applications for this process.

Documents requested to complete the verification process include, but are not limited to, Verification Worksheet, signed copies of student and parent/spouse tax returns 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 10 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 which 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 April 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. Furthermore, we summon students to discover their vocation and to discern the best ways to build on the college experience in their personal 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 <http://www.tkc.edu/students/ss/newstudents.html>.

### **Foundations Seminars**

Foundations is a seminar-style first-year program designed to equip new students with a practical understanding of The King's College and to increase student satisfaction through timely knowledge of resources, opportunities and expectations. All sessions are required for incoming freshmen. A fine of \$50 will be issued to the student account on freshmen students who miss one or more of the Foundations seminars.

### **Campus Housing**

The King's College leases apartments in various areas throughout the City. Studio and one bedroom apartments, as well as single dormitory-style units, are available to students on an as-available basis. First priority is given to full-time students. Housing contracts are for one school year unless otherwise stipulated. Once students sign a housing contract, they 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 that all students are contracted to live by 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 integrity and virtue manifested 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 single-sex student associations that serve as contexts for community and leadership development. Each entering 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 made up of each House President, cabinet members, and the Student Body President. The Council's mission is to shape a value-centered culture and enable a student-driven community. They do this by distributing funds to student-led organizations and planning initiatives that are consistent with the mission of the College. The combined system of House leadership and student governance is an important part of fostering the worthy ambitions of students to shape and to lead strategic institutions.

### **Student Leadership**

Houses, the King's Council, student organizations, and the House Competition are designed to lay a vital foundation for subsequent years at The King's College, as well as for future leadership. After the first year, many first-year students have the opportunity to provide leadership through their Houses, the King's Council, or student organizations. In this way, 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.

### **Center for Academic Success**

The Center for Academic Success (CAS) provides academic resources to help students become independent learners. Services offered at the CAS include individual tutoring, group tutoring/study groups, and workshops. Students can contact the CAS ([cas@tkc.edu](mailto:cas@tkc.edu)) for group tutoring/study group subjects and schedules. Student success and writing workshops are confirmed at the start of each semester.

### **Counseling**

The King's College Counseling Center ([counseling@tkc.edu](mailto:counseling@tkc.edu)) provides a safe and confidential setting where students can explore personal concerns in order to achieve satisfying relationships, gain self-awareness, improve academic performance, set personal goals, and make career and life choices. The Counseling Center's mission is to assist students in maintaining their optimum level of health and wellness so they are best able to achieve their goals. Our counseling philosophy is a holistic approach which focuses on the emotional, physical, academic, social and spiritual growth of each student. The King's College Counseling Center 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 Kings College is designed to serve student interests in different sports and recreational activities, whether they are competitive, recreational, or instructional. Emphasis is placed on student leadership and involvement, as well as on the dedication and commitment of club members. Varsity Sports include men's baseball, men's and women's basketball, men's and women's soccer, and women's volleyball. Intramural sports include ultimate Frisbee, basketball, dodge ball, and kickball, Club sports include cross country, golf, crew, rugby, baseball, and fencing.

### **Spiritual Life**

The King's College has no chaplain or required chapel, and few behavioral rules. Instead, emphasis is placed on encouraging students to pursue a deep and abiding moral theology that informs their personal and vocational decisions. Houses and other student organizations provide 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 strategic projects organized by The King's College that enable students and faculty 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 8 to 15 students plus staff and faculty, put feet to the mission of The King's College as they discuss defining issues with up and coming leaders in other nations. Previous venture locations include: the Balkans, Turkey, China, Paris, Israel, and East Africa.

### **City Engagement**

City Engagement ([cityengagement@tkc.edu](mailto:cityengagement@tkc.edu)) is a student-led program that connects students to non-profit communities in New York City. City Engagement hosts various events on campus to sponsor non-profits and connects students with a variety of volunteer projects in the City.

### **Interregnum**

Interregnum is a once-a-year event in which the whole 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 all-College assemblies. Students organize debates, speeches, performing arts events, and panel discussions of the theme at hand. Recent interregnum themes include the role of trust in society, the proper human response to difficulty, the nature of avarice, and villainy.

# 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 for credit. A fuller explanation of grading standards may be found in The Faculty Handbook.

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.

The College's academic standards cover many additional requirements explained in the following sections.

## 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 person then turns in as his own work (Derived from Raimes, Ann. *Keys for Writers: a Brief Handbook*. Boston: Houghton Mifflin Company, 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. However, more egregious acts of dishonesty will be sanctioned more severely. For first and relatively minor offenses at the College, a student will generally receive a zero in 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 Student Handbook).

## Writing and Research

The King's College has a curriculum-wide emphasis on written communication. Many courses demand extensive research writing. Students are therefore required to obtain a grade of C or higher in College Writing I and College Writing II within his or her first three semesters of attendance. 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. Students are assigned to a particular course (Quantitative Reasoning, Pre-calculus, or Calculus) in light of their previous preparation and intended program of study. All students must take a mathematics course at King's in his or her first year. In order to be placed in calculus, the student must attain a score of 650 or higher on the mathematics

section of the SAT or a score of 27 or higher on the mathematics section of the ACT. Students with lower scores will be placed in Quantitative Reasoning or Pre-calculus. 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 Liberal Arts
- Bachelor of Arts in Media, Culture, and the Arts
- Bachelor of Arts in Politics, Philosophy, and Economics
- Bachelor of Science in Business Administration

Students must declare a major in one of these three degree programs before they register for their third semester. Transfer students entering the College with 21 or more credits must declare a major upon enrollment. To declare a major, a student must fill out the Declaration of Major form, available on the Student Portal.

### **Minors**

Every student seeking a bachelor's degree must complete all requirements of a major program. In order to offer students the opportunity to further specialize in an area of interest, they may also complete a minor.

Minors are composed of 18 credits of specific courses as outlined below. Certain Common Core and Major courses may overlap between Common Core/Major requirements and minor requirements. Transfer credits may count towards a minor; however, a minimum of nine 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 the area of his or her major. 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 desiring to complete a minor should declare as early as possible and meet regularly with his or her academic advisor to ensure the best opportunity for completing all minor requirements. 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; BUS 273: Principles of Management and Organization; BUS 271: Financial Accounting; BUS 371: Introduction to Marketing; and one Business elective.

