Simpson University
Supplement to the 2006-2008 Catalog

ASPIRE Program
Fall 2007
INTRODUCTION TO THE
2007-2008 SIMPSON UNIVERSITY CATALOG SUPPLEMENT

Simpson University is currently operating under a two-year catalog, and it is in effect from 2006 until 2008. However, due to the large number of curricular changes that have happened in the past 12 months, we are issuing a supplement so that you will have accurate and current information with which to make academic decisions.

Please review this document carefully, and keep it with your regular catalog for reference. The changes reflected in this supplement officially replace text from the 2006-08 catalog and are considered to be binding.

With best wishes for the 2007-08 academic year,

Dr. Stanley A. Clark
Provost

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The adult degree-completion program, known as ASPIRE (Adult Study Programs Inspiring Renewed Expectations), is an accelerated experience for the non-traditional, older student. The program allows students to complete a degree in 16 months. ASPIRE is available in two delivery formats. The evening format provides for classes in blocks of time on weekday evenings. Students in the weekend format take classes on Saturdays. Courses from the two formats are not interchangeable.

To be eligible for the ASPIRE program, students must have completed at least 60 semester credits from a regionally accredited college with a minimum grade-point average of 2.00 and have at least five years of work experience after graduation from high school. Applicants not meeting the work experience requirements may be considered for admission by the Admissions Committee of the ASPIRE program, provided they have completed all 88 required general education credits.

HISTORY AND PURPOSE

Simpson University has a history of providing non-traditional programming. At one time during the 1970s, there were as many as 14 sites across the West Coast where evening courses were offered for credit. Also at that time, an extended campus in Modesto, CA, offered a baccalaureate degree in Biblical Literature. However, most centers offered individual courses designed for enrichment or for transfer into other local college programs.

When Simpson relocated from the San Francisco area to Redding in 1989, it started a pilot project to serve the community through non-traditional programming. The ASPIRE degree-completion program is designed to allow the working adult who has some previously earned college credits to complete a Bachelor of Arts degree in a concentrated, accelerated program of evening or weekend classes.

The degree-completion program began by offering majors in Business and Human Resources Management, Liberal Arts and Psychology. From 1996-1997, an Accounting major was offered. In the fall of 1999, Simpson University added two new majors to serve adult students, particularly those who live at a distance that makes frequent evening commutes difficult. These majors, Organizational Leadership and Christian Ministry Leadership, are offered on alternate Saturdays on Simpson’s campus.

Weekend format majors have been offered in Siskiyou County on the Weed campus of College of the Siskiyous since fall of 2005. Majors approved for this extension campus include Organizational Leadership, Psychology, and Liberal Studies.

All five majors offered underwent curriculum updates in the fall of 2006. Additionally, the name of the Liberal Arts major was changed to Liberal Studies. In the spring of 2007, a Bachelor of Science in Nursing (BSN), designed as a “step-up program” for students who currently hold an RN license, was added to the major offerings within ASPIRE. Two majors, Management Information Systems (MIS) and Healthcare Management, are being launched during the 2007-2008 academic school year.

The ASPIRE Degree-Completion Program is designed for students who have already completed a portion of their collegiate studies. Students who need additional credits to meet general education requirements outside the major may choose to take additional courses at Simpson University through the ASPIRE-Bridge Program or at other regionally accredited schools.

In the fall of 2006 and the spring of 2007, Simpson University began offering ASPIRE Bridge courses. These courses are designed to fulfill general education requirements and are not part of the sequence of major courses required for a bachelor’s degree.

Since 1989, approximately 2,300 local adults have completed their Bachelor of Arts degree at Simpson University through the ASPIRE program.

ASPIRE GENERAL INFORMATION

MAJORS

Each major is designed to provide students with knowledge inherent to the discipline within the context of biblical ethics and teachings. Six majors are currently offered through the evening degree-completion program: Business and Human Resources Management, Liberal Studies, Management Information Systems (MIS), Healthcare Management, Nursing (RN to BSN step-up), and Psychology. Each of these six majors requires 36 upper-division credits, all of which must be completed at Simpson University.

Two majors are offered through the weekend degree-completion program: Organizational Leadership and Christian Ministry Leadership. Each major requires 36 upper-division credits, all of which must be completed at Simpson University. Upon approval by the Adult Studies Council and the President’s Cabinet, any of the six evening majors may be converted to be offered in the weekend format.

FORMAT — ASPIRE EVENING

Students begin the degree-completion evening program at the start of the fall, spring or summer semesters and are enrolled in 12 consecutive courses, each of which consists of 5 four-hour (6-10 p.m.) classes, one night each week. Students are enrolled as a member of a cohort that progresses sequentially through courses together.

FORMAT — ASPIRE WEEKEND

Students begin the degree-completion weekend program usually at the start of the fall semester and are enrolled as a member of a cohort that progresses together through 12 consecutive courses. Classes are held every other Saturday from 8 a.m. – 5 p.m. on the Redding campus or at our Siskiyou County extension on the College of the Siskiyous’ Weed campus.
BOTH FORMATS

With a break between semesters of approximately two weeks, all programs take about 16 months to complete. All credits earned are semester credits. The program is structured on a calendar similar to trimesters so that the student earns 27 credits within the first 12 months, which is considered full-time for most purposes.

ASPIRE BRIDGE COURSES

Many students entering the ASPIRE Degree-Completion Program are in need of additional course credits to ‘bridge the gap’ between the credits they have already completed and the 88 credits required for the ASPIRE Degree-Completion Programs. To help students complete these requirements, ASPIRE offers courses that fulfill graduation requirements, but are not included as a part of a student’s major coursework. These courses are referred to as “Bridge courses” and are designed to fit into the four categories of specific general education credits required for an ASPIRE student to earn a bachelor’s degree.

These categories are: Category 1 – English and Communication; Category 2 – Science and Math; Category 3 – Humanities; and Category 4 – Social Science. Courses from all four categories will meet ASPIRE requirements for both general education electives and unrestricted electives if the student has already fulfilled the requirements for a specific category. (Please see “General Education Requirements” below for more information on credit requirements.)

ASPIRE Bridge courses are not confined to either evening or weekend formats. Bridge courses may be offered in a 5- or 8-week, one-night-per-week format, a ‘blended’ face-to-face and online format, or a totally online format. Please see the current Fee schedule for ASPIRE Bridge tuition rates.

GENERAL ACADEMIC CREDIT REQUIREMENTS

ASPIRE PROGRAM REQUIREMENTS

39 specific general education credits
24 credits from academic disciplines
25 unrestricted general education elective credits
36 major credits (to be completed in ASPIRE-Degree Completion Program at Simpson)

124 total credits required for graduation

SPECIFIC GENERAL EDUCATION REQUIREMENTS

Category I: ENGLISH & COMMUNICATIONS (9 semester credits)
English Composition (required before entrance) plus additional English/Communication courses to total 9 credits

Category II: SCIENCE & MATHEMATICS (9 semester credits)

Category III: HUMANITIES (9 semester credits)

Category IV: SOCIAL SCIENCE (12 semester credits)

GENERAL EDUCATION ELECTIVE REQUIREMENTS

Category V: GENERAL EDUCATION ELECTIVES (24 semester credits)
Intermediate Algebra (required before entrance for all majors except Organizational Leadership and Christian Ministry Leadership)

Additional courses from any of the four liberal arts groups:
- English/Communication
- Humanities
- Natural Sciences/Math
- Social Science

Category VI: UNRESTRICTED ELECTIVES (25 semester credits)
Additional Baccalaureate-level courses, not restricted to academic subjects. Most activity-based courses (such as music and/or physical education courses) are considered unrestricted electives.

All excess credits from Categories 1-4 may be carried over into Category 5.

Excess credits from Category 5 may be carried over into Category 6.

NOTE: Students who enter ASPIRE must have earned a minimum of 60 transferable college credits.

