



WILLIAMS

BAPTIST UNIVERSITY

2022-2023

Graduate Education Program Catalog



CHRIST-CENTERED PURPOSE • UNWAVERING TENACITY • COURAGEOUS
FAITH • SELFLESS SACRIFICE • WORK AS MISSION

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INTRODUCTORY INFORMATION

Student Responsibility

Students are responsible for knowing the policies and procedures stated in this catalog. Policies and procedures are frequently reviewed and are subject to change without notice.

Summary Information

- Williams Baptist University operates on a traditional semester system. In addition, the Graduate program is in session during summer terms.
- Graduate degrees offered: Master of Arts in Teaching, Master of Science in Education

ALL ABOUT WILLIAMS

Our Mission

To provide an excellent, holistically Christian, liberal arts education, while compassionately shaping students' lives.

Our Vision

To produce exceptional Graduates prepared to competently engage local and global cultures through a Christ-centered worldview.

Diversity Statement

Agreeing with the Holy Bible that all individuals are created in God's image, Williams seeks to nurture a diverse campus community that values and expresses respect for all peoples regardless of the sex, ethnicity, race, or culture.

Our Core Values

As a part of our guiding principles, Williams prioritizes the following Core Values for its students, faculty, staff, administrators, and alumni.

Christ-Centered Focus

The foundation of Williams Baptist University is the confession that Jesus Christ is Lord (Romans 10:9-10), the Incarnate Son and Word of God, and the Divine Creator and Savior of the world. We aspire to be a Christ-centered institution of higher education in character, conduct, and academic pursuits. This aspiration calls for faculty, staff, and students to integrate the Christian faith in all aspects of the University. The lordship of Christ is the center of all things related to the University (Colossians 1:15-20) and is the basis from which we form our Christian worldview. We believe this biblical commitment is essential for the preparation of students to engage local and global cultures.

Academic Excellence

We dedicate ourselves to provide an excellent, holistically Christ-centered education that develops students' abilities to think Christianly, fostering critical thinking and analytical skills that enable students to become effective leaders (Colossians 3:17). We are committed to offer and assess programs in the areas of liberal arts and professional studies. The faculty, staff, and administration promote an environment of lifelong learning for a diverse, traditional, and non-traditional student body.

Spiritual Formation

Spiritual formation consists of developing a sound mind and body for service in the kingdom of God. In our endeavor to produce exceptional Graduates, our students are afforded the opportunity to gain a foundation of right knowing, right doing, and right motivation (Romans 12:1-2). Believing that all truth is from God, we provide students with the opportunity to study the Bible and to integrate their faith within their course of study and life. As an expression of

spiritual formation, faculty, staff, and students are encouraged to embrace healthy lifestyles that promote physical, mental, emotional, and spiritual well-being.

Nurturing Committee

We value a nurturing community built upon loving and serving God (Mark 12:29-31). Faculty, staff, and administration foster relationships with students, creating a nurturing university community where persons relate to one another in compassion and mercy (Colossians 3:12-15). The basis for human dignity is the image of God, which is present and affirmed for all persons. Jesus Christ is the perfect image of God, and the result of the process of salvation is becoming fully like Christ. WBU is committed to the commandment to love others as ourselves and endeavors to value and relate to all persons. We encourage campus involvement, health and wellness initiatives, and strategic decisions that benefit students in achieving our common purpose and an enhanced quality of life. Community includes stewardship of an aesthetically-pleasing campus through efficient allocation of resources and care of facilities.

Servant Leadership

We aim to create an atmosphere that encourages students to serve others as Christ served (Philippians 2:5-11). By creating avenues for students to experience and practice servant leadership, Williams prepares its students to engage local and global cultures through compassion, humility, and service. Following the example of Christ, servant leaders sacrifice personal advancement and advantage for the good and well-being of others. We desire to compassionately develop a generation of servant leaders who will be agents of reconciliation in a sinful, hurting, and broken world.

University Overview

Williams Baptist University is a leading four-year Christian liberal arts institution. Situated on a 200-acre campus in northeast Arkansas, WBU offers students a learning experience that will guide them to launch a life with purpose.

With more than 25 majors, pre-professional programs and Graduate degrees, WBU prepares students for a wide array of career options. WBU is accredited through the Higher Learning Commission and by the National Council for Accreditation of Teacher Education.

WBU has a total enrollment of about 600 students, with most residing on-campus. The student-teacher ratio of 14:1 enables us to deliver personalized instruction in a warm, Christ-centered environment.

The university is owned and operated by the Arkansas Baptist State Convention.

The History of WBU

Williams was founded as Southern Baptist College in 1941 by Dr. H.E. Williams. Classes were first held in Pocahontas, Ark., but in 1947 the campus was relocated to a nearby former World War II military base at Walnut Ridge, which has been the university's home ever since.

In the beginning, Williams operated as a two-year college but moved to four-year status in 1984. The name was changed to Williams Baptist College, in honor of its founder, in 1991.

In 2018, to reflect its growth and expansion into Graduate degree programs, the institution became Williams Baptist University.

Purpose Statements

To provide opportunities to profess, practice, and strengthen one's faith and to encounter Biblical values.

To provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

To provide an aesthetically pleasing campus glorifying to God's creation.

To provide and execute a plan which secures adequate resources to sustain and advance the institution.

To provide a positive image of the quality programs, faculty, students, staff, and Graduates of the University.

To provide serviceable facilities which sustain the mission of the University.

To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

To provide cultural experiences, thought provoking events, and educational enrichment for the campus community and the community at large.