- **Economics:** ECO 110: Introduction to Economics; ECO 211: Microeconomics; ECO 210: Macroeconomics; ECO 311: History of Economic Thought; ECO 325: Intermediate Microeconomics or Econometrics; Economics elective (300/400 level)
- **Foundations of Education:** POL 315: American Political Thought and Practice III; History of American Education; EDU 251: History and Philosophy of Education II; EDU 451: Education Policy, two Education electives
- **Culture and the Arts:** HIS 111: Western Civilization I; HIS 212: Western Civilization II; HUM 211: Arts and Ideas I; HUM 312: Arts and Ideas II; any two of HUM 210: Principles of Cultural Interpretation; HUM 310: The Postmodern World; Humanities/MCA elective
- **Journalism:** ENG 412: Persuasive Writing and Speaking; 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, elective in American Literature, elective in British and European Literature
- **Media Studies:** ENG 412: Persuasive Writing and Speaking, MED 251: Enterprise of Mass Communication; MED 353: Media Culture and Society; 3 Media electives
- **Philosophy:** PHL 110 Logic; PHL 361: Ethics; PHL 210: Ancient Philosophy; PHL 212: Medieval Philosophy; PHL 214: Modern Philosophy; and one philosophy elective at the 300 or 400 level.
- **Politics:** POL 210: Foundations of Politics; POL 315: American Political Thought and Practice III; POL 312: Enlightenment and Liberal Democracy; POL 351: Constitutional Law; elective in Comparative Politics, elective in International Politics
- **Pre-Law:** PHL 110: Logic; BUS 271: Financial Accounting; POL 351: Constitutional Law; POL 451: Civil Rights; Choice of one of the following: BUS 473: Legal Studies in Business; or POL 452: Statesmanship. Choice of one of the following: elective in American Literature or British and European Literature
- **Theology:** REL 112: Old Testament Literature; REL 211: New Testament Literature; REL 354: Principles of Biblical Interpretation; REL 412: Foundations of Judeo-Christian Thought, two Theology electives

**Exceptions:**

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

**Graduation Requirements**

Students are solely responsible to complete all degree requirements for their declared program. Academic advisors and the Registrar’s Office act as a resource 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 ENG 110, College Writing I, and ENG 120, College Writing II, within the first three semesters of attendance; failure to do so will result in dismissal from the College
7. The successful candidate must satisfactorily complete all the requirements for Interregnum
8. The successful candidate for the degree program must obtain approval for graduation from the Office of the Registrar and upon vote of the faculty

Students must submit an official Request to Graduate form (available from the Registrar's Office) to the Registrar at least thirty days prior to graduation from the College. 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.

### **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 only transfer in Open Elective credit, not Core or Major courses. King's only allows Open 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 better 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.

### **King's Online**

King's Online gives students the opportunity to complete a set of lower division Common Core classes and select electives online. These courses are offered through a combination of video, web, text, and audio formats.

Prospective students may apply to take the freshman Common Core at King's main New York City campus, or online through the First Year Online program.

Non-matriculated students may also take King's courses online. These students, however, may earn a maximum of twelve (12) credits through King's Online. Students wishing to complete more credits are invited to apply to the College as matriculated students.

On-campus matriculated students enrolled at King's New York City campus may take King's Online courses only during the Summer Term. This affords students the opportunity to earn credits above the regular full-time load of 30 credits per year and thus accelerate the completion of their degrees. Such students, however, cannot apply more than 30 credit hours of online credit to their degree program.

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 or federal financial aid.

### **Academic 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.

International Baccalaureate (IB): In order to transfer credit from the International Baccalaureate Diploma Program (IB), the student must earn a score of 7 or 8 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.

#### **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.

#### **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.

#### **Program Honors**

A graduate of the Business Administration program who earns a cumulative GPA of 3.5 or higher in all major course requirements will be awarded Program Honors. This distinction is recorded on the official academic transcript.

A graduate of the Media, Culture, and the Arts program who earns a cumulative GPA of 3.5 or higher in all major course requirements will be awarded Program Honors. This distinction is recorded on the official academic transcript.

#### **Honors within the Discipline**

A graduate of the Politics, Philosophy, and Economics program may receive Honors in Politics, Philosophy, or Economics. In order to qualify for Honors within a specific discipline, students are required to receive a minimum of a 3.5 GPA in 9 classes within the discipline—including the senior thesis. This distinction is recorded on the official academic transcript.

#### **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.

#### **Registration and Advising**

Currently enrolled students register for their next semester's courses during November (for the upcoming spring term) and 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. Faculty members advise sophomore, junior, and senior students. Students are responsible for making appointments with their advisors during this week to choose their next semester's courses. Students who don't meet with their advisors will not be permitted to register online.

At their advising appointment, students must complete a "[Registration Agreement Form](#)" with their proposed class schedules. Once a class schedule has been finalized and approved, one copy of the form remains with the academic advisor and another copy is retained by the student as a guide for registering online.

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 who have not met with academic advisors or have an outstanding 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 "Registration Agreement Form" reflects the counsel of an advisor who understands the preferred sequence of The King's College curriculum and can steer a student away from taking a course at the wrong time or failing to take a course at the right time. Academic advisors and the Registrar's Office 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 hours constitutes full-time status, a full academic load for a semester at The King's College is 15 hours. To register for more than 16 hours, students must have a GPA of at least 3.3 and obtain permission of their advisor.

#### **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 next section for details.

To add or drop a course, a student must complete an "Add/Drop Form" (available on the Student Portal). A student must consult their advisor before submitting this form. 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 is preparing to leave the College prior to graduation, he or she should schedule an Exit Interview with the Director of Student Services by emailing [studentservices@tkc.edu](mailto:studentservices@tkc.edu), calling 212-659-7285 or by making an appointment at the Student Services desk. The student's reason for leaving will be documented in his or her academic records and used for the continual improvement of services at the College. The Office of Student Services will assist the student in closing out accounts with library services and the academic, financial, and student development departments.

It should be noted that failing to attend classes does not constitute a complete withdrawal from the College. Students who do not notify the Office of Student Services of their intent to withdraw 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 Dean of Students, 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.

### **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, they must fill out an official Leave of Absence form, available on their Student Portal. An official Leave of Absence maintains a student's matriculation at the College for a maximum of two semesters (one full academic year). It should be noted that students who have been approved for Leave of Absence have no official enrollment standing at the College (part-time, full-time, or otherwise).

A student who does not return to the College within two semesters must complete an "Application for Re-Admission" (available on the College website). If approved, 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.

### **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 curriculum 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) computes into the index. 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. (Students should seek and receive counsel from their faculty advisors on the wisdom of pursuing Pass/Fail credit above the 12 credit degree limit.) 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. If a student fails to complete an exam or other assignments within six weeks, the course grade will be calculated by assigning a zero to the missing exam or assignment.

### **Academic Transcripts**

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

Transcripts are generally processed within 1 – 2 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" will be 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 email, or contacting the professor about a class-related matter. A student who is absent for fourteen 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 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

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; coursework not completed during this period is factored in to the final grade as a zero

AU = Audit

NR = No grade reported

P = Pass. Does not affect the 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 at mid-term with failing grades. 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 nonetheless 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.

In cases where a student believes a grade has been incorrectly computed or recorded, the student 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 in a 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.