PROGRAMS OF STUDY

ASPIRE DEGREE-COMPLETION PROGRAMS

BUSINESS AND HUMAN RESOURCES MANAGEMENT

The Business and Human Resources Management major provides students with the opportunity to study, within the context of a Christian worldview, the interaction between organizations and people. The curriculum is designed to prepare students to make sound management decisions and to successfully lead, motivate, and manage a company’s human resources.

TERM I
MNGT 3120 Introduction to Management and Organizational Behavior
MNGT 3930 Business Ethics and Law
HUMA 3000 Introduction to the Bible

TERM II
MNGT 4900 Human Resource Management
MNGT 3610 Business Statistics
PHIL 3500 Christianity and World Religions
TERM III
MNGT 3910 Managerial Finance
MNGT 4020 Managerial Economics
MNGT 3005 Managerial Accounting

TERM IV
MNGT 4920 Principles of Marketing
MNGT 4050 Production Operations Management
MNGT 4060 Seminar in Strategy, Policy and Ethics

(Actual course sequence may vary.)

CHRISTIAN MINISTRY LEADERSHIP

The goal of this major is to equip students with biblical and theological knowledge along with missional skills designed to help them succeed as Christian leaders in today’s world. Interviews and observations of leaders in ministry will be an essential part of the program experience. A practical focus on spiritual formation and personal transformation will be offered in each course. Emerging leaders as well as individuals with previous Christian ministry experience will benefit from this challenging program. The objective is to prepare not only leaders who can engage in successful leadership themselves, but who can also inspire effective leadership in others.

Note: This major has additional requirements for admission. See “Application Procedure” for details.

TERM I
THEO 3410 Theology and Practices of Spiritual Formation
MINS 4530 Developing People for Leadership
BIBL 3380 Old Testament Survey

TERM II
BIBL 3390 New Testament Survey
BIBL 3220 Bible Study, Interpretation and Application
MINS 3340 Introduction to Teaching and Preaching the Bible

TERM III
THEO 3600 Introduction to Christian Theology
BIBL 4055 Pentateuch
BIBL 4060 Life of Jesus

TERM IV
THEO 3660 Theology and History of the Church
MINS 4000 Principles of Leadership & Management
BIBL 4070 Book of Acts and the Mission of the Church

(Actual course sequence may vary.)

HEALTHCARE MANAGEMENT

One of the most dynamic industries in modern society is healthcare. The need for individuals who understand not only the application of the medical arts, but the business and management principles required to provide successful leadership to their organizations, is greater than ever. The Healthcare Management student will take courses in traditional business fields, such as law, human resources, finance, economics, and accounting as well as courses that apply their business acumen specifically to the healthcare industry.

TERM I
MNGT 3120 Intro to Management and Organizational Behavior
MNGT 3930 Business Ethics and Law
HUMA 3000 Introduction to the Bible

TERM II
MNGT 4900 Human Resource Management
MNGT 3610 Business Statistics
PHIL 3500 Christianity and World Religions

TERM III
MNGT 3910 Managerial Finance
MNGT 4020 Managerial Economics
MNGT 3005 Managerial Accounting

TERM IV
HCMT 4010 History and Economics of Healthcare
HCMT 4020 Integrated Healthcare Delivery Systems
HCMT 4030 Legal & Ethical Aspects of Health Services

(Actual course sequence may vary.)

LIBERAL STUDIES

The Liberal Studies major provides students with a broad knowledge of major fields of learning within the context of a Christian worldview. This major is a strong preparation for multiple subjects teaching (K-8) and is designed to support students in passing the California Subject Examination for Teaching (CSET).

TERM I
COMM 4000 Foundations of Communication
HUMA 3000 Introduction to the Bible
LING 4322 Language Development and Communication

TERM II
HIST 4350 World History
PHIL 3500 Christianity and World Religions
ENGL 3322 American and World Literature

TERM III
HIST 3345 California and US History
MATH 3000 Foundational Math
NSCI 3340 Earth and Physical Science

TERM IV
NSCI 3350 Life Science
PSYC 3630 Human Development
HUMA 3440 Fine Arts in Western Culture

(Actual course sequence may vary.)

MANAGEMENT INFORMATION SYSTEMS (MIS)

Today’s business environment is growing increasingly dependent on computers to manage the health and growth of organizations. The Management Information Systems major is designed to provide graduates with effective business tools and computer skills. The strength of the MIS graduate will be in the graduate’s ability to understand the relationship between business and management principles and system...
operation and design. The MIS graduate will have the ability to converse intelligently with both business professionals and systems engineers, while also having the ability to recognize opportunities and pitfalls that business-only and computer-only experts may miss.

Note: This major has additional requirements for admission. See “Application Procedure” for details.

TERM I
BMIS 3030  Database Systems Management
BUSS 3455  Foundations of Management Information Services
HUMA 3000  Introduction to the Bible

TERM II
BMIS 3010  Data Communications and Management
BMIS 3020  Web Design and Management
PHIL 3500  Christianity and World Religions

TERM III
MNGT 3930  Business Ethics and Law
MNGT 4050  Production and Operations Management
BMIS 4010  MIS Analysis and Design

TERM IV
MNGT 3410  Managerial Finance
BMIS 4020  Application Development
BMIS 4040  MIS Project Management

(Actual course sequence may vary.)

NURSING
(RN to BSN upgrade program)

The Bachelor of Science in Nursing offers the current Registered Nurse an opportunity to increase his or her ability to incorporate nursing research into nursing practice and demonstrate professional decision-making skills within his or her organization. In addition to classroom coursework and a supervised nursing practicum, each student will gain hands-on experience through relevant curriculum taught in a classroom setting. Combined with a directed focus on contemporary nursing trends, this program will prepare students for the changing roles of nursing in today’s healthcare environment, including:
• Family and community health nursing
• Acting as a patient advocate
• Embedding into community and family
• Serving in holistic environments like hospice and home health care

In addition, students will earn their Public Health Certificate.

TERM I
NURS 3010  Professional Issues in Nursing
HUMA 3000  Introduction to the Bible
NURS 3040  Nursing Practice Theory

TERM II
NURS 3050  Nursing Health Assessment
PHIL 3500  Christianity and World Religions
NURS 4020  Health Teaching

TERM III
NURS 3020  Family/Community Health Nursing
NURS 3030  Family / Community Health Nursing Practicum
NURS 4010  Nursing Research

TERM IV
NURS 4030  Leadership/Management in Nursing
NURS 4040  Economics in Healthcare
NURS 4050  Senior Clinical Seminar

(Actual course sequence may vary.)

ORGANIZATIONAL LEADERSHIP

This program is for students with work experience and/or strong interests in interdisciplinary studies and administrative or supervisory careers. The goal of this major is to enhance individual and organizational effectiveness in leadership positions and to develop leaders who can not only engage in bold acts themselves but who can also inspire effective leadership in others. Students are prepared for careers in profit or non-profit organizations in community or service agencies.

TERM I
COMM 4090  Small Group Communication
HUMA 3000  Introduction to the Bible
HUMA 4940  Ethics in Human Relationships

TERM II
SOCI 3020  Social Psychology
PSYC 3660  Learning & Motivation
PHIL 3500  Christianity and World Religions

TERM III
MNGT 4900  Human Resource Management
NSCI 3510  Environmental Science
COMM 4330  Communicating Cross-Culturally

TERM IV
MNGT 4670  Management of Organizational Behavior
MNGT 4950  Leadership in Organizations
MNGT 4960  Transformative Leadership

(Actual course sequence may vary.)

PSYCHOLOGY

The Psychology major is designed to provide students with a basic understanding of the theoretical and applied aspects of the discipline of psychology. Within the context of a Christian worldview students will be introduced to basic theories and methods of psychology. The program aims to increase students’ understanding of human nature, as well as provide a foundation for further study at the graduate level or preparation for a career in which an understanding of human behavior and social processes is essential.