To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

To provide desirable housing for students and faculty.

Institutional Academic Goals

To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

To produce students who demonstrate the ability to communicate effectively across the curriculum.

To produce students who demonstrate the ability to reflect critically upon the environment, society, and self.

To produce students who demonstrate the ability to apply critical thinking and analytical skills to become more effective problem solvers.

To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

To produce students who demonstrate a competence in at least one particular body of knowledge.

Accreditation and Memberships

[Higher Learning Commission](#)

[Council for the Accreditation of Educator Preparation](#)

[International Association of Baptist Colleges & Universities](#)

[Arkansas Independent Colleges & Universities](#)

[National Association Intercollegiate Athletics](#)

GRADUATE ACADEMIC CALENDAR 2022-2023

FALL SEMESTER

(August 18, 2022 - December 14, 2022)

August 23 (Tuesday)..... Graduate Term 1 Begins
October 10 (Monday)..... Last Day to Withdraw from Graduate Term 1
October 14 (Friday)..... Graduate Term 1 Ends
October 17 (Monday)..... Graduate Term 2 Begins
December 5 (Monday)..... Last Day to Withdraw from Graduate Term 2
December 9 (Friday)..... Graduate Term 2 Ends

SPRING SEMESTER

(January 9, 2023 – May 6, 2023)

January 10 (Tuesday)..... Graduate Term 1 Begins
February 27 (Monday)..... Last Day to Withdraw from Graduate Term 1
March 3 (Friday)..... Graduate Term 1 Ends
March 6 (Monday)..... Graduate Term 2 Begins
April 24 (Monday)..... Last Day to Withdraw from Graduate Term 2
April 28 (Friday)..... Graduate Term 2 Ends
May 6 (Saturday)..... Commencement

SUMMER TERMS I & II

(May 8, 2023 – August 11, 2023)

May 8 (Monday)..... Graduate Summer I Term Begins
June 26 (Monday)..... Last Day to Withdraw from Graduate Summer I Term
June 30 (Friday)..... Graduate Summer I Term Ends
July 3 (Monday)..... Graduate Summer II Term Begins
August 7 (Monday)..... Last Day to Withdraw from Graduate Summer II Term
August 11 (Friday)..... Graduate Summer II Term Ends

ADMISSIONS REQUIREMENTS

WBU Graduate School Admissions Requirements

To be considered for admission in the Williams Baptist University graduate school, applicants must:

1. Submit an online application for admission at <https://williamsbu.edu/graduate/grad-app/>
2. Have earned a baccalaureate degree from an accredited institution
3. Have achieved a *minimum* cumulative undergraduate grade point average of 2.75 on a 4.00 scale or a 3.00 grade point average on the last 60 hours
4. Submit official transcripts from each undergraduate and graduate school attended. Official transcripts must be sent directly to WBU Admissions from the registrar of each institution attended.

Program Admission Criteria

Meeting the minimum requirements for admission to the graduate school does not necessarily ensure acceptance into a particular graduate degree program. Specific admission requirements for the Master of Arts in Teaching Program and the Master of Science in Education Program can be found below.

Master of Arts in Teaching Program Admission Requirements

Regular Admission

- Baccalaureate degree from a regionally accredited institution with a cumulative GPA of at least 2.75 (4.0 scale)
OR
Grade point average of 3.0 for the last 60 hours of the Baccalaureate degree
OR
Grade point average 3.0 in the content major of the Baccalaureate degree
OR
Completion of at least 12 semester hours of Graduate course work in another Graduate program from a regionally accredited college or university with a cumulative GPA of at least 3.0 and no Grade lower than a B
OR
Master's degree from a regionally accredited institution with a cumulative GPA of at least 3.0
- GRE documentation
- PRAXIS Content in process (The cut score is determined by the Arkansas Department of Education (ADE) - Division of Elementary and Secondary Education (DESE))
- Two letters of recommendation: one as a statement of *academic ability* and one as a statement of *personal character*

- Essay – A 200 word essay regarding professional plans and/or reason to acquire a graduate degree

Conditional Admission

Graduate students can be admitted on a conditional basis, but progress must be approved by the Dean of Graduate and Online Studies.

- Baccalaureate degree from a regionally accredited institution; a cumulative undergraduate GPA of no lower than a 2.75
OR
Grade point average of 3.00 for the last 60 hours of the Baccalaureate degree
OR
Grade point average of 3.00 in the content major of the Baccalaureate degree
- GRE documentation
- PRAXIS Content in process (The cut score is determined by the Arkansas Department of Education (ADE) - Division of Elementary and Secondary Education (DESE))
- Two letters of recommendation: one as a statement of *academic ability* and one as a statement of *personal character*
- Essay – A 200 word essay regarding professional plans and/or reason to acquire a graduate degree

Transfer Students

- A transfer student who has 6 hours or more of courses whose course descriptions are comparable to WBU's course descriptions will be required to meet the criteria of the assessments listed above.

Master of Science in Education Program Admission Requirements

Regular Admission

- Baccalaureate degree from a regionally accredited institution with a cumulative GPA of at least 2.75 (4.0 scale)
OR
Grade point average of 3.0 for the last 60 hours of the Baccalaureate degree.
OR
Grade point average 3.0 in the content major of the Baccalaureate degree.
OR
Completion of at least 12 semester hours of Graduate course work in another Graduate program from a regionally accredited college or university with a cumulative GPA of at least 3.0 and no Grade lower than a B
OR
Master's degree from a regionally accredited institution with a cumulative GPA of at least 3.0
- GRE documentation

- Two letters of recommendation: one as a statement of *academic ability* and one as a statement of *personal character*
- Essay – A 200 word essay regarding professional plans and/or reason to acquire a graduate degree

Conditional Admission

Graduate students can be admitted on a conditional basis, but progress must be approved by the Dean of Graduate and Online Studies.