In cases where a student believes a grade is unfair, he or she should bring the complaint to the instructor. If the matter is not resolved, he or she may appeal to the school Program Chair (if the complaint is against the Program Chair, he or she may bring the complaint to the Provost). The Program Chair may deny the appeal outright or forward it to the Academic Policy 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 a second time 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 Provost.

Note that students must earn a grade of C or higher in both ENG110, College Writing I and ENG120, College Writing II, within the first three semesters of attendance; 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 repeating courses 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 a cumulative or semester 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 or semester GPA falls below 2.0. Students who are put 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 and semester GPAs fall below the standards given above will be placed on Academic Probation and will be notified by the Provost. Probationary status is also recorded on the student's academic transcript. Academic Probation is separate and distinct from "Academic Warning." See above.

### **Restrictions on Students who are on Academic Probation**

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.

### **Removal from Probation**

In order to be removed from probation, a student must earn Good Standing within the next semester. In the case of a part-time student, he or she 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 a full semester and has failed to meet the conditions to return to Good Standing.
- A student fails the same course twice.
- A student on probation fails to follow the restrictions of his or her probation.

At the end of each term, the Registrar notifies the Provost of students whose academic performance meets the criteria for suspension. The Provost then informs the students.

### **Readmission to the College**

Students may apply for re-admission 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 academic year (two consecutive semesters); 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 re-admission applications and will inform the student accordingly.

For students who left the College while on probation or were suspended, the Academic Policy Committee, will review all applications and a formal recommendation will be given to the Provost. The Provost will either approve or deny re-admission applications and will inform the student accordingly.

For students wishing to re-admit after a period of academic suspension, the application must be accompanied by a letter 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. A student who is re-admitted after a suspension will be accepted conditionally and placed on academic probation. The conditions for re-admission require that the student take a full course load and pass every course. Other conditions may also be required at the discretion of the Academic Policy 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 eight consecutive semesters of full-time enrollment in the College.

**Summary of Academic Statuses**

<b>Status</b>	<b>When</b>	<b>Consequences</b>
Good Standing	Meets minimum cumulative and/or semester GPA for class standing (1.8, 1.9, 2.0)	None
Academic Warning	Cumulative and/or semester GPA falls below 2.0 but cumulative and/or semester GPA meets minimum for Good Standing	Receives warning letter
Probation	Cumulative and semester GPA below minimum for class standing	Activities and employment restricted
Suspension	Has been on probation for one semester and does not regain good standing, or 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 following: Fails same course three times; 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, 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 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, missed 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**

Faculty members at The King's College do not provide students with study guides designed to assist students 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, fieldtrips, 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 3.4 or higher and must have already declared a major. Students work under the guidance of a faculty member and must complete both written assignments and an oral presentation. Students wishing to do an Independent Study must speak with their 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 his or her academic advisor, a student may apply for a Directed Study. 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. Students 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, a student may take no more than two Directed Studies 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 Services for internship opportunities. Students must have a junior or senior class standing at the college and must have a cumulative GPA of 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 3.3. Transfer students must complete one semester at TKC 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 Services and the Provost's Office.

A maximum of two (2) internships (six academic credits) may count towards the student's degree program. Each internship will be graded on a pass/fail basis for three (3) academic credits.

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 six (6) and a maximum of twelve (12) hours per week throughout the term.

### **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) the signed Research Assistant Request Form; (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 beginning of the semester.

### **One-Credit Courses**

Academic courses of one-hour credit 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-hour credit courses are offered on a pass/fail basis and will apply to a student's program map as general elective credit. Additionally, students may apply no more than 3 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 Provost or Program Chairs. 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

The King's College academic programs are built on our Common Core classes. They are "common" because all students take these courses, and they are "core" because they are the intellectual center of all our other programs. Most colleges and universities in the United States have a small number of such courses that all students must take. For example, students are typically required to take a freshman English course that focuses on writing. 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 eight of these courses during the freshman year. After that, they take six as sophomores, four as juniors, and two as seniors. Altogether, the Common Core accounts for half the courses a student needs to graduate from King's.

Why this extraordinary number of required courses? The King's College was created to prepare students for a particular kind of religious, cultural, political, and economic leadership. 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. We also believe that such students need to achieve excellence in the written and the spoken word. The Common Core is a classical answer to these challenges: it recognizes that some subjects are more fundamental than others; that subjects are best learned in a specific sequence; and that truly advanced courses must be built on secure foundations.

### Common Core - 60 Credits

ECO 110: Introduction to Economics

ECO211: Microeconomics

ENG 110: College Writing I

ENG 120: College Writing II

ENG 412: Persuasive Writing & Speaking\*

HIS 111: Western Civilization I

HIS 212: Western Civilization II

MAT 155 or MAT 160\*

PHL 110: Logic

PHL 361: Ethics\*

POL 210: Foundations of Politics

POL 311: American Political Thought and Practice I

POL 313: American Political Thought and Practice II

POL 315: American Political Thought and Practice III

REL 110: Christianity & Society

REL 112: Introduction to Old Testament Literature

REL 211: Introduction to New Testament Literature

REL 354: Principles of Biblical Interpretation

REL 412: Foundations of Judeo-Christian Thought

SCI 312: Scientific Reasoning

\*Business Administration's Common Core replaces these courses with similar business related course.

## **Bachelor of Arts Degree in Liberal Arts**

At the heart of the Liberal Arts degree is the Common Core of the King's College. This specially-selected group of twenty classes confronts students with the fundamental questions of the humanities and social sciences and many of the most important texts that attempt to answer them. Layered upon this intellectual foundation (complete with sharpened abilities to write and speak effectively) is an emphasis on practical service—the ultimate end of the liberal arts education, as it has historically been understood. Students who major in Liberal Arts should be well-prepared for a wide range of productive careers and broader effort to bring about redemptive transformation in the marketplace and civil society.

The Liberal Arts degree at King's, in maintaining continuity with the great tradition of liberal arts education, is distinct in several important ways. First, while providing the flexibility to accommodate students with a variety of pre-King's educational experiences, the required classes have a unity and coherence that keep students in the same Great Conversation across disciplines and semesters. Second, by requiring a twelve-credit senior-level service internship, the program directly leads the student from the classroom to the world at large, from theory to practice, and from self-focus to care for one's neighbor.

Students may enter the Liberal Arts program in a variety of ways. Many will have prior college experience, from a few dual enrollment classes as a high school student to a full Associate's degree from another college. Because these credits would typically have been earned at the freshman or sophomore level, King's provides extra flexibility for transferring in such classes against the twelve Common Core classes taught at those levels or the eight elective courses that fill out the first two years of the program, equally divided between classes in the physical, natural, or social sciences and classes in the arts, languages, or humanities. Junior-level classes in the program include Ethics, King's distinctive three-semester American Political Thought and Practice sequence, Principles of Biblical Interpretation, and Scientific Reasoning, plus two more electives in each of the general divisions noted above.