TERM I
PSYC 3070  Foundations in Psychology
PSYC 3610  Statistics for Behavioral Sciences
PSYC 3690  Research Methods in the Behavioral Sciences

TERM II
HUMA 3000  Introduction to the Bible
PROGRAMS OF STUDY

ASPIRE BRIDGE PROGRAM

BRIDGE PROGRAM

ASPIRE Bridge courses are designed to fit into the general education requirements for the ASPIRE Degree-Completion Program. As such, ASPIRE Bridge courses are divided by their liberal arts field of study. All four categories of ASPIRE Bridge courses may apply to general education and unrestricted elective requirements in addition to the category the course is listed under. Some courses may apply to more than one category. Students should speak with the ASPIRE Office to ensure that the ASPIRE Bridge course they are planning to take meets their unfulfilled requirements.

Category I: English and Communication
  Literature  Writing
  Communication  Drama

Category II: Science and Math
  Life Science  Natural Science
  Math  Health Science

Category III: Humanities
  Fine Arts  Cross Cultural Studies
  Philosophy  Religious Studies

Category IV: Social Science
  Business  Psychology  Sociology
  History  Economics  Anthropology
  Geography  Political Science

Category V: General Education Electives
  All Category I-IV courses may count as elective credits if minimum requirements have already been met for that category.

  Intermediate Algebra (will count only as elective credit)

This list of courses is not a comprehensive list of ASPIRE Bridge courses. Not all courses listed will be offered each semester. ASPIRE Bridge courses will be added as they are approved. Please see the ASPIRE Office for the latest schedule of ASPIRE Bridge courses to be offered.

ACADEMIC POLICIES & PROCEDURES

ACADEMIC ADVISING

Academic advising for all ASPIRE students is done by the ASPIRE Office. The purpose of academic advising for the ASPIRE student is to help the student set a plan to finish all general education and major credit requirements for graduation. It is the student’s responsibility to register for and earn appropriate credits to fulfill graduation requirements. The ASPIRE Office will provide counseling on the type of credits needed and on alternative methods of receiving credits (such as CLEP testing and credit for military training). Academic advisors make every effort to help students complete graduation requirements in time for the student’s scheduled graduation. However, students carry full responsibility for meeting the requirements of their program of study. Advisors cannot be held liable for any student’s failure to meet specified program requirements.

EXPECTED WORK PER CREDIT

Four hours of preparation (work outside of class) are normal for each class hour. Traditionally, three semester credits represent the equivalent of one hour of class per week for approximately 14 weeks (approximately 40 hours of seat-time). In the accelerated format of the ASPIRE program, three semester credits represents the equivalent of four hours per week for five weeks (20 hours of seat-time). The accelerated pace of ASPIRE format classes requires more preparation outside class than a traditional format course.

ACADEMIC GRADING

GRADING SYSTEM

Simpson University uses the following grade-point scale in undergraduate programs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The use of + and – grading is optional at the discretion of the professor. Each course syllabus will indicate the grading system used by the instructor.

Any challenges to grades received must be made in writing to the ASPIRE Office within one month (30 days) of the posting of the grade.

GRADE-POINT AVERAGE CALCULATION

Quality points are the number of credits earned for the class multiplied by the grade points (see “Grading System”) assigned to the grade earned. The GPA is determined by dividing the number of quality points earned by the number of credits completed.
RETURN OF PAPERS FROM PREVIOUS CLASSES

Students wishing to receive papers returned after a course has ended must give the instructor a large manila envelope with the student’s name clearly marked (one student to an envelope). These envelopes are then delivered to the student’s next class for pick-up or are kept in the office for a short period of time if it is the student’s last class. Papers not claimed after 30 days will be shredded.

COURSE WITHDRAWAL

Drop

A request to be removed from a course prior to the course beginning or up to 3 calendar days after the course begins will be considered a ‘drop.’ The student must fill out the appropriate request form in the ASPIRE Office and be sure that the form receives the proper signatures. A student with a dropped course is given a 100 percent refund of tuition charged for that course.

Withdrawal

A request to be removed from a course beyond the published drop date will be considered a ‘withdrawal.’ The course will then be recorded on the student’s transcript with a grade of “W.” A withdrawal is not eligible for a refund of tuition. However, if a student requests to be removed from all courses registered, only the courses for which the drop date has already passed will be considered withdrawals.

If an emergency situation should arise and a student must withdraw from a course, a change of program request should be filled out in the ASPIRE Office. In the event that the refund date has passed and the student is forced to withdraw by an emergency out of his or her control (i.e.: serious illness/hospitalization of the student or an immediate family member, etc), the student may be able to petition for a free re-take. Upon approval of the petition, the student will receive a “W” in that course and may retake it once without additional charge, unless government regulations for financial aid prevent this. The retake without charge must be completed within three semesters following the semester of the withdrawn class. It is recommended that the student retake the course at the earliest possible opportunity even if it requires the student to delay graduation by one or more semesters.

Non Attendance

If a student is registered for a class and does not attend, or simply stops going to class without submitting the proper drop/withdrawal paperwork, the student will receive an “F” and must pay the regular charges for repeating the class.

INCOMPLETE GRADES

Since each class follows the previous one so quickly, “incompletes” could cause a backup of work that might be impossible to overcome. For this reason, it is not permitted to use this as a way of “catching up” when behind on class work. An “I” for incomplete may be given for a course at the discretion of the instructor with the approval of the Dean of ASPIRE, but is granted only if the student has met the following emergency conditions:

The student:
1. Has been in attendance to within one class sessions of the end of the course.
2. Has done satisfactory work during the time of enrollment in the course.
3. Has furnished evidence acceptable to the instructor that the work cannot be completed because of circumstances beyond the student’s control.

Incomplete work must be completed by the end of the first week of the next degree-completion class. A student may not continue on into the next course beyond one week without all previous incomplete work submitted to the instructor. An incomplete grade will automatically become an “F” at the end of 12 months if it has not been changed by the instructor.

CLASS ATTENDANCE AND CREDIT

For students who have missed more than 20 percent of a course (4 hours) for any reason, credit may be withheld (i.e., an “F” will be recorded as the grade) at the discretion of the professor and the Dean. The grading system within each course should be clearly stated in the syllabus, describing the consequences of non-attendance at the discretion of each instructor. Students must contact the ASPIRE Office and complete the appropriate paperwork if unable to complete a class for which they have registered. ASPIRE students are not automatically dropped from registration. Appropriate paperwork must be completed to avoid additional charges.

ACADEMIC DIFFICULTIES

A 2.00 ASPIRE program GPA is necessary for graduation. This GPA is calculated using only credits earned in the ASPIRE program. The following applies to ASPIRE students:

<table>
<thead>
<tr>
<th>Warning GPA</th>
<th>Probation GPA</th>
<th>Disqualification GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.99</td>
<td>1.89</td>
<td>1.84</td>
</tr>
</tbody>
</table>

Academic warning, probation and disqualification status are designed to maximize each student’s likelihood of success in the ASPIRE program.

Academic Warning
A student in Academic Warning status is warned that his or her academic performance is currently below the standards required for graduation (2.0 minimum) and needs improvement. Students in Academic Warning are advised to make such changes as needed to improve their grade-point average to at least a 2.0.

Academic Probation
A student on Academic Probation status is cautioned that he or she is in serious danger of not graduating. Students with this status are advised to make drastic changes as needed to improve their grade point average to at least a 2.0. Further, students on academic probation status may not be employed by Simpson University as student workers. Students are removed from probationary status once their ASPIRE GPA moves above probation level.
**Academic Disqualification**

If a student’s ASPIRE program GPA is below disqualification level, the student may be disqualified from the ASPIRE program for a minimum of one semester. Academically disqualified students may apply for readmission to the ASPIRE program after a lapse of no less than one semester. Any general education credits still needed to fulfill graduation requirements must be completed before a disqualified student may re-enter the ASPIRE program. Students returning to the ASPIRE program after being academically disqualified must meet all current entrance and graduation requirements at the time of their re-entry. The student shall pay the current tuition rate at the time of re-entry. All requests for exceptions, waivers or appeals must be directed in writing to the Adult Studies Council. In addition, the university reserves the right to dismiss a student on the basis of academic dishonesty or serious violation of community policy. Disqualification in such instances may include suspension or dismissal.