- Baccalaureate degree from a regionally accredited institution; a cumulative undergraduate GPA of no lower than a 2.5
- GRE documentation
- Two letters of recommendation: one as a statement of *academic ability* and one as a statement of *personal character*
- Essay – A 200 word essay regarding professional plans and/or reason to acquire a graduate degree

Transfer Students

- A transfer student who has 6 hours or more of courses whose course descriptions are comparable to WBU's course descriptions will be required to meet the criteria of the assessments listed above.

ACADEMIC REGULATIONS AND PROCEDURES

Information and Policies

The official source of all information concerning academic policies and regulations is the Graduate Catalog. While the Graduate Catalog is updated regularly, changes in requirements or policies may occur which are not immediately listed in this Catalog. All students should take note of official bulletins and announcements issued by the Dean of Graduate and Online Programs or of information specific to a particular Williams Baptist University Graduate program.

Degrees Offered

Master of Arts in Teaching

Master of Science in Education

Contact Information

Director of Graduate and Professional Studies: Dr. Stephen Bell (870)759-4230 sbell@williamsbu.edu

Coordinator of Graduate Education Programs: Mrs. Taylor Hoskins (870)759-4175 thoskins@williamsbu.edu

Academic Integrity

The intent of Williams Baptist University is that each student will make choices that increase his or her academic advancement and enhance his or her ethical principles. Cheating and plagiarism are contrary to the purpose of our educational institution and must be dealt with severely if students' work is to have any validity. Plagiarism is the appropriation of words or ideas of another without recognition of the source. Professors reserve the right to use all appropriate and available resources to verify originality and authenticity of all submitted coursework. An instructor who determines that a student has cheated or plagiarized will give an F for the assignment and may give a grade of F for the course. Additionally, the faculty member will submit a written report of the incident to the Williams Baptist University Academic Dean. Plagiarism and cheating will be grounds for dismissal, depending on the circumstances. The matter is dealt with by the Instructor and the student, in consultation with the Director of Graduate and Professional Studies.

Registration

Regular registration periods are designated for each term for both traditional and online courses. Additional times are designated as periods for late registration. Registration is subject to academic procedures that are published by the Registrar and billing procedures that are published by the Office of Business Affairs. Students should meet with the Director of Graduate Programs or the Coordinator of Graduate Education Programs to plan their academic program and register for classes.

Late registration for Graduate classes will end on the first day of the term. Students may register during the first week of the new term if both of the following two criteria are met: 1. Coordinator of Graduate Education Programs gives permission; 2. The student pays a mandatory late fee of \$100.

Fall applications: For Step 1: Graduate School and Step 2: MAT/MSE program must be received by August 15. If this falls on a weekend then the deadline is the next business day.

Spring applications: For Step 1: Graduate School and Step 2: MAT/MSE program must be received by December 15th. If this falls on a weekend then the deadline is the next business day.

Summer applications: For Step 1: Graduate School and Step 2: MAT/MSE program must be received by April 30th. If this falls on a weekend then the deadline is the next business day.

Transcripts

Official transcripts can be ordered online through Parchment by accessing the Registrar's page on the University website (<https://williamsbu.edu/transcript-request/>). Official transcripts ordered through Parchment can be mailed or sent electronically. The baseline cost for transcripts is \$10. Additional costs will be charged for same-day delivery or for international delivery. More information can be found on the Parchment website.

Unofficial transcripts can be ordered at no charge by completing the transcript request form on the Registrar's page on the website and returning to the WBU Registrar's Office. *Unofficial transcripts cannot be sent electronically.*

Please note the following:

- Transcripts may not be released for students with an outstanding WBU student account balance
- Process time for transcripts can take up to five business days, not including delivery time

Transfer Credits

Admission cannot be completed nor credits granted until all necessary official transcripts and information have been sent to Williams and evaluated. It is the applicant's responsibility to submit necessary materials for the adequate evaluation of any transcripts. Official transcripts from all previously attended colleges or universities must be on file in the Registrar's Office before a student may be granted any transfer credit. Specific credits granted will depend upon the accreditation status of the institution(s) involved, upon course equivalencies and upon grades earned. Courses accepted must be consistent with the curriculum of Williams and grades of all accepted courses will be used in calculating the cumulative GPA. Students who wish to retake courses which have been accepted and in which they have received a D or F must repeat those courses at Williams (graduate school courses only). Students currently enrolled at Williams who wish to take courses at another institution and who wish to transfer those credits back to Williams must obtain approval from the Registrar's Office and the Coordinator of Graduate Education Programs before pursuing course work at another institution. Students needing transfer credits to graduate must make certain that those official transcripts are on file in the Registrar's Office by 12:00 noon on the official day for posting grades prior to their scheduled graduation date. Failure to comply with this rule will result in the denial of graduation and participation in commencement exercises.

Graduation/Degree Requirements

Each candidate for a degree must have completed all coursework and requirements with a GPA of at least 3.00. Each candidate will take the Praxis II Principles of Learning and Teaching (PLT) exam prior to

graduation. The Director of Graduate Studies will verify that each graduate candidate has completed all requirements for the respective degree. The words "With Distinction" will appear on the transcript of any student who completes their degree with a GPA of at least 3.75. Once the degree is conferred, the academic record is finalized and cannot be changed.