The final year of the liberal arts program includes several culminating experiences transitioning students from their King's education into post-graduate life. In addition to taking the last two courses in the Core and two more general electives, students write a senior thesis (the intellectual capstone of the degree) and complete a 12-credit internship and related senior seminar (the practical capstone of the degree). Because of the number of elective available for Liberal Arts students, those who do not use them to transfer in prior credit have an opportunity to earn one of eleven minors offered at the College or pursue advanced studies in a particular discipline of interest. Whatever their pathway to the College or through its academic program, graduates with a King's degree in Liberal Arts should be well-prepared to enter into and succeed in our most important civic institutions.

# Liberal Arts

2012-2013

## Required Courses

### Common Core - 60 Credits

ECO 110: Introduction to Economics  
ECO211: Microeconomics  
ENG 110: College Writing I  
ENG 120: College Writing II\*  
ENG 412: Persuasive Writing & Speaking  
HIS 111: Western Civilization I  
HIS 212: Western Civilization II  
MAT 155 or MAT 160  
PHL 110: Logic  
PHL 361: Ethics  
POL 210: Foundations of Politics\*  
POL 311: American Political Thought and Practice I  
POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
REL 110: Christianity & Society  
REL 112: Introduction to Old Testament Literature  
REL 211: Introduction to New Testament Literature  
REL 354: Principles of Biblical Interpretation  
REL 412: Foundations of Judeo-Christian Thought  
SCI 312: Scientific Reasoning\*

### Liberal Arts Major Courses - 60 Credits

PSP 451: Senior Thesis  
PSP 499: Senior Seminar in Public Service  
PSP 999: Liberal Arts Service Practicum (12 Credits)  
ALH ELECTIVE (12 credits)  
ALH 300 Level ELECTIVE (6 credits)  
ALH 400 Level ELECTIVE  
PNS ELECTIVE (12 credits)  
PNS 300 Level ELECTIVE (6 credits)  
PNS 400 Level ELECTIVE  
  
*ALH (Arts, Language, or Humanities)*  
*PNS (Physical, Natural, or Social Sciences)*

## Recommended Sequence

### Year One – 30 Credits

ECO 110: Introduction to Economics  
ENG 110: College Writing I  
ENG 120: College Writing II  
HIS 111: Western Civilization I  
MAT 155 or MAT 160  
PHL 110: Logic  
REL 110: Christianity & Society  
REL 112: Introduction to Old Testament Literature  
ALH ELECTIVE (3 credits)  
PNS ELECTIVE (3 credits)

### Year Two – 30 Credits

ECO 211: Microeconomics  
HIS 212: Western Civilization II  
PHL 361: Ethics  
POL 210: Foundations of Politics  
POL 311: American Political Thought and Practice I  
REL 211: Introduction to New Testament Literature  
ALH ELECTIVE (6 credits)  
PNS ELECTIVE (6 credits)

### Year Three – 30 Credits

POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
REL 354: Principles of Biblical Interpretation  
SCI 312: Scientific Reasoning  
ALH ELECTIVE (3 credits)  
ALH 300 Level ELECTIVE (6 credits)  
PNS ELECTIVE (3 credits)  
PNS 300 Level ELECTIVE (6 credits)

### Year Four – 30 Credits

ENG 412: Persuasive Writing & Speaking  
REL 412: Foundations of Judeo-Christian Thought  
PSP 451: Senior Thesis  
PSP 499: Senior Seminar in Public Service  
PSP 999: Internship/Service Practicum (12 Credits)  
ALH 400 Level Elective  
PNS 400 Level Elective

\*Course must be taken at TKC  
All courses are 3 credits unless otherwise 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." A century later, it took a cultural movement for a society to deem its discriminatory behavior unacceptable and pass the Civil Rights Act of 1964 into law. Even Plato wrote, "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 plays a major role in how a society develops.

At The King's College, we believe that the well-ordered society is grounded in a culture that embraces God's design. Today, many say religion is merely a product of culture, but the opposite is true: Religion—what a society loves and worships—is the wellspring of culture. Scripture shows us that culture began in the garden, when God gave man the mandate to rule over all things (Genesis 1:28); with the Fall, culture became tainted with sin, but hope for a better world remains. Christ, who comes to make all things new, is the incarnate Word, and in him all things cohere. Christ calls Christians to embody this reality: God's image-bearers have great capacity to cultivate, create, and help restore culture.

This power of creativity—for good or ill—is particularly visible in New York City. Yet some Christians have tried to separate themselves from New York and its cultural products, especially in the last century. Separatists created a fortress mentality and lost the spiritual—if not moral—authority to speak the transforming life of Christ into the wider culture. Others have embraced the culture and compromised their faith, becoming indistinguishable from non-believers. Neither separatists nor compromisers have fostered cultural renewal, transformation, or redemption.

At King's, we reject these extremes. Instead, 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.

Like all academic programs at King's, the MCA program begins with the Common Core, a sequence of twenty liberal arts courses designed to give students a firm grounding in Judeo-Christian values and thinking, the literature of the Old and New Testament, Western civilization, research writing, and scientific and quantitative thinking. Students also take introductory courses in politics, philosophy, and economics, the central organizing disciplines of the College.

Students who choose to major in MCA then begin taking foundational coursework in media and cultural studies. The four rigorous courses of the Civilization and Culture sequence introduce students to the principles of cultural interpretation, the development of world cultures from the birth of civilization to the present day, and the nature and challenge of the postmodern world. These four courses have as their theological foundation a Christian anthropology that recognizes that all culture is best understood through the framework of creation, fall, and redemption—thereby explaining how and why culture emerges in its various forms.

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, Senior Project, is a capstone course in which students pursue a thesis, project, or portfolio that helps prepare them for the career that awaits them 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.

And 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 arts institutions.

Walking the fine line between cultural separatism and compromise is not easy. The Bachelor of Arts in Media, Culture, and the Arts program at The King's College is ready to help you find that path.