**GRADUATION**

At least one term before graduation, students must complete a preliminary application for degree and turn it in to the ASPIRE Office. It is the student’s responsibility to see that Simpson University receives official transcripts verifying all required general education classes. The ASPIRE Dean then evaluates the entire record with the student to verify completion and remaining requirements and to have the final graduation document signed. Students must complete and have verified all requirements before participating in graduation ceremonies. Graduating students are expected to participate in commencement unless excused by the Dean after a formal request has been submitted.

**COMPLETION DEADLINE**

Students who have finished the ASPIRE-Degree Completion Program but have not completed all general education and elective credits required for graduation must complete these courses within 12 months of completing their final course at Simpson University. If, due to extenuating circumstances, a student is unable to complete his or her graduation requirements within the allotted time, the student may petition the ASPIRE Dean for an extension of time to complete graduation requirements. The petition must be for a specific time period (i.e., 6 months). The graduation process above must still be followed.

In the event that a student does not complete his or her graduation requirements within 12 months of finishing his or her ASPIRE courses and is not granted an extension of time, the student must meet all current graduation requirements. This may mean that the student must take additional courses in order to be eligible to receive a degree.

**HONORS**

Recognition for academic excellence in ASPIRE has one designation for honor status upon completion of all Simpson University requirements. Students who have earned an ASPIRE program total GPA of 3.80 or above will have their degree recorded “With Distinction.” Recommendation for membership in the Kappa Eta Chapter of the Alpha Sigma Lambda Honor Society is available for ASPIRE students who graduate with distinction. An induction ceremony into Alpha Sigma Lambda will be held prior to each graduation (usually the Thursday evening before commencement) in order to honor these distinguished graduates. The induction ceremony and payment of appropriate fees is mandatory for membership in Alpha Sigma Lambda. Alpha Sigma Lambda membership is not required in order to graduate with distinction.

**BACCALAUREATE SERVICE**

A baccalaureate service will be held on the Friday evening prior to April graduation. A baccalaureate service includes scripture readings, student testimonies, and serves as the spiritual focal point of the commencement ceremonies. Graduating students from all programs (ASPIRE, traditional undergraduate, and graduate) are invited, but not required, to attend.

**OTHER POLICIES AND PROCEDURES**

Other policies concerning student life requirements may be found in the Simpson University Student Handbook. Students should contact the ASPIRE Office if they have questions or comments concerning the program or about procedures for addressing student issues. Appeals to ASPIRE policies may be made by following the procedures outlined below.

**ASPIRE STUDENT ACADEMIC APPEALS PROCESS**

When a Simpson University ASPIRE student has an academic issue that he or she believes should be addressed, the following procedure should be followed:

1. The student is strongly encouraged to discuss the issue first with any person(s) directly involved and attempt to reach a resolution at that level, in accordance with Matthew 18:15-17. If the student has good cause not to approach the person(s) involved, he or she should proceed to step two.
2. If the student is unable to resolve the situation in the above manner, a written appeal is to be submitted to the Dean of the ASPIRE program. If the issue is an appeal of a grade, it must be submitted within 30 days of the posting of that grade and should include as much documentation as possible showing why the student feels the grade received was in error. The grade appeal will then be forwarded to the professor for review. Other appeals or problems will be resolved as much as possible in the manner the Dean feels is most appropriate.
3. In the event the student does not feel that the situation is adequately resolved after completion of step two, the student may appeal in writing to the Adult Studies Council, which will serve as an arbitration hearing panel to discuss and rule on the matter.
4. If no resolution has been reached after the above steps have been followed, the student may appeal in writing to the Provost.
5. After all of the above steps have been completed, a student who still believes some adjustment should be made in the outcome of the situation may write an appeal to the President of Simpson University, who may, at his discretion, ask the Cabinet for a ruling, or may seek guidance or a ruling from the Board of Trustees. The President’s decision will be final and not subject to further appeal.
STUDENT PLAGIARISM AND CHEATING

POLICY

Plagiarism and cheating are serious offenses of academic integrity and of public life. They violate the biblical principles of speaking truthfully, dealing honestly, and not practicing deceit or speaking falsehood. Academic dishonesty is a serious violation of both academic and biblical standards.

A student who plagiarizes and/or cheats has violated academic integrity.

DEFINITIONS

Academic dishonesty
Academic dishonesty is deceptively misrepresenting all or part of one’s work for personal gain, or assisting another to do the same.

Cheating
Cheating is looking at or copying unauthorized sources during an in-class quiz, test, or exam, or during a take-home exam or assignment. It may also include unauthorized submissions of a paper or assignment used for another class.

Plagiarism
Plagiarism is using someone else’s words or even ideas in writing, without giving that person credit, as if the words or ideas were one’s own. It is kidnapping or stealing someone else’s ideas and presenting them to readers as one’s own.

Blatant plagiarism occurs when a person copies a passage almost word for word without identifying the source of the words or ideas or when a person attempts, without giving due credit to the author, to paraphrase the words of another, but the sentence structure, sequence of ideas and key phrases noticeably resemble the original without giving due credit to the author.

Negligent plagiarism occurs when a person is unaware that he or she is plagiarizing. When the plagiarism is identified, the person who plagiarizes is responsible for understanding the definitions and consequences of plagiarizing.

One plagiarizes when one:
• Does not acknowledge a quotation.
• Fails to put an author’s words inside quotation marks.
• Paraphrases or summarizes facts or opinions from sources without stating exactly where they come from.
• Uses in the paper sections that have been rewritten by anyone.
• Buys, finds or receives a paper that one turns in as his/her own work.

Academic Warning
A student is placed on academic warning when his/her grade-point average drops below 2.0 but is not at the academic probation level. Additionally, a student may be placed on academic warning as consequences for cheating and/or plagiarism. In the latter situations, the student is placed on academic warning for a specified period of time, set by the Academic Council, to provide an opportunity to better understand the definitions and additional consequences of plagiarism and cheating. While on academic warning, the student may not hold any leadership position, be employed by the university, or represent the university in any way. The student may continue to receive university scholarships, grants, state and federal tuition assistance.

Academic Probation
In addition to issues relating to grades and cumulative grade-point averages, a student may be placed on academic probation for issues related to academic dishonesty for a specified period of time, set by the Academic Council, to provide opportunity for change. While on probation, a student may not hold any leadership position, be employed by the university, or represent the university in any way. In addition, he/she will not be eligible to receive university scholarships or grants. The student remains eligible for state and federal funding.

Suspension
The Academic Council may impose suspension for issues of plagiarism and/or cheating and/or violation of other academic integrity issues, which is a separation from the university for a definite period of time, after which the student is eligible to reapply. Conditions for readmission must be specified at the time of suspension.

Dismissal
A student may be dismissed from the university because of repeated offenses of plagiarism and/or cheating and/or violation of other academic integrity issues or because of an insufficient grade point average.

CONSEQUENCES

For identified offenses of academic dishonesty, including plagiarism or cheating, the following consequences apply:

Cheating
May result in an “F” for the assignment. It may result in failure of the course and any other action deemed appropriate by the professor.

Negligent plagiarism
At the discretion of the professor, may result in an automatic “F” for the assignment and may require that, in order to receive credit for the course, the student repeat the assignment (without credit) using proper documentation.

Blatant Plagiarism
At the discretion of the faculty member, may result in failure in the course.

Repeated Plagiarism and/or Cheating
May result in student being placed on academic warning, academic suspension, or dismissal from the university by the Academic Council or Provost.

PROCEDURES

For the “Procedures” and “Student Appeal” sections, the term “Academic Council” refers to the council or division that has oversight for the class in which the supposed violation occurred. For the ASPIRE program, it is the Adult Studies Council.
1. The faculty member identifies a plagiarism or cheating offense. At the time the offense is identified, notification must be given to both the student and the Academic Office by completing the “Report of Plagiarism and Cheating” form (found in Faculty Handbook - Forms Section or from the Academic Office). A copy of the student document(s) showing the evidence of plagiarism or cheating is filed with the “Report” form.