Credit Hours

Williams Baptist University's policy on assignment of credit hours is modeled after the Carnegie unit system and applies to all graduate and undergraduate courses in all schools, regardless of modality of instruction. Standard academic engagement patterns are established specific to the course, the stated delivery methods, the established academic term, and published criteria that meet accrediting body requirements. The Registrar, at the time of course creation and approval, assigns credit hours at the school level based on the accrediting body credit hour requirements. Online courses are subject to an approval process similar to that of traditional in-person courses to ensure credit hour criteria are met.

Withdrawal from a Williams Baptist University Course

The Student Commitment Policy varies with the course, instructional delivery, and published student engagement expectations. It is imperative that a student will meet the engagement expectations for all courses in which he/she is registered. Ceasing to meet the engagement expectations for three consecutive units without contacting the instructor will result in the issuance of a Grade of F. (*See fee schedule in such case*). In addition, this status will be reported to the Office of Registrar and the Office of Financial Aid and may result in a reduction of financial aid monies. Students wishing to withdraw from courses for which they have registered must file an official withdrawal. Ceasing to meet the engagement expectations alone does not constitute an official withdrawal, nor does notification to the instructor or to any other office. An **official withdrawal** must be submitted to the Williams Baptist University Office of Registrar. The Grade of W is recorded on the transcript for all student withdrawals. W's are not calculated in the student's GPA. A student who fails to withdraw officially will receive a Grade of F which will be calculated into the student's GPA and may result in dismissal. There is a withdrawal deadline for each term. These deadlines are listed on the academic calendar, which is posted on the Williams Baptist University website.

Withdrawal from Williams Baptist University

Students withdrawing from the University during a semester must notify the WBU Registrar in writing to begin the process. Students who do so before the beginning of the final examination period will have a "W" recorded on their permanent record. Students who withdraw without following this required procedure will be recorded as having withdrawn unofficially and each grade will be recorded as an "F". Students cannot officially withdraw from school after the last day of classes prior to final examinations or while under disciplinary investigation. Please refer to the "Financial Information" section of the catalog for information on student accounts and withdrawals.

Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. The Science of Reading Awareness is completed through the ArkansasIDEAS portal with certificates submitted to the Coordinator of Graduate Education Programs. After registering for all

sections of the Capstone requirement, the student will be given one subsequent term to complete his/her work or a Capstone Continuation fee (equal to the cost of one Graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms. A student's degree will not be released until all Transfer of Credits, Capstone Continuation registration, and fees are recorded appropriately on a student's record.

Program Completion

All students have six years to complete the Graduate program.

Intent to Graduate

Students who wish to graduate from Williams Baptist University must submit the Intent to Graduate form before being considered a candidate for graduation. The Intent to Graduate form should be completed the semester prior to graduation.

Post-Graduation

All Graduates must share their Ed Reflect evaluations with the Coordinator of Graduate Education Programs for three years due to CAEP requirements.

Grading System

Letter Grades

The letters A, B, C, D, F, and W are used in indicating the following qualities:

A – Excellent

B - Above Average

C – Average

D - Below Average

F - Failure to attain a minimum level of achievement, or unofficial withdrawal from a course.

W- Withdrawal from a course or for complete withdrawal from the University.

P/S - Pass (No Grade points issued)

R - Repeat

*I - Incomplete (given only if circumstances *beyond the student's control* prevent the completion of the course during the semester). The student receiving an "I" has three months from the date the "I" is received to complete the course work; otherwise the "I" is automatically changed to an "F".

AU- Audit

**A grade of incomplete is given only if circumstances beyond the student's control prevent the completion of the course during the semester. Students requesting a grade of incomplete must first consult their instructor, and the instructor must recommend the same to the Academic Dean by submitting the required form, which is also signed by the student. Students receiving an "I" have three months from the date the "I" is received to complete the coursework; otherwise the "I" is automatically changed to "F".*

Examples of extenuating circumstances include but are not limited to:

- *Severe illness*
- *Death of a close relative*
- *Military Duty*
- *Pregnancy*

Any appeal for change of Grade must be made within six weeks of the end of the semester or term in question to the office of Academic Affairs.

Grade Points

A - 4 points per semester hour

B - 3 points per semester hour

C - 2 points per semester hour

D - 1 points per semester hour

F - 0 points per semester hour

A student's grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted.

Progress Reports

WBU no longer mails hard copies of progress reports to students. Instead, students can view their progress for mid-term and final grades by logging into their online student portals. Grades from each semester attended can be accessed via the online portal.

Repeating Courses

Students who receive a grade of D or F in a WBU Graduate Program course must repeat the course. Students will be allowed to repeat a course only once.

A Course Repetition Form (found on the WBU online portal) must be submitted to the Registrar during the registration of the semester the course is being repeated in order to have only the highest grade counted. The lowest course grade will remain on the transcript and be marked with an "R". The highest grade will be averaged into the overall grade point average. If the Course Repetition Form is not submitted to the Registrar, both courses will be used in computing the GPA. **All "repeat" courses must be taken at WBU.**

Students receiving financial aid should check with the Financial Aid Office to understand how repeating a course may affect their financial aid status.

Change of Grade Policy

A change of grade after the close of any grading period, other than to rectify a grade of incomplete, is

approved only if a mistake was made in determining the final grade. Any grade change made by a respective faculty member must be submitted to the Office of Academic Affairs.

Transfer Student

A student admitted as a transfer student is required to achieve a 3.0 or higher GPA after completion of two courses. Please note, certain Graduate programs may have specific program policies. The Dean of Graduate and Online Studies will review all previous work and develop a program of study to complete the respective degree. **Only six graduate hours** may be transferred to the graduate degree upon the approval of the Dean of Online and Graduate Studies.