# Media, Culture, and the Arts

2012-2013

## Required Courses

### Common Core - 60 Credits

ECO 110: Introduction to Economics  
ECO 211: Microeconomics  
ENG 110: College Writing I  
ENG 120: College Writing II\*  
ENG 412: Persuasive Writing & Speaking  
HIS 111: Western Civilization I  
HIS 212: Western Civilization II  
MAT 155 or MAT 160  
PHL 110: Logic  
PHL 361: Ethics  
POL 210: Foundations of Politics\*  
POL 311: American Political Thought and Practice I  
POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
REL 110: Christianity & Society  
REL 112: Introduction to Old Testament Literature  
REL 211: Introduction to New Testament Literature  
REL 354: Principles of Biblical Interpretation  
REL 412: Foundations of Judeo-Christian Thought  
SCI 312: Scientific Reasoning\*

### MCA Major Courses - 39 Credits

BUS 273: Principles of Management & Organization  
HUM 210: Principles of Cultural Interpretation\*  
HUM 211: Arts & Ideas I  
HUM 310: The Post-Modern World  
HUM 312: Arts & Ideas II  
MCA 451: Senior Project  
MED 251: The Enterprise of Mass Communication  
MED 353: Media, Culture & Society  
MCA ELECTIVE (15 Credits)

### Open Electives - 21 Credits

## Recommended Sequence

### Year One – 30 Credits

ECO 110: Introduction to Economics  
ENG 110: College Writing I  
ENG 120: College Writing II  
HIS 111: Western Civilization I  
MAT 155 or MAT 160  
PHL 110: Logic  
REL 110: Christianity & Society  
REL 112: Introduction to Old Testament Literature  
OPEN ELECTIVE (6 credits)

### Year Two – 30 Credits

ECO 211: Microeconomics  
HIS 212: Western Civilization II  
HUM 210: Principles of Cultural Interpretation  
HUM 211: Arts & Ideas I  
MED 251: The Enterprise of Mass Communication  
PHL 361: Ethics  
POL 210: Foundations of Politics  
POL 311: American Political Thought and Practice I  
REL 211: Introduction to New Testament Literature  
MCA ELECTIVE (3 credits)

### Year Three – 30 Credits

HUM 310: The Post-Modern World  
HUM 312: Arts & Ideas II  
MED 353: Media, Culture & Society  
POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
REL 354: Principles of Biblical Interpretation  
SCI 312: Scientific Reasoning  
MCA ELECTIVE (3 credits)  
OPEN ELECTIVE (6 credits)

### Year Four – 30 Credits

BUS 273: Principles of Management & Organization  
ENG 412: Persuasive Writing & Speaking  
MCA 451 Senior Project  
REL 412: Foundations of Judeo-Christian Thought  
MCA ELECTIVE (9 credits)  
OPEN ELECTIVE (9 credits)

\*Course must be taken at TKC  
All courses are 3 credits unless otherwise noted

## **Bachelor of Arts 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 communities. Politics deals with the question, "How should we govern ourselves?" Philosophy asks, "What can we know through reason?" And economics asks, "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 Common Core. All King's College students, not just those studying PPE, take a sequence of 20 courses that are designed to give students a firm grounding in politics, philosophy, and economics, as well as in history, theology, mathematics, and writing.

Second, all PPE courses at The King's College have a strong theological component. It 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 places persuasive writing and speaking at the center of nearly every course. During the senior year all PPE students complete a senior thesis as a capstone experience that integrates student learning in philosophy, politics, and economics. 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. As students advance in their sophistication with the ideas and techniques of the three disciplines, basic questions raised during freshman year are raised again in courses throughout the students' Program.

In the discipline of politics, PPE students study the constitutional history of the United States from its founding up to and including the expansion of civil rights. Students also consider the hallmarks of statesmanship by examining various plays by Shakespeare as well as the writings of great statesmen such as John Adams and Abraham Lincoln. American foreign policy presents real world challenges for the United States in this time of international volatility. PPE students study these challenges with the goal of assessing and determining future policy decisions as they relate to the international community.

In the discipline of philosophy, PPE students study the major theories that form the systematic treatment of ethics, including the nature of values, considerations of human freedom, and the sources of moral goodness and moral evil. Aesthetics, the human capacity to perceive beauty and ugliness, equips PPE students with the ability to understand how the arts can both reflect and instigate cultural change. Students explore New York's museums, architecture, music and other arts to develop aesthetic perception as well as critical competence.

In the discipline of economics, PPE students study how economic analysis can be applied to the role and function of government, governmental decision-making, and the interaction between public and private interests. Further study concentrates on the choices that political states face regarding economic management as well as the limits that markets place on such policies.

An additional course in Persuasive Writing and Speaking builds a strong foundation for rhetorical skills. And in addition to the required courses, all PPE students take eight electives.

Students may choose, however, to use five of their electives to take a concentration. The King's college offers PPE students four concentrations: Theology, Media, Literature, and Foundations of Education. Each concentration introduces disciplines or fields of study that students may pursue in graduate school or as a career. PPE students may also take courses within a concentration without taking the whole five-course sequence.

# Politics, Philosophy & Economics

2012-2013

## Required Courses

### Common Core - 60 Credits

ECO 110: Introduction to Economics  
ECO211: Microeconomics  
ENG 110: College Writing I  
ENG 120: College Writing II\*  
ENG 412: Persuasive Writing & Speaking  
HIS 111: Western Civilization I  
HIS 212: Western Civilization II  
MAT 155 or MAT 160  
PHL 110: Logic  
PHL 361: Ethics  
POL 210: Foundations of Politics\*  
POL 311: American Political Thought and Practice I  
POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
REL 110: Christianity & Society  
REL 112: Introduction to Old Testament Literature  
REL 211: Introduction to New Testament Literature  
REL 354: Principles of Biblical Interpretation  
REL 412: Foundations of Judeo-Christian Thought  
SCI 312: Scientific Reasoning\*

### PPE Major Courses - 42 Credits

ECO 210: Macroeconomics  
ECO 311: History of Economic Thought  
ECO 452: Political Economy  
MAT 274: Statistics  
PHL 210: Ancient Philosophy  
PHL 212: Medieval Philosophy  
PHL 214: Modern Philosophy  
POL 312: Enlightenment & Liberal Democracy  
POL 351: Constitutional Law  
PPE 451: Senior Thesis  
PPE Philosophy Elective  
PPE Politics Elective  
PPE Economics Elective  
PPE Elective

### Open Electives - 18 Credits

## Recommended Sequence

### Year One – 30 Credits

ECO 110: Introduction to Economics  
ENG 110: College Writing I  
ENG 120: College Writing II  
HIS 111: Western Civilization I  
MAT 155 or MAT 160  
PHL 110: Logic  
REL 110: Christianity & Society  
REL 112: Introduction to Old Testament Literature  
OPEN ELECTIVE (6 credits)

### Year Two – 30 Credits

ECO 210: Macroeconomics  
ECO 211: Microeconomics  
HIS 212: Western Civilization II  
MAT 274: Statistics  
PHL 210: Ancient Philosophy  
PHL 212: Medieval Philosophy  
PHL 361: Ethics  
POL 210: Foundations of Politics  
POL 311: American Political Thought and Practice I  
REL 211: Introduction to New Testament Literature

### Year Three – 30 Credits

ECO 311: History of Economic Thought  
POL 312: Enlightenment & Liberal Democracy  
POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
POL 351: Constitutional Law  
REL 354: Principles of Biblical Interpretation  
SCI 312: Scientific Reasoning  
PHL 214: Modern Philosophy  
OPEN ELECTIVE (6 credits)

### Year Four – 30 Credits

ECO 452: Political Economy  
ENG 412: Persuasive Writing & Speaking  
PPE 451: Senior Thesis  
REL 412: Foundations of Judeo-Christian Thought  
OPEN ELECTIVE (6 credits)  
PPE ELECTIVE (12 credits)

\*Course must be taken at TKC  
All courses are 3 credits unless otherwise noted

## **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 King's College 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 macroeconomics, mathematics, logic, political theory, theology, and Western civilization. The Common Core also emphasizes the written and spoken word—essential skills for the business professional.