2. The faculty member is encouraged to provide information to the student regarding the definitions of plagiarism and cheating and the consequences at the time of such notification.

3. The faculty member contacts the Academic Office to determine if a previous offense has occurred for the student in question. If the offense is a second offense, the faculty member must report this directly to the Provost.

4. Reports of plagiarism and cheating are kept in individual student files and are accessible only by the Provost and the Academic Office staff.

5. Upon the third offense for any one student, the Provost will bring a full report to the Academic Council for action. The Academic Council, the highest faculty authority for academic issues, will determine the consequence.

6. At the discretion of the Provost, fewer than three offenses may be taken to the Academic Council for action. The Academic Council will determine the consequence.

7. The Provost calls a meeting of the Academic Council to review the documentation presented by the faculty member and any other documentation from the plagiarism/cheating file in the Academic Office. The Academic Council decides the consequences of each case on its own merits. The chair of the Academic Council communicates the decision in writing to the student and appropriate faculty members with whom the student has a class in the current semester and with faculty members with whom the student has a class in subsequent semesters, as deemed appropriate by the Provost. The Provost will also notify appropriate university personnel of such decisions.

8. The decision of the Academic Council is final except in the case of suspension or dismissal, when the student has the right to make an appeal to an appeals panel. The President’s Cabinet will serve as the appeals panel.

**STUDENT APPEAL**

The student may appeal a suspension or dismissal decision of the Academic Council within 72 hours of the receipt of the decision by making a written statement including the reason for the appeal and the action desired.

The appeal hearing will have two purposes:

1. To determine whether the suspension or dismissal decision reached by the Academic Council is based on substantial evidence, and

2. Whether the actions associated with item 1 (above) resulted in a determination that suspension or dismissal was an appropriate consequence.

**Procedure**

1. The student provides a written statement including the reason for the appeal and the action desired within 72 hours from receipt of the decision of the Academic Council and submits the written statement to the Academic Office.

2. The Provost notifies the Academic Council that such an appeal has been filed and requests that the appeals panel be convened and the student be duly notified of the time and location of the hearing.

3. The appeals panel has five working days to arrange a date for the panel to receive the student’s appeal.

4. The hearing of the appeals panel will be conducted according to the following guidelines:

   - The hearing will be conducted in a private setting.
   - Admission of any person to the hearing shall be at the discretion of the chair of the appeals panel.
   - The student may have an advisor present of his/her choice; however, the advisor is not permitted to participate in the hearing.
   - When the facts of the case are in dispute, all parties may present witnesses, subject to the right of cross-examination by panel members. Witnesses are required to present a short statement outlining their testimony to the chair of the appeals panel. These statements must be received at least 24 hours in advance of the scheduled hearing and will be distributed in advance to the panel members along with other pertinent documentation. No witness will be permitted to attend the hearing who does not submit this statement.
   - All procedural questions during the hearing are subject to the decision of the chair of the panel.
   - After the hearing, the panel shall render its decisions by majority vote.
     - If the facts are in question, they shall determine whether the student has violated the policy as alleged.
     - If the student has objected to the consequences, the panel shall vote to uphold, replace or lift the consequences in question. The panel may not impose consequences more serious than those to which the student has appealed.

5. The decision of the appeals panel is final and binding and will be communicated in writing within three working days by the chair of the panel.

**THE SUPPORT OF TRUTH**

Simpson University believes that all truth is God’s truth. Truth originates with and is sourced in the sovereign Creator-God of the Scriptures. Further, truth reveals Him. The university recognizes that the pursuit of this truth occurs in a fallen world, and students may encounter material incongruous with Christian perspectives in a variety of forms – written documents and publications, and oral and visual media. The university does
not claim agreement with these materials; it only acknowledges their existence.

Faculty members are largely the agents of this pursuit of truth. They are employed, in part, because of their mature commitment to God and to the authority of the scriptures. Therefore, the university delegates to them discretionary powers to deal with the pursuit of truth and the discrediting of error in ways they deem appropriate, particularly in the selection of reading materials, lecture content and audio-visual media. The presence of materials used by the university, including textbooks, library resources or audio-visual media, shall not be construed as the university’s endorsement of those materials.

**TUITION**

Tuition charges are based upon the four terms of 9 credits each required to complete the program. The first term in which a student enrolls is considered Term I for that student. An ASPIRE “term” is 15 weeks and consists of three-credit courses. Payment for the full term is required before the beginning of each term.

### ASPIRE FEE SCHEDULE 2007-2008

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition per semester full-time (ASPIRE DCP)</td>
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<tr>
<td>Tuition per credit hour (ASPIRE DCP)</td>
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</tr>
<tr>
<td>Tuition per credit bridge prerequisite course (ASPIRE Bridge)</td>
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<tr>
<td>Tuition per credit hour (ASPIRE Bridge)</td>
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<td>CEL Portfolio Fee</td>
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<td>Parking permit</td>
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<td>Exemption Fee (repeat, late, early)</td>
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<tr>
<td>Deferred Payment Fee, Late Registration Fee,</td>
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<tr>
<td>Late Payment Fee, Returned Check Fee</td>
<td>$100 each</td>
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<tr>
<td>Application Fee</td>
<td>$20</td>
</tr>
<tr>
<td>CLEP Posting Fee (per course)</td>
<td>$10</td>
</tr>
<tr>
<td>Directed Study Fee (per credit)</td>
<td>$150</td>
</tr>
</tbody>
</table>

### FEDERAL REFUND POLICY

In the event a student withdraws from all units within a term, federal financial aid and refunds will be calculated on a per diem basis. If this calculates to 60 percent of the term or greater, no adjustments will be made.

### REFUND POLICY

For the current refund percentages and policies, students should contact Student Financial Services. The following refund schedule applies to individual ASPIRE courses:

- **Drop:** 100% refund
- **Withdrawal:** 0% refund

(See COURSE WITHDRAWAL on p. 8 for definitions of ‘drop’ and ‘withdrawal.’)

### CLEP TESTING

The ASPIRE Office provides CLEP testing services for the university, including test registration and administration.

Students wishing to take the CLEP subject examinations must pay the administration fee to Simpson University and the examination fee to CLEP. If the CLEP test is passed, there may be a recording fee to apply the credits to the Simpson University transcript. It is the student’s responsibility to consult his or her academic advisor in the ASPIRE Office to determine the applicability of CLEP tests for meeting requirements. It is also the student’s responsibility to make sure that CLEP score reports are received by the school and that credits are posted to his or her transcript.

### FINANCIAL AID

Financial aid is a valuable asset that is available to most ASPIRE students. To receive the benefit of financial aid, applicants should follow these steps:

1. Fill out the Free Application for Federal Student Aid (FAFSA). This must be completed online at www.fafsa.ed.gov and/or postdated by March 2nd in order to be considered for Cal Grant by the California Student Aid Commission and be given priority award status by the university.

2. Complete the Simpson Financial Aid Application and return it to Simpson Central.

3. (Cal Grant applicants) Complete the GPA verification form and have it verified and mailed by officials from the school of last attendance. New Cal Grant recipients will receive awards beginning in the fall and spring semesters.

4. Note: Cal Grants are NOT paid for summer term if a student is beginning their program with a summer term. Students who are Cal Grant-eligible are strongly encouraged to begin the ASPIRE program in the Fall term to maximize their Cal Grant eligibility. New summer Pell Grants are NOT paid during the summer term until the funds are released by the Department of Education after the start of the new federal fiscal year on July 1. Pell Grant-eligible students beginning the ASPIRE program in the summer term must be prepared to pay their university charges prior to the beginning of the summer term in May. This will require payment in full by the published due date and reimbursement when the Pell Grants are released in July. Students wishing to defer payment of summer charges until the release of their Pell Grant may do so by selecting the Deferred Payment Plan option. There is an $80 fee for this option.

5. Students will receive a Student Aid Report (SAR) from the federal processors four to six weeks after filing the FAFSA. After verifying the information, students should retain the SAR for their records.