Academic Probation

All students whose cumulative GPA falls below 3.0 will be placed on academic probation. If a student is not able to achieve a cumulative GPA of 3.0 within two terms, the student will be placed on Academic Suspension. Any student who receives a grade of F in any course is subject to dismissal from the Williams Baptist University Graduate Program. For all students on probation, future registrations must be reviewed and approved by the Dean of Graduate and Online Programs. In all subsequent terms in which the student is on probation, the student is required to achieve a term GPA of 3.0 or better; otherwise, he/she will be dismissed from the program.

Students who receive a grade of D or F in a course must repeat the course. Students will be allowed to repeat a course only once. The purpose of academic suspension is to provide students with time away from the University to examine and re-evaluate their academic status and goals. Students who are suspended must submit an application for readmission.

Academic Appeals Review

A student placed on academic suspension may submit a letter of appeal to the Director of Graduate and Professional Studies. The student should clearly state the reasons for the unacceptable academic performance and outline a plan of action for improved performance.

The student must submit the letter of appeal within 30 days of being placed on academic suspension. All decisions of the dismissal review are final.

Student Complaint/Grievance Policy

Williams Baptist University strives to provide effective and positive services and experiences. Online student may register their concerns and/or complaints regarding WBU personnel, services, regulations, or other perceived nonconformities to the Vice President of Academic Affairs.

Complaints must be filed in writing in order for an official investigation to occur. The official investigation may result in a disciplinary hearing or other appropriate measures to ameliorate the complaint.

The WBU complaint policy and form can be found on the Campus Home Page (eagle.williamsbu.edu).

Student Records

The provisions of the Federal Education Rights and Privacy Act of 1974 prohibit the University from issuing transcripts or other personally identifiable student records without that student's written consent, except as indicated below:

- (a) Williams Baptist University officials will have access to the records.
- (b) Records may be released in connection with a student's application for or receipt of financial aid.
- (c) Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are: name, address, telephone listing, parent's names, date of birth, religious denomination, field of study, enrollment status, participation in officially recognized activities and sports, weight and height of varsity athletes and dates of attendance.

FINANCIAL INFORMATION

Tuition & Fees

Graduate Course Per Hour	430.00
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Special Fees & Expenses

Special fees are assessed when applicable and are due when assessed.

Administrative Course Withdrawal	\$15.00
Capstone Continuation Fee (per term)	\$430.00
Clinical Supervision per 8 weeks (Track II)	\$75.00
Teaching Channel Fee (one semester)	\$35.00
Dishonored Check (first time)	\$20.00
Dishonored Check (second time)	\$35.00
Graduation Fee.....	\$130.00
Late Registration Fee	\$100.00
Replacement Diploma Fee.....	\$50.00
Official Transcript.....	\$10.00

Payment of Accounts

All charges are due and payable on the first day of classes. Accounts can be paid online through the WBU website, by calling the business office at [870-759-4123](tel:870-759-4123), or by paying in person. Accounts can be paid by cash, cashier check, money order, or major credit card. Personal checks will be accepted; however, should this form of payment be made, transcripts will be placed on hold for fifteen business days. Students who have not paid their balance in full, or arranged financial aid through WBU's financial aid office, by the start of the second week of classes will be dropped.

Refunds or Payments Regarding Withdrawals

Refunds for withdrawals from the University will be made according to the Refund of Fees Schedule as follows:

During the first full week of class	– 100% Refund
After the first full week of class	– Students are not eligible for a refund

Withdrawal from an individual course may result in a reduction in a student's Financial Aid Package. Contact the Office of Financial Aid for more information.

STUDENT SERVICES

Campus Store

The WBU Spirit Store is located inside the Mail Room next to the Joy Ring Student Success Center. It carries WBU apparel such as shirts, caps, pullovers, and jackets. In addition, it has other items students may need.

The store accepts Visa, Mastercard, American Express and Discover. The hours are 8:00 a.m. – 4:00 p.m.

Counseling Service

The mission of Williams Baptist University Counseling is to help all students achieve the maximum benefit from attending WBU. Our goal is to assist students in becoming wise, mindful, and balanced adults by helping them develop interpersonal skills, intrapersonal skills, life management skills, intellectual skills, career exploration and career search skills.

The Counseling Office strives to help students in assessing themselves, building a sense of self-respect and establishing a deeper respect for others and nature. The Counseling Office supports each student in integrating all types of learning experiences and contemplating their lives holistically while applying this not only to their lives at college but also throughout the rest of their lives.

The Counseling Office offers short term personal counseling and career counseling, by appointment, in the office and through Telemental health platform for enrolled Williams Baptist University students, Monday-Friday 8:00 a.m. to 4:00 p.m. A full-time Licensed Professional Counselor provides services in a safe, supportive, and confidential environment at no cost to the student. Numerous books and pamphlets are offered, as well as local community resources available through referral by the counselor.

Appointments can be made by stopping by the office located in the Joy Ring Student Success Center, by emailing acooper@williamsbu.edu or by phoning (870)759-4184.

The Counseling Office staff subscribes to the Code of Ethics of the American Counseling Association and to the professional laws of the State of Arkansas. Adherence to these standards ensures the confidentiality of all counseling services. You can be assured that all discussions with the counselor are private and no information about you can be shared without your written permission.