Sophomores take Principles of Management and Organization, which surveys key business disciplines: marketing, financial accounting, corporate finance, entrepreneurship, negotiations, and business strategy. Sophomores also take Financial Accounting, Statistics for Business and Economics, and Business Communications.

As Business students progress into their junior and senior years, they turn from studying other people's decisions to examining what will 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.

In teaching business skills, The King's College puts unusual emphasis on the historical and philosophical background of capitalism. That's because 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 expertly, confidently, and ethically work with colleagues in Zurich, Jakarta, and Cape Town, as easily as their colleagues in Trenton, Denver, and Minneapolis. 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.

# Business Administration

2012-2013

## Required Courses

### Common Core - 60 Credits

BUS 276: Business Communication & Presentations  
BUS 482: Business Ethics  
ECO 110: Introduction to Economics  
ECO 211: Microeconomics  
ENG 110: College Writing I  
ENG 120: College Writing II\*  
HIS 111: Western Civilization I  
HIS 212: Western Civilization II  
MAT 270: Calculus I  
PHL 110: Logic\*  
POL 210: Foundations of Politics  
POL 311: American Political Thought and Practice I  
POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
REL 110: Christianity & Society  
REL 112: Introduction to Old Testament Literature  
REL 211: Introduction to New Testament Literature  
REL 354: Principles of Biblical Interpretation  
REL 412: Foundations of Judeo-Christian Thought  
SCI 312: Scientific Reasoning\*

### Business Major Courses - 51 Credits

BUS 271: Financial Accounting  
BUS 273: Principles of Management & Organization  
BUS 274: Statistics for Business & Economics  
BUS 281: Managerial Accounting  
BUS 371: Introduction to Marketing  
BUS 373: Corporate Finance  
BUS 378: Business Strategy  
BUS 382: Decision Analysis & Computer Modeling  
BUS 471: Entrepreneurship & Venture Form  
BUS 473: Legal Studies in Business  
BUS 475: Operations Management and Information Technology  
BUS 484: Decision Process & Negotiation  
BUS 486: Senior Project  
ECO 210: Macroeconomics  
BUSINESS ELECTIVE (9 credits)

### Open Electives - 9 Credits

## Recommended Sequence

### Year One – 30 Credits

BUS 273: Principles of Management & Organization  
ECO 110: Introduction to Economics  
ENG 110: College Writing I  
ENG 120: College Writing II  
HIS 111: Western Civilization I  
MAT 270: Calculus I  
PHL 110: Logic  
REL 110: Christianity and Society  
REL 112: Introduction to Old Testament Literature  
OPEN ELECTIVE (3 credits)

### Year Two – 30 Credits

BUS 271: Financial Accounting  
BUS 274: Statistics for Business & Economics  
BUS 276: Business Communication  
BUS 281: Managerial Accounting  
ECO 210: Macroeconomics  
ECO 211: Microeconomics  
HIS 212: Western Civilization II  
POL 210: Foundations of Politics  
POL 311: American Political Thought and Practice I  
REL 211: Introduction to New Testament Literature

### Year Three – 30 Credits

BUS 371: Introduction to Marketing  
BUS 373: Corporate Finance  
BUS 378: Business Strategy  
BUS 382: Decision Analysis & Computer Modeling  
POL 313: American Political Thought and Practice II  
POL 315: American Political Thought and Practice III  
REL 354: Biblical Interpretation  
SCI 312: Scientific Reasoning  
BUSINESS ELECTIVE (3 credits)  
OPEN ELECTIVE (3 credits)

### Year Four – 30 Credits

BUS 471: Entrepreneurship & Venture Form  
BUS 473: Legal Studies in Business  
BUS 475: Operations Management and Information Technology  
BUS 482: Business Ethics  
BUS 484: Decision Process and Negotiation  
BUS 486: Senior Project  
REL 412: Foundations of Judeo-Christian Thought  
BUSINESS ELECTIVE (6 credits)  
OPEN ELECTIVE (3 credits)

\*Course must be taken at TKC  
All courses are 3 credits unless otherwise noted

# Administration

## Office of the President

DINESH D'SOUZA, President  
DENNIS KASPER, Esq., General Counsel  
DUANNE MOELLER, Chief Administrative Officer  
TYLER VAWSER, Executive Assistant

## Office of Institutional Advancement

BRIAN PARKER, Vice President for Institutional Advancement  
CATHERINE CORBIN, Event Planner  
MICHELE DEKONTY, Director of Career Development  
SARA WASZKIEWICZ, Advancement Associate  
MATTHIAS CLOCK, Communication Coordinator

## Office of Academic Affairs

CALVIN WHITE, Interim Provost  
MATTHEW PARKS, Assistant Provost  
HARRY BLEATTLER, Associate Professor of History and Humanities, Chair of the Media, Culture, and Arts Program  
DAVID CORBIN, Professor of Politics, Chair of the Public Service Program  
LEIGH-ANNE WALKER, Professor of Business, Chair of the Business Administration Program  
DAVID INNES, Associate Professor of Politics, Co-Chair of the Politics, Philosophy, and Economics Program  
ROBERT CARLE, Professor of Theology, Co-Chair of the Politics, Philosophy, and Economics Program  
JAMES BERNEKING, Registrar  
CHRISTINA ROGERS, Director of Library Services  
NELLY GULOMIKOVA, Registration Coordinator  
PHILIP BROWN, Registration Coordinator

## Office of Distance Learning

ALYSSA VAWSER, Assistant Director for Online Programs

## Office of Student Development

ERIC BENNETT, Vice President for Student Development  
DAVID LEEDY, Dean of Students  
SHELLI CLINE, Assistant Dean of Students  
DAN WOERNER, Director of Student Life  
LORI WOERNER, Resident Director  
NICK SWEDICK, Resident Director  
KATRINA BLANK, Resident Director  
RAY EAST, Director of Student Development  
STACEY CHEN, Counselor  
ELIJAH MCCREADY, Global Engagement Coordinator  
SEAN HORAN, Athletic Director  
JENNIFER THARP, Director of Student Services  
JENNIFER BROWN, Student Success Coordinator

## Office of Financial Services

FRANK TORINO, Vice President of Finance  
JUDY BARRINGER, Controller  
INA KUMI, Senior Financial Analyst  
JENNIFER HIETT, Senior Staff Accountant  
FANNY PEREZ, Bursar  
MARIA LAINO, Staff Accountant