Once Student Financial Services receives the Financial Aid Application and the FAFSA information, they will mail the
ADMISSION REQUIREMENTS

ASPIRE DEGREE-COMPLETION PROGRAMS

Applicants must complete 88 semester credits of general education in addition to the 36 credits of major requirements of the ASPIRE program to receive their degree. In order to be eligible for acceptance into the ASPIRE Degree-Completion Programs, applicants must have completed a minimum of 60 academic credits of the required 88 semester credits. All credits must have been earned at an accredited college with a minimum grade-point average of 2.00.

Applicants are also required to have worked full-time for at least five years following the completion of high school. Recognition for validated experiences in the military, volunteer service or full-time homemaking may be considered for meeting this requirement.

An applicant who does not meet the work experience entrance requirement must complete all 88 specific general education credits prior to enrolling in the program. All ASPIRE-DCP applicants must have completed English Composition prior to acceptance. All ASPIRE-DCP applicants (with the exception of students applying for the Organizational Leadership and Christian Ministry Leadership majors) must have completed either Intermediate Algebra or a baccalaureate-level math course prior to acceptance into the ASPIRE program.

TRANSFER CREDIT POLICY

The Registrar’s Office of Simpson University evaluates previous college work to determine which credits may be applied toward a Simpson University degree.

The following criteria are considered in the evaluation of transfer credits:
1. An official transcript must be provided in order for credits to be accepted. In some cases, a student may be asked to provide Simpson University with course information from the previous institution(s).
2. Evaluation may include review of syllabi, faculty credentials, grading standards and learning resources of the sending institution which are applicable to the transfer credits being considered.
3. The Registrar’s Office may consult with a given academic division before a final transfer equivalency decision is made.
4. If a course from another institution does not apply to the general education requirements, the course may be accepted as an unrestrictive elective. A student may transfer up to 25 credits of unrestrictive elective credit.
5. Only courses in which students have earned a grade of “C-” or above will be eligible for transfer.
6. A student’s transfer GPA is not calculated into a student’s Simpson University GPA.

ADDITIONAL ADMISSION REQUIREMENTS FOR THE MIS MAJOR

Pre-requisite admission requirements for the Management Information Systems major are available through Enrollment Management and the ASPIRE Office.

APPLICATION PROCEDURE

Applicants should do the following:

1. Complete an application online and pay the non-refundable $20 online application fee, or complete and mail a paper application along with the non-refundable $20 paper application fee.
2. Submit a professional reference.
3. Submit official transcripts from all colleges and universities attended.

ADDITIONAL ADMISSION REQUIREMENTS FOR THE CHRISTIAN MINISTRY LEADERSHIP MAJOR

2. Active attendance in a Christian church fellowship whose doctrine is in sympathy with the Simpson University (Christian & Missionary Alliance) statement.
3. A signature acknowledging that the student understands that the underlying biblical stand in all courses will be in agreement with the university statement.
4. A personal reference from a pastor or someone in church leadership who knows the applicant well.

ADDITIONAL ADMISSION REQUIREMENTS FOR THE RN-TO-BSN STEP-UP PROGRAM

1. A current RN license.
2. Completion of an introductory statistics course is required prior to taking NURS 4010, Nursing Research, during the third semester of the ASPIRE RN to BSN major. (NURS 3610, Statistics for Nursing, is offered most semesters through the ASPIRE Bridge program. Contact Enrollment Management or the ASPIRE Office for details on dates, fees, and prerequisites).

Any questions concerning financial aid can be directed to a Student Financial Services counselor in Simpson Central.
7. Coursework from a junior or two-year college will only transfer as lower-division credit.
8. Simpson University is on the semester system. Courses from an institution on the quarter system will be transferred as follows:

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Semester Equivalent Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>3.35</td>
</tr>
<tr>
<td>4</td>
<td>2.68</td>
</tr>
<tr>
<td>3</td>
<td>2.01</td>
</tr>
<tr>
<td>2</td>
<td>1.34</td>
</tr>
<tr>
<td>1</td>
<td>0.67</td>
</tr>
</tbody>
</table>

In addition to these stipulations, credits earned at institutions which are not accredited by an accrediting body recognized by the Council for Higher Education Accreditation may be evaluated for transfer to Simpson University through one or more of the following procedures:

1. Review of syllabi, faculty credentials, grading standards, and learning resources of the sending institution which are applicable to the transfer credits being considered.
2. Analysis of the success of a number of previous students who have transferred to Simpson University from the sending institution.
3. Successful completion of a minimum of 30 semester credits of more advanced study at Simpson University.
4. Verification of at least five accredited colleges that have accepted credits from the sending institution.

Credits for transfer from foreign institutions are evaluated by criteria recommended by organizations such as the National Association for Foreign Student Affairs (NAFSA).

With regard to the acceptance of transfer credits, the decision of the Registrar is final.

The following methods are used by ASPIRE students to transfer or earn credit:
1. Credits previously earned through accredited colleges/universities with a minimum grade of C
2. CLEP tests
3. Challenged courses
4. Military credits (as approved by the American Council on Education)
5. ACE-approved credits for previous informal but organized training, i.e. seminars, business, church, other military training, etc.

**COMMUNITY GUIDELINES**

Simpson University is a community of committed learners, seeking to foster an environment conducive to the spiritual, intellectual, emotional, and physical growth of its members.

It is the concern of the university that all members of the Simpson community practice discretion in all activities. Cheating, plagiarism, class or group disturbance, harassment of any kind, foul language, or other forms of inappropriate behavior are not tolerated at Simpson University, whether it be in day or evening classes. Students who display such actions will be subject to dismissal from the university. Disruptive classroom behavior, such as repeatedly talking out of turn or making negative comments, may be cause for dismissal from the classroom and the loss of any points as deemed necessary by the instructor.

**SEXUAL HARASSMENT**

Sexual harassment as defined in the “Educator’s Guide to Controlling Sexual Harassment” consists of unwanted behavior usually directed at someone of the other gender and occurring in a context of power. The behavior can be verbal, non-verbal or physical. It has an often devastating effect on the people involved in the harassment, and it demoralizes and devalues institutions and the individuals associated with them. A safe and equitable learning environment is fundamental to academic success. Incidents of sexual harassment should be reported to the ASPIRE Office.

**SECURITY**

For security purposes, the buildings are locked each evening. Library hours vary during the year and are posted. A Campus Safety Handbook is available from the Campus Safety office.

**SOLICITING**

No collections or campaigns for funds are to be made among students for any purpose except by permission of Student Government or the President’s Cabinet. Students and outsiders will not be permitted to sell any kind of merchandise, solicit subscriptions or engage in any kind of commercial activity on the university campus.

**DRESS CODE**

The university expects that appropriate attire will be worn while on campus.

**SMOKE-, ALCOHOL-, DRUG-FREE POLICY**

As of September 1, 1993, the entire campus, including the parking lots and grounds, became a smoke-, drug-, and alcohol-free environment. Simpson University prohibits the illegal possession or use of alcohol, tobacco, and drugs by students enrolled at the university, whether on or off campus. Legal use of alcohol and tobacco is prohibited on campus and while participating in Simpson University activities. ASPIRE students are encouraged to recognize and respect the fact that Simpson University traditional undergraduate students have agreed to refrain from alcohol and tobacco at all times while enrolled at Simpson University. Any student found violating these standards is subject to immediate dismissal from the university, as well as criminal prosecution (if applicable).

**CAMPUS PARKING**

Parking permits for ASPIRE students are provided at registration. All vehicles parked on campus are required to display the proper parking permit, regardless of frequency of class or number of credits registered for. Please see the current ASPIRE Fee Schedule for permit fees. Parking is permitted only in the designated student parking areas. Vehicles parked in other locations will be ticketed. Parking on Simpson streets is prohibited unless specific authorization is given by the Campus Safety office.
STUDENT ID CARDS

Student I.D. cards are issued at enrollment and may be used to check out books from the libraries at Simpson University and Shasta College.

BOOKSTORE

Textbooks, school supplies, and snacks are available in the university bookstore located in the Owen Student Services Center. The bookstore is normally open during evenings and Saturdays when ASPIRE classes are in session. However, bookstore hours may be reduced during the summer semester.