Confidentiality will be kept at all times with the following exceptions:

- When a client poses a clear and imminent danger to her/himself.
- When a client poses a clear and imminent danger to others.
- When legal requirements demand that confidential information be revealed, i.e. a court subpoena. Patriot Act.
- PLEASE NOTE: it is required by law to report all cases of current abuse. Past abuse must be reported when there is any possibility of current danger to any child, elderly or disabled person (e.g., a child lives with the abuser). When there is reason to suspect child/elder abuse past or present.

Financial Aid

Students who are unable to pay for courses can contact the Office of Financial Aid for information regarding possible financial aid.

Office of Financial Aid

Swaim Administration Building

870-759-4112

Office Hours: Monday – Friday, 8:00 am – 4:30 pm

Library Services

The construction for the present building was completed in 1966 and named after former employee Felix Goodson, a good friend of the principal donor for the library building. The Felix Goodson Library is a comfortable and well-equipped facility at the heart of campus academic life. The library is conducive for study and reflection. The library contains more than 60,000 volumes and a broad spectrum of scholarly and popular periodicals and also has over 80,000 eBooks.

The library offers personal assistance, online catalog, print journals and periodicals, online journal databases, interlibrary loan, photocopy service, a computer lab, special collections, digital archives, online tutorials, WiFi service, comfortable seating and group study areas. The library also has personal and class instruction available. Look for Felix Goodson Library on Facebook. The library's web page is www.williamsbu.edu/library.

LIBRARY HOURS

Monday – Friday: 8:00 a.m. to 4:00 p.m..

Saturday: Varying Hours (will be posted)

Sunday: Closed

MASTER OF ARTS IN TEACHING (MAT) PROGRAM

Upon completion of the Master of Arts in Teaching degree,

- Completers will demonstrate content knowledge relevant to effective teaching in grades 4-12.
- Completers will utilize effective pedagogical strategies to meet the needs of a diverse community of learners.
- Completers will model effective management of student behavior and classroom procedures to establish a positive culture for learning.

DEGREE REQUIREMENTS

MAT 5013	Educational Characteristics	3 hrs
MAT 5023	Curriculum & Instruction	3 hrs
MAT 5033	Data and Assessment	3 hrs
MAT 5043	Effective Teaching	3 hrs
MAT 5053	Contemporary Issues	3 hrs
MAT 5063	Diversity in Education	3 hrs
MAT 5073	Educational Law & Ethics	3 hrs
MAT 5083	Professionalism & Christian Influence	3 hrs
MAT 5093	Modern Technology	3 hrs
MAT 5103	Writing & Research	3 hrs
MAT 5113	Clinical Track I OR	6 hrs
MAT 5123	Clinical Track II	6 hrs

Total Required Hours: 36 hrs

MAT COURSE DESCRIPTIONS

MAT 5013 Educational Characteristics: Formal schooling, as well as related forms of education are explored as a background for understanding current practices. Philosophical and theoretical aspects of education are addressed.

MAT 5023 Curriculum and Instruction: Focus is on well-known historical and philosophical aspects of curriculum development with practical and suitable applications of the principles of curriculum. Course concentration is on a systematic approach of instructional design models within a broad range of learning environments.

MAT 5033 Data and Assessment: Tests and assessments are essential parts of the instructional process. Learning to make the distinction between using assessment for learning rather than using learning for assessment is the major goal of the course. Collecting and managing data are important aspects of the course and adopting these concepts to classroom practice is imperative.

MAT 5043 Effective Teaching: Strategies are presented to develop efficient management procedures and teaching routines that produce positive school-wide behaviors including the individuals with Disabilities Education Improvement Act (IDEA, 2004) procedures for addressing behavior concerns of students with disabilities and court case rulings for behavior of students with disabilities when a functional behavioral assessment is appropriate. Teacher Excellence and Support System (TESS) components are spotlighted for use in practice with effective engagement of Professional Learning Communities (PLC).

MAT 5053 Contemporary Issues: Best practice strategies are presented in teaching ELL students. Social, emotional, economic, and political challenges are discussed for ELL students.

MAT 5063 Diversity in Education: Consideration of the needs and issues that impact students who are at risk will guide content. Gain differentiated skills necessary to teach students with disabilities, students in poverty, students learning beyond Grade level, and English language learners is the course purpose.

MAT 5073 Educational Law and Ethics: Basic legal concepts in education including statutory and case law dealing with rights, obligations, and responsibilities of administrators, teachers, and students is the objective of this course.

MAT 5083 Professionalism & Christian Influence: Theories of value and evaluation, ethical discourse and arguments related to educational dilemmas in schools will be a class objective. Topics pertaining to abuse of power, race relations, and religious tolerance will be addressed in this course.

MAT 5093 Modern Technology: Explore and develop the uses of technology as teaching tools in the classroom and in real-world environments.

MAT 5103 Writing and Research: Review of action research, explore both quantitative and qualitative paradigms and develop a variety of research methodologies are the purpose of this course.

MAT5113 Clinical Track I: It is a responsibility of each teacher to serve or observe on an Individual Education Planning meeting and to participate in a Professional Learning Community. A district mentor or the principal and the Dean of WBU will guide the clinical experience.

MAT 5123 Clinical Track II: A semester of traditional supervised clinical practice with expectations of the novice teacher having as many experiences as possible including observing a team during an Individual Education Planning (IEP) meeting with parent permission and to participate in a professional learning Community. A district mentor or the principal and the Dean of WBU will guide the clinical experience.