### **Office of Enrollment Management**

BRIAN PARKER, Vice President for Admissions  
ADAM ASHER, Associate Vice President for Admissions  
LUKE SMITH, Assistant Vice President for Admissions  
MICHAEL OSBORN, Associate Vice President for Admissions/ Director First Year Financial Aid  
ANNA PETERS, Director of Financial Aid  
TONNIE NG, Administrative Director for Admissions  
BRYAN NANCE, Assistant Vice President for Admissions  
LINDSEY CHASTEEN, Admissions Counselor  
WANDA PERKINS, Admissions Counselor  
SARA WASZKIEWICZ, Visit Coordinator

### **Operations**

RICHARD SWITZER, Director of Facilities  
MELODY GARCIA, Office Manager/Human Resource Coordinator  
ELIZABETH CROTEAU, Receptionist  
LOGAN MCDONALD, Media Services Coordinator

### **Information Technology**

JUDY SAMUELSON, Director of Information Technology  
MARAT SHARAFUTDINOV, Network Administrator  
JORDAN ANDERSON, Desktop Support Specialist

## **Faculty**

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

## Course Descriptions

### **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: The Visual Narrative I (3)**

This course is a principle-based approach to the arts of storytelling and 2-dimensional design. Students will be introduced to the basic principles of visual design as the medium in which stories are told. They will also be introduced to the basic elements of story which will guide the way in which their visual designs are constructed. Students will use the principles from these two crafts to create stories told in a sequence of intentionally constructed images. The course is appropriate for students interested in working in any visual or story art.

### **ART242 LEC: The Visual Narrative II (3)**

Students will continue their investigation of the principle-based approach to the craft of visual communication and 2D design introduced in Visual Narrative 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.

### **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.

**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: MAT270LEC GPA 2

**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.

**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: BUS381

**BUS351 LEC: Principles of Advertising (3)**

The course will examine the basics of advertising. Topics reviewed will include the history of advertising, strategies and tactics, the importance of integration throughout the organization, creating ads, and the use of various media. Students will have numerous opportunities to evaluate and critique current advertisements.

**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

**BUS374 LEC: Consumer Behavior (3)**

An advanced course in marketing focusing on the study of human response to products and services and their marketing activities. The course discussion is based on the understanding that consumers are the primary source of revenue for a business and their responses are critical to the success of business. The class topics include the psychological aspect of consumer behavior, the process of consumer judgment and decision making, and related cultural issues.

Pre-requisite: BUS371LEC

**BUS376 LEC: Investment (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: BUS273LEC AND BUS371LEC AND BUS373LEC

**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

**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.

**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: BUS274LEC AND BUS373LEC

**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: BUS382LEC

**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

**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: BUS273LEC AND 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

**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: College Level=Senior

**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?

**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. On completing 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: ECO110LEC

**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

**ECO311 LEC: History of Economic Thought (3)**

This course examines the development of economic thought from the Greek philosophers to the present with an emphasis on (neo)Classical, (neo)Marxist, Austrian, Keynesian, Monetarist and Institutionalist theories. Particular emphasis will be placed on the writings of Adam Smith, Thomas Malthus, Jeremy Bentham, David Ricardo, J.B. Say, Karl Marx, Ludwig von Mises, Friedrich Hayek, John Maynard Keynes, D.C. North, Milton Friedman, and current publications of contemporary Christian economists.

**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)**

This course is a survey of major issues related to the economics of developing nations. Topics include theories of development and underdevelopment, institutions, foreign aid, and the roles of government policy.

Pre-requisite: ECO210LEC AND ECO211LEC

**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 AND ECO211LEC

**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 health care.

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 AND ECO211LEC

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

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**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.

**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 POL210LEC

**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 AND EDU351LEC AND EDU451LEC

**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.

**ENG80 LEC: Writing Skills Workshop (1)**

This workshop will help students with the basic skills needed for College Writing I. Emphasis will be placed on grammar and punctuation as well as sentence and paragraph structuring.

**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.

**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.

Pre-requisite: ENG110LEC

**ENG245 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: ENG110LEC AND HUM210LEC

**ENG351 LEC: Fiction Writing Workshop (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

**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.

**FLM251 LEC: History of Cinema (3)**

This course provides a general introduction to the history of film. Students will be introduced to some of the most important films and filmmakers of filmmaking and the role that film has played in society throughout 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

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

Students will focus on the development of civilization with considerable attention to the contributions of Greek, Roman, and Medieval European civilizations to the development of the modern world. This course serves as a framework for the integration and understanding of all other liberal arts.

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

Students will examine the development of civilization with considerable attention to the contributions of the Renaissance, the Reformation, the Enlightenment, and the Scientific Revolution to the development of the modern world. After becoming familiar with the great events and personalities that have shaped the west, students will identify major philosophical trends that have created the modern world.

Equivalent: HIS112

**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

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

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**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 I (3)**

This course focuses on the study of the arts and ideas of various world cultures. It consists of an integrated, historical, and global approach to cultural expressions in the humanities, including architecture, sculpture, painting, music, drama, literature, religion, and philosophy. The course covers the earliest traces of human culture: ancient Egypt, ancient Greece and Rome, the Jewish and Christian traditions, Islamic culture, the cultures of India, China, medieval Europe, Africa, and the Americas. The course will conclude with a look at the Renaissance in Europe.

Pre-requisite: 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: HUM312LEC

**HUM312 LEC: Arts and Ideas II (3)**

This course focuses on the study of the arts and ideas of various world cultures. It consists of an integrated, historical, and global approach to cultural expressions in the humanities, including architecture, sculpture, painting, music, drama, literature, religion, and philosophy. This course covers cultural expressions from the Protestant Reformation in Europe to the contemporary world including the cultures of Europe, China, Japan, Russia, Africa, and the Americas.

Pre-requisite: 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: College Level=Junior

**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: College Level=Junior

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

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**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.

**ITR102, 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 Catulus.

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 look 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

**LIT361 LEC: Seventeenth 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

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

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**MAT80 LEC: High School Math Review (1)**

This is a voluntary one-credit class for incoming first-year students that prepares them to take Pre-calculus.

**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.

Prerequisite: No prerequisite, though passing high school grades in algebra I and geometry or their equivalents would be very helpful. Students who take MAT 155 for credit may not take MAT 160 for credit.

**MAT160 LEC: Pre-calculus (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.

Prerequisite: Passing high school grades in algebra I, algebra II, and geometry, plus an SAT score of 500 or better. Students who take MAT 160 for credit may not take MAT 155 for credit.

**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.

Prerequisite: 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 prerequisite is a C in MAT 160 or, with permission from the instructor, an A in MAT 155.

**MAT270 LEC: Calculus I (3)**

This introduction to single-variable differential and integral calculus assumes basic competence with pre-calculus 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.