CLASS VISITORS

Permission may be granted to visit ASPIRE classes only to persons considering entrance into the program. The Dean must approve requests for this purpose in advance. No other visitors (including family members) are permitted to attend any ASPIRE classes.

ANTI-DISCRIMINATORY STATEMENT

Simpson University does not discriminate on the basis of gender, age, race, national origin, or disability in admission policy, educational programs, other activities, or employment, as specified by federal laws and regulations. The university’s policies are also in compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA.

RESERVATION OF RIGHTS

The information in this catalog is subject to change at any time at the discretion of Simpson University and should not be relied upon as creating a contract or legally enforceable promise. The administration reserves the right to cancel any course if there is insufficient enrollment for the course. Simpson University reserves the right to change any of its policies and procedures, and any of the other information provided in this catalog, including, but not limited to, tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admission standards at any time and for any reason, without providing advance notice to those affected.

This catalog supersedes and replaces all previous catalogs and other statements covering the topics included herein. The university catalog provides much student help for academics and other areas of college life, as does the Student Handbook. Consult both for a full understanding of Simpson University expectations. Where conflict exists between any of these sources, the most recent rule, regulation or policy will be controlling.

COURSE DESCRIPTIONS

B

BIBL 3220  
Bible Study, Interpretation and Application  
An overview of various methods of Bible study, principles of interpretation, and appropriate application to contemporary life and situations.

BIBL 3380  
Old Testament Survey  
A survey of the Old Testament of the Bible, highlighting approaches to leadership and the groups led throughout the various periods of history and prophecy. Application to today’s organizations and ministry leaders will be discussed.

BIBL 3390  
New Testament Survey  
A survey of the New Testament of the Bible, highlighting principles of leadership and leadership training. Approaches to Christ’s leadership as He trained disciples throughout the gospels and that of the early church leaders will be applied to today’s organizations and ministry leaders.

BMIS 3010  
Data Communications and Management  
An introduction to the basics of hardware, software, protocols, channels, modems, local area networks, wide area networks, packet switching and other switching techniques, and various applications.

BMIS 3030  
Database Systems Management  
This course enables students to develop the skills to design a database; from the initial step of creating a data model to the final steps of creating user interfaces. Course topics include: determining the data sources and needs of the organization, creating ERP Diagrams, understanding data flows in a business, fields, tables, queries, forms and reports in Microsoft Access, normalizing data, relational versus object-oriented data models, creating and querying data objects. Software applications: Microsoft Access and an Object-orientated database application.

BMIS 3955  
Foundations of Management Information Systems  
An introduction to important aspects of MIS for today’s business environment. The topics covered include: current and emerging technologies, their uses (especially E-commerce), their impact on organizations and the opportunities they present, and an overview of the means, benefits, and challenges of implementing IT in an organization.

BMIS 4010  
MIS Analysis and Design  
The strategies and techniques of structured information systems analysis and design including feasibility studies, modeling techniques, systems, design, reporting and documentation, and implementation strategies.

BMIS 4020  
Application Development  
A course focusing on the issues and technologies inherent in the development of software applications with graphical user interfaces for businesses and other organizations such as: the system development life cycle and other development methodologies, defining project scope and specifications, creating a development environment, team
development, change management, user involvement and testing ‘going live.’ The course also addresses management issues like steering committees, changing business needs, business re-engineering, and outsourcing.

**BMIS 4040**  
**MIS Project Management** Application of project management principles to real-world situations. Evaluation of the causes and effects of common project-management errors. Includes an introduction to techniques, tools, and methodologies for computer project managements, including project planning and budgeting, critical path analysis, resource allocation, scheduling, and cost accounting. Use of web-based MS Project Server required.

**BUSS 3020**  
**Web Design and Management** A study of the most important aspects of developing and managing Internet-based systems in today’s technological and business environment. Topics include: business models for E-Business and E-Commerce, Website design tools, current and future trends in Web technologies.

**CHED 3410**  
**Essentials of Christian Education** An overview of the biblical and theological bases of Christian education. Theories, techniques and procedures by which Christian educational programs are designed, implemented and assessed will be covered, and potential opportunities, problems, and solutions will be explored.

**CHED 3450**  
**Family Life and Ministry** A study of marriage and family as a biblical institution. Examines the family life cycle sequence and develops appropriate ministry responses. Highlights selected contemporary family issues and positive qualities that make marriage and family strong. Selected marriage enrichment and family ministry programs are critiqued.

**CMST 4491/4492/4493/4494**  
**Semester & Final Projects** The term seminar project courses provide an opportunity for the student to organize their thoughts and research on the subject at hand, while integrating it with the other courses of the semester, and with their concept of leadership. Various ways of communicating the results will be explored and utilized. The emphasis will be on the student’s intrapersonal development as a leader and the effects of what is being learned on their concept of leadership.

**COMM 4000**  
**Foundations of Communication** This course is designed to examine the communication processes in interpersonal and small group settings. The course focuses on small group dynamics, social and personal development and problem solving.

**COMM 4090**  
**Small Group Communication** An examination of the communication processes in interpersonal and small group settings. This course emphasizes skills necessary for creative and constructive interaction in self-disclosure, conflict, problem-solving and task-oriented settings. (Also MNGT 4090, PSYC 4090)

**COMM 4330**  
**Communicating Cross-Culturally** A study of the principles and processes of communicating from one culture or subculture to another. Attention is given to the study of language as well as non-verbal forms of communication. (Also LING 4330)

**COMM 4670**  
**Communication, Leadership and Organizations** This course focuses on internal organizational communication systems, both formal and informal leader roles, leadership theory, leadership style, and both the organization and the communication process as systems will be examined. (Also MNGT 4670)

**ENGL 3220**  
**World Literature** An introduction to the major literary movements, genres and some of the more important representative authors of the world. Includes African, Asian, and Middle Eastern literature as well as the literature of Eastern and Western Europe.

**ENGL 3322**  
**American and World Literature** Examines the genres of expository and narrative text in American and World Literature.

**HCMT 4010**  
**History and Economics of Healthcare** Describes the modern history and evolution of healthcare institutions and the delivery of healthcare at the macro level in the western nations with an emphasis on the United States. This course covers the unique economic, marketing and organization theory aspects of the healthcare environment.

**HCMT 4020**  
**Integrated Healthcare Delivery Systems** Examines the evolution and structure of integrated healthcare delivery systems from the perspectives of quality, access, and costs. This course explores issues related to urban versus rural settings, managed care, reimbursement, regulatory requirements, and institutional accreditation. The course introduces the philosophy, business principles, and current structure of the managed care industry. It explores concepts of capitation, managed care contracting, case management utilization patterns, regulatory requirements, and national health policy.

**HCMT 4030**  
**Legal and Ethical Aspects of Health Services** Studies the legal and ethical issues involved in the management and delivery of healthcare services, and the interrelations between hospital, physician, and patient.

**HIST 3345**  
**California and US History** A survey course that emphasizes critical thinking in the examination of the major areas of U.S. and California History, geography, political science (government), the behavioral sciences (anthropology and sociology).
HIST 4350
World History A general historical survey of the development of the major world civilizations from their roots in the ancient river valleys of Mesopotamia, Egypt, India and China to the present day. Political, social, economic and geographical factors will be discussed, including special emphases upon intellectual and religious influences.

HUMA 3000
Introduction to the Bible An emphasis on a survey study of the Bible from an evangelical perspective. The course will affirm biblical authority and relevancy to everyday living. Biblical content will be studied and analyzed from the Bible’s own philosophy of history.

HUMA 3440
Fine Arts in Western Culture A study of the development of art, sculpture and architecture from early Greek times to the present. Attention is given to individual and period styles and their interrelation. Photographic reproductions of significant works of art are studied in detail.