MASTER OF SCIENCE IN EDUCATION (MSE) PROGRAM

Upon completion of the Master of Science in Teaching degree,

- Completers will demonstrate content knowledge with best practices relevant to effective teaching in grades 4-12.
- Completers will utilize effective pedagogical strategies to meet the needs of a diverse community of learners.
- Completers will demonstrate competency in understanding the process for applying for National Board Certification.

DEGREE REQUIREMENTS

MSE 5013	Intro to Advanced Certification	3 hrs
MSE 5023	Curriculum & Instruction	3 hrs
MSE 5033	Data and Assessment	3 hrs
MSE 5043	Effective Teaching	3 hrs
MSE 5053	Contemporary Issues	3 hrs
MSE 5063	Diversity in Education	3 hrs
MSE 5073	Educational Law & Ethics	3 hrs
MSE 5083	Professionalism & Christian Influence	3 hrs
MSE 5093	Advanced Certification II	3 hrs
MAT 5103	Writing & Research	3 hrs

Total Required Hours: 30 hrs

MSE COURSE DESCRIPTIONS

MSE 5013 Introduction to Advanced Certification: For accomplished professionals in every field of practice that have honed and developed knowledge and skills. Knowing and Doing are the hallmarks of deep professional achievement. The National Board of Professional Standards (NBPTS) Core Propositions One, Propositions Two, and Propositions Three. This course is in preparation for accepting the challenge of National Board of Professional Teaching Standards certification.

MSE 5023 Curriculum and Instruction: Focus is on well-known historical and philosophical aspects of curriculum development with practical and suitable applications of the principles of curriculum. Course concentration is on a systematic approach of instructional design models within a broad range of learning environments.

MSE 5033 Data and Assessment: Tests and assessments are essential parts of the instructional process. Learning to make the distinction between using assessment for learning rather than using learning for assessment is the major goal of the course. Collecting and managing data are important aspects of the course and adopting these concepts to classroom practice is imperative.

MSE 5043 Effective Teaching: Strategies are presented to develop efficient management procedures and teaching routines that produce positive school-wide behaviors including the individuals with Disabilities Education Improvement Act (IDEA,2004) procedures for addressing behavior concerns of students with disabilities and court case rulings for behavior of students with disabilities when a functional behavioral assessment is appropriate. The Arkansas initiative, Teacher excellence and Support System (TESS) components are spotlighted for use in practice with effective engagement of Professional Learning Communities (PLC).

MSE 5053 Contemporary Issues: Expansion of implicit and explicit knowledge of current issues and concerns in education that affect teaching, curriculum, motivation, families, administrative roles, school policies, and school law.

MSE 5063 Diversity in Education: Consideration of the needs and issues that impact students who are at risk will guide content. To gain differentiated skills necessary to teach students with disabilities, students in poverty, students learning beyond Grade level, and English language learners is the course purpose.

MSE 5073 Educational Law and Ethics: Study of basic legal concepts in education including statutory and case law dealing with rights, obligations, and responsibilities of administrators, teachers, and students is the objective of this course.

MSE 5083 Professionalism & Christian Influence: Theories of value and evaluation, ethical discourse and arguments related to educational dilemmas in schools will be a class objective. Topics pertaining to abuse of power, race relations, and religious tolerance will be addressed in this course.

MSE 5093 Advanced Certification II: A companion course to MSE 5033. This course is designed for accomplished professionals in every field of practice who have honed and developed knowledge and skills. Knowing and Doing are the hallmarks of deep professional achievement. Core Principle Three, Core Principle Four, and Core Principle Five are addressed in this course. This course is in preparation for accepting the challenge of National Board of Professional Teaching Standards certification.

MSE 5103 Writing and Research: Review of action research, explore both quantitative and qualitative paradigms and develop a variety of research methodologies is the purpose of this course.



Veterans Affairs

WBU VA Certifying Official:

Tracy Henderson

Registrar

thenderson@williamsbu.edu

870-759-4130

Swaim Administration Building

Williams Baptist University is a proud participant in the Veterans Educational Benefits programs through the Department of Veterans Affairs.

WBU is prohibited from providing commission, bonuses, or other incentive payments to Admissions Counselors for securing enrollment of students, including service members or those who are eligible to receive VA Educational Benefits. In addition, it is our policy to refrain from high pressure tactics or using unsolicited contacts while recruiting any student, including service members or those who are eligible to receive VA Education Benefits.

How to Apply for VA Educational Benefits:

- Complete an online application at <https://www.va.gov/education/how-to-apply/>. For questions related to the application, please visit “Contact Us” at the top of the application page.
- When the application receives approval, the family will receive a Certificate of Eligibility (COE) letter, which provides information about the benefit the student will receive, the payment amount, and the length of time to use the benefit.
- The student must provide a copy of the letter for the VA Certifying Official.
- The student will register for classes. (VA only pays for courses applying to the student's major.)
- The campus VA Certifying Official will send an enrollment certification to VA when the above steps are complete.

Benefit Opportunities:

- Montgomery GI Bill ®
 - Chapter 30: Montgomery GI Bill ® Active Duty (MGIB-AD)
 - Paid directly to student
 - Chapter 1606: Montgomery GI Bill ® Selected Reserve (MGIB-SR)
 - Paid directly to student
- Post 9/11 GI Bill ®
 - Chapter 33
 - Tuition paid directly to school
 - Housing stipend paid monthly to student
 - Books/Supplies paid at start of term to student
- Dependant Education Benefits
 - Chapter 35
 - Paid directly to student
- Military Tuition Assistance (TA)
 - Eligible Service members who decide to use TA must seek approval from an Educational Services Officer (ESO) or counselor within the Military Service prior to enrolling. Military TA must be requested and approved prior to the start date of the course. For more information visit:
<https://www.dantes.doded.mil/FinancialAid/MilitaryTuitionAssistance.html>

WBU receives no notification on when your housing, book stipend, kickers, etc. are paid out since those funds are forwarded directly to the student.