Prerequisite: 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 prerequisite is a C in MAT 160 or, with special permission from the instructor, an A in MAT 155.

Equivalent: MAT170

**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.

Prerequisite: A grade of C in one of MAT 155, MAT 160, MAT 260, or MAT 270 (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.

Prerequisite: A grade of C in MAT 270 (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 a final project that highlights their strengths and talents.

Pre-requisite: College Level=Senior

**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 mad 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.

**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

**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: Logic (3)**

Students study all of traditional logic, as well as the philosophical principles on which it rests, with emphasis on metaphysical and epistemological realism, and its practical applications, such as Socratic Method, debate, and writing logically organized essays and papers. Students will compare symbolic, or mathematical, logic with traditional logic and evaluate the limitations of each.

**PHL125 LEC: Introduction to Philosophy (3)**

This course introduces significant questions in the history of human inquiry by means of some classic texts in the history of philosophy. Readings may include authors such as Plato, Aristotle, Augustine, Anselm, Aquinas, Descartes, as well as some contemporary philosophers.

**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.

**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.

**PHL213 LEC: Classical and Medieval Philosophy (3)**

This course surveys the heritage of Western philosophy from its beginnings with the Greeks through the Middle Ages. Particular emphasis will be placed on the works of Plato, Aristotle, Augustine and Aquinas.

Equivalent: PHL313

**PHL214 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.

Equivalent: PHL314

**PHL312 LEC: Apologetics (3)**

Survey of various systems of Christian apologetics. Topics covered include the biblical basis for apologetics, Patristic method, transcendental method, highlights in the history of apologetics, developing a world and life view, engaging contemporary culture, and evangelism.

Pre-requisite: PHL110LEC

**PHL361 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.

**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

**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.

**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

**PHL412 LEC: Theories of Human Nature (3)**

This course will survey of theories of human nature, including theories based on philosophical investigation and theories based on scientific premises. We will consider four major epochs and the distinctive features of each era's view of human nature. For each epoch, selections from seminal figures will be read, along with critical-interpretive guides.

Pre-requisite: REL212LEC

**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.

**POL210 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: POL110

**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: POL210LEC

**POL231 LEC: U.S. in World Affairs (3)**

Introduction to United States foreign policy since the end of World War II examining the foundations of American policy, the origins and conduct of the Cold War and the dilemmas of the post Cold War era. Explores contemporary problems facing United States foreign policy such as international economy and transnational global issues.

**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.

Equivalent: POL215

**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: HIS212LEC AND (PHL213LEC OR 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.

Equivalent: POL216

**POL315 LEC: American Political Thought and Practice III: since 1914 (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.

**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: POL210LEC

**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: POL210LEC

**POL343 LEC: State and Local Government (3)**

This course examines the theory and practice of state and local government in the United States. It begins with a study of the principle of federalism and the role of local and state governments within the American political system. It then surveys the historical development of state and local government with a focus on contemporary models, cases, and challenges and the relationship between these levels of government and the federal government.

Pre-requisite: POL313LEC

**POL345 LEC: The American Presidency (3)**

This course examines the theory and practice of the American presidency, including the study of the place of executive power within a popular government, presidency's original constitutional design and development over time, and its contemporary reach and relations with other key political institutions.

Pre-requisite: POL311LEC

**POL347 LEC: The American Congress (3)**

This course examines the theory and practice of the Congress of the United States, beginning with a study of legislative power and democratic politics before viewing the constitutional design of the American congress and the transformation of the office of the US Congress over the course of American history. Questions to be asked include (1) How do legislators get elected? (2) How is the legislative branch of US government organized? (3) How do members of Congress relate with advisors, agencies, the President, the Supreme Court, the press, and the American citizenry?

Pre-requisite: POL313LEC

**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: POL215LEC

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

This is an advanced course in American Politics. It assesses some large controversies in public policy, matters relating to both domestic and international affairs. This course introduces students to different perspectives on the relevant topics, with a special emphasis on philosophic arguments that can be applied to policy debates. Topics to be covered typically include abortion; the regulation of pornography; the "gay-rights" movement; just-war theory; humanitarian intervention; and reparations for gross human-rights violations.

Pre-requisite: ENG120LEC AND POL313LEC

**RE/PO353 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: REL353

**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: ENG120LEC AND POL312LEC

**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: POL312LEC

**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 POL315LEC

**POL498 LEC: Special Topics in Politics (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.

**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: College Level=Senior

**PSP451 LEC: Senior Thesis (3)**

This course is guided, independent study designed as the culmination of a student's study as a student in the School of Public Service. As such, the final thesis-project constitutes nearly the whole grade for the course. The thesis-project will be a scholarly paper of approximately 9000 words (approximately 30 pages) of publishable quality, with appropriate coverage of the secondary literature, the primary sources, and the most recent scholarship in the selected field. Analysis of the pertinent literature will be accompanied by insightful criticism of the field's leading theoretical models. Ultimately, the student should strive to generate an original argument (thesis) supportable from existing evidence as well as personal research. Moreover, students should see their thesis as the culminating project of their college experience. By selecting a topic of personal interest and relevance, students have the opportunity to demonstrate the connection between their studies and real-life issues of society. Though students will often recapitulate existing explanations of "the way the world is," successful seniors will generate provocative hypotheses that push the boundaries of existing knowledge in fruitful direction for the future.

Pre-requisite: College Level=Senior

**PSP499 LEC: Senior Seminar in Public Service (3)**

This course, taken concurrently with PSP 999, completes a student's studies in the School of Public Service by considering the key spiritual, organizational, political, and intellectual elements of effective, servant leadership. Students will also learn the lessons of the internship experiences of each member of the class, and reflect thoughtfully on their own preparations for post-graduate public service.

Pre-requisite: College Level=Senior

**PSP999 LEC: Internship/Service Practicum (12)**

This 12-credit course is the practical capstone experience for all students in the School of Public Service, providing the opportunity to take ideas studied into the everyday world of work and service. While the details of the experience will vary by student, all who enroll should acquire new levels of workplace professionalism and a new appreciation for the multiform applications of their King's education in the strategic institutions of our nation.

Pre-requisite: College Level=Senior

**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 Old Testament Literature (3)**

An introduction to the distinctive genres of Old 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 Old Testament, as well as application to life. Course assignments will center on acquisition of practical skills useful for independent study of the Old Testament.

**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.

Equivalent: REL111

**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

**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

**RE/PO353 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: REL353

**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: REL112LEC AND 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: REL112LEC AND REL211LEC

**REL412 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: REL112LEC AND 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)**

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.

**SCI312 LEC: Scientific Reasoning (3)**

This course is an 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 MAT270LEC)

**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.

**THE255 LEC: Dramatic Literature (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: Dramatic Writing: Principles and Practice (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: ENG120LEC

**THE342 LEC: Advanced Dramatic Writing (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 prerequisite, 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 student's 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.