HUMA 4940
Ethics in Human Relationships An overview of the basic systems of ethics with a brief summary of each. Application and the consequences of each system are explored. Potential problems encountered by leaders, clients and others are examined. Students are encouraged to develop a consistent system of ethics to prepare them for coping with future circumstances in human relations. (Also MNGT 4940)

LING 4322
Language Development and Communication Concentrates on the components of reading literacy, language development and its use in oral and written expression, non-written and written composition, conventions of language, language structure and linguistics, language acquisition and language literacy.

LING 4330
Communicating Cross-Culturally A study of the principles and processes of communicating from one culture to another. Attention is given to the study of language as well as non-verbal forms of communication.

MATH 3000
Foundational Math Develops student’s skills in algebra and functions, and reviews number sense, measurement, geometry, statistics, data analysis, and probability. This course has a pre-test that identifies areas for required personal independent study.

MINS 3210
Principles and Practices of Evangelism An investigation of the biblical foundations of the evangelistic activity and motivation. Examines a variety of methods and techniques in view of changing societal patterns. Seeks to equip students to be effective world Christians in terms of a lifestyle of evangelism and discipleship.

MINS 3550
Small Groups in the Church Examines the theology and practice of Christian community, special task force and recovery groups, home Bible studies, outreach and discipleship strategies curriculum. Current church programming models will be highlighted. Special focus is given to local church administrative requirements, leadership training, implementation difficulties and factors which enable such ministries to keep going over the long term.

MINS 4501
Principles of Leadership & Management A study of perspectives, attitudes and administrative methods for the pastorate and pastoral staff in relation to church and community, as informed by Scripture and by appropriately experienced people in church ministries. The goal is to introduce the body of management knowledge as it applies specifically to Christian and voluntary organizations.

MINS 4530
Developing People For Leadership A treatment of the issues and strategies of working with volunteers and staff. A theological basis for and practical application of methods used in assessing and assisting people in the use of their God-given gifts and potential.

MNGT 3005
Managerial Accounting A foundation course designed to provide a basic understanding of the theory and practices of accounting as they relate to the principle concepts of costing, budgeting, and reporting to internal management. Preliminary concepts of job costing, inventory control, cost centers and managerial accounting are examined.

MNGT 3020
Social Psychology An examination of how people think about, influence, and relate to others. Social perception, attitude formation, conformity, persuasion, aggression, altruism, and interpersonal attraction are among the major concepts that will be discussed. (Also PSYC 3020, SOCI 3020)

MNGT 3120
Introduction to Management and Organizational Behavior This course provides a survey of current management theory related to the management of modern corporations and business operations. A review of the interrelationships of the major business disciplines is made within the context of achieving an organization’s goals. The historical evolution of organizational designs and theories and their impact on planning, organizing and controlling modern profit and non profit businesses are also considered.

MNGT 3610
Business Statistics This is an applied course in statistics and their application to business situations. Topics of study include data presentation, types of distribution, probability theory, sampling and hypothesis testing. Parametric and non parametric statistical tests will be examined including t-tests, correlation tests, Chi-square and ANOVA.

MNGT 3660
Learning and Motivation Analysis of research on basic con-
tioning and learning processes. Also considered are memory, concept learning, language learning, and theories of motivation which underlie human behavior. (Also PSYC 3660)

**MNGT 3910**
**Managerial Finance** This is a study of the conceptual and analytical framework guiding financial decision-making within the business entity. Emphasis is placed on financial analysis, evaluation of investment opportunities and alternative means of financing a firm.

**MNGT 3930**
**Business Ethics and Law** An examination of the principles of ethics and law as applied in the business environment from the standpoint of a working professional. Applications and the consequences of different systems of ethics are explored, along with potential problems encountered by managers, accountants and other employees. During this course, students will be encouraged to develop a consistent system of ethics to prepare them for coping with business circumstances. In addition, the course provides a basic understanding of the elements of law, the judicial process, and includes traditional business law, torts, real and personal property, intellectual property, contracts, sales, negotiable instruments, business organizations, and employment relationships. The regulatory environment of business, including employment law, environmental law, consumer protection, antitrust law, and securities protection, is also investigated.

**MNGT 4020**
**Managerial Economics** This course explores current management decision making in private or public firms as they compete in a global economy. Topics include: marginality, opportunity costs, product markets, production efficiency, technology, competitive markets, price and non price competition, generic industry environments and competitive strategies.

**MNGT 4050**
**Production Operations Management** The production/operations management of both manufacturing and service industries is described in this course. Topics include: analysis and decision techniques in the location, design and layout of facilities and production processes. Work forecasting, scheduling, quality measurement and queuing models are studied as well.

**MNGT 4060**
**Seminar in Strategy, Policy, and Ethics** This is the capstone course for the Business & Human Resources Management major and must be taken as the final course of study. The students will study the current issues in managerial strategy and corporate policy that integrate the concepts of organization theory, marketing, finance, human resources, production/operations, accounting, economics and entrepreneurship. The class will emphasize case studies and integrate all previous course materials to decide the best options for local, regional and trans-global businesses.

**MNGT 4090**
**Small Group Communication** An examination of the communication processes in interpersonal and small group settings. This course emphasizes skills necessary for creative and constructive interaction in self-disclosure, conflict, problem-solving and task-oriented settings. (Also PSYC 4090, COMM 4090)

**MNGT 4670**
**Management of Organizational Behavior** This course focuses on internal organizational communication systems, both formal and informal leader roles, leadership theory, leadership style, and both the organization and the communication process as systems will be examined. (Also COMM 4670)

**MNGT 4900**
**Human Resource Management** A study of theoretical, methodological, controversial, and practical behavior. Emphasis is on the application of research findings to diagnosing and solving organizational problems.

**MNGT 4920**
**Principles of Marketing** A study of institutions and essential functions in the marketing system. Analysis of the marketing mix: product, place, promotions, and price strategies.

**MNGT 4940**
**Ethics in Human Relationships** A study of the basic systems of ethics with a brief summary of each. Application and the consequences of each system are explored. Potential problems encountered by leaders, clients and others are examined. Students are encouraged to develop a consistent system of ethics to prepare them for coping with future circumstances in human relations. (Also HUMA 4940)

**MNGT 4950**
**Leadership in Organizations** Explores the nature of community life, the development of, and the practical techniques for, community organization and leadership. Also addresses the role of conflict management, mediation and negotiation skills.

**MNGT 4960**
**Transformative Leadership** Reviews learning style research and effective ways to equip and challenge others for leadership. Exploring ways to empower and enhance the skills of staff, volunteers and others is emphasized.

**NSCI 3340**
**Earth and Physical Science** This course focuses on concepts, principles, interrelationships and properties of matter, motion and energy, the solar system (astronomy), composition of the earth (geology), earth’s atmosphere (meteorology) and earth’s water (oceanography). Students develop knowledge in the explanation and application of concepts and process skills (such as interpreting a stimulus, ordering and categorizing material, and relating, inferring, or applying information found in various stimuli). They also learn about designing experiments and investigating information necessary to explain an experiment.

**NSCI 3350**
**Life Science** This course focuses on the structure of living organisms and their functions (physiology and cell biology), living and nonliving components in environments (ecology), and life cycles and reproduction (genetics). Students develop knowledge in the explanation and application of concepts and process skills (such as interpreting a stimulus, ordering and categorizing material, and relating, inferring, or applying information found in various stimuli). They also learn about designing experiments and investigating information necessary to explain an experiment.

**NSCI 3510**
**Environmental Science** The knowledge and philosophical base
Discusses topics such as strategic planning, power, advocacy, principles to provide nurses with the knowledge base to be leaders in nursing. Leadership/Management in Nursing NURS 4030 investigates and program evaluation is addressed.

Health Teaching NURS 4020 explores the concepts of health promotion and interrelates them with health teaching process. A variety of client situations and appropriate teaching strategies are identified and explains the relationship of scientific thought, theory, development and the research process are explored.

Family/Community Health Nursing Practicum NURS 3020 provides an opportunity for the application of knowledge and the skills of the public health and home health nurse in a community setting. Case management and its relation to managed care are explored. Requires clinical practice with a preceptor in a community health/home health setting.

Nursing Practice