Students who are receiving VA Educational Benefits are required to complete the “VA Enrollment Certification Request” form each semester in order for the VA Certifying Official to certify your hours.

If a student receives Tuition Assistance (TA) funds through the Department of Veterans Affairs, the student must meet all general eligibility requirements. Students must attend at least to the 60% portion of the period for which the funds were provided to receive 100% of the TA funds. For students who did not attend until the 60% portion, the TA funds will be prorated on a proportional basis. For students who fail to enroll, 0% of the TA funds will be disbursed to the student’s account.

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11

Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Williams Baptist University Policies:

Certification Policy

Only courses that satisfy requirements outlined by a student’s degree plan can be certified for VA benefits. If a student takes courses that do not fulfill graduation requirements, those courses will not be certified for VA benefits.

Students who are receiving VA Educational Benefits are responsible for contacting the Williams Baptist University VA Certifying Official anytime there is a change in their status, including schedule changes (adding and dropping courses). All changes are reported to the VA, and changes that are not promptly reported may result in a VA overpayment to the student, and the VA may request some or all of that money be sent back to them.

Progress Policy

According to Title 38 US Code § 21.4277, educational assistance benefits to Veterans and other eligible persons will be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Students who are placed on “Academic Suspension” will not be eligible to receive VA benefits.

See “Academic Probation and Suspension” under Academics in the catalog for specific guidelines on GPA benchmarks.

Classes that are successfully completed may not be certified again for VA purposes if they are repeated. If a student fails a class (“F”) or if a higher grade is required for program or graduation purposes, the course can be certified if repeated.

Readmission Policy for Military Service Members

Williams Baptist University understands that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Such students are encouraged to resume their education once a military service obligation has ended, and WBU has adopted a policy to ensure the timely readmission of these students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), WBU will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority).

The student must provide written notice of a uniformed service obligation to the students’ Academic Advisor and the schools VA Certifying Official, as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the college.

A returning student will be permitted to reenroll in class(es) during the next scheduled term in the same academic program unless the student requests a later date of reenrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student can be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

Return of Unused Military Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DOD) policy, Williams Baptist University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

2022 Board of Trustees

A current list of the Board of Trustees can be requested from the WBU Office of the President.

Administrative Officers and Staff

Administrative Officers

R. Stanton Norman, Ph.D..... President
Brett Cooper, Ph.D..... Vice President for Creative Services and Technology
Marvin Schoenecke, Ph.D..... Provost and Executive Vice President for Campus Life
Timothy R. Huddleston, M.B.A..... Vice President for Institutional Advancement
Rhyne R. Putman, Ph.D..... Associate Vice President of Academic Affairs
Max Stabenow, Ed.D..... Vice President for Enrollment Management

Administrative Staff

Aaron Andrews, M.A.....Bursar
Rachel Austin..... Director of Student Success Center
Larry Bailey..... Computer Services Technician
Tonya Bolton, B.A.....Director of Student Advising and Retention
Taylor Baker, M.Div..... Associate Director of Spiritual Life
Brayden Brewer, B.S... ..Assistant Bursar
Tim Chatman.....Dean of Students
Deana Conley..... Administrative Assistant, Student Affairs
Tony Conley..... Director of Maintenance
Aneita Cooper, Ph.D.....Director of Counseling
Gabby Dixon.....Director of Student Life
Mike Dixon..... Director of Housing and Intramural Sports
Eliseu dos Santos..... Facilities Supervisor
Morgan Durham B.S.E.....Human Resources and Payroll Specialist
Lisa Foley..... Financial Aid Specialist
Chris Graddy, M.S.Director of Marketing and Communication
Jim Hartness..... Chief of Police; Director of Campus Security
Tracy Henderson, B.A..... Registrar; VA Certifying Official
Teresa Huddleston, M.A.C.E..... Associate Director of Spiritual Life
Bill Jeffery.....Digital Media Recruiting Coordinator/Dir. Student Music Ministry
Jennifer Mathis, M.S. in L.S.....Director of Information and Library Services
Cheryl McCoy, B.S.....Interim Postal and Communications Coordinator
Blake McGinnis, B.A.....Director of Information Technology
Angela Flippo, M.S.....General Manager, Williams Corner
Amanda Prestidge, B.S..... Office of Business Affairs
Joel Olive, B.S.E..... Public Services Paraprofessional, Library

Jeff Rider, M.S.E..... Director of Athletics
 Mary Elizabeth Ryan, M.Ed. Assistant Registrar
 Amy Steele A.A. Transfer Admissions Coordinator
 Rachel Steele, B.S..... Director of Admissions
 Zac Steele, B.S..... Director of Financial Aid
 Shannon Tolson Administrative Assistant, Office of the President
 Jon Walter, M.S. Database and Web Application Developer

Faculty

Dr. Stephen Bell, Director of Graduate Programs and Professional Studies
 B.B.A, M.S. Ph.D, University of Louisiana at Monroe

Charlotte Wheelless, La Delle Moody Chair, Dept. of Education
 BSE, Williams Baptist University; M.Ed Grand Canyon University; Ed.D Grand Canyon University

Taylor Hoskins, Assistant Professor of Education & Coordinator of Graduate Education Programs
 B.S.E, Arkansas State University; MAT, Arkansas State University; M.S.E, University of Central
 Arkansas; Ed.S, Arkansas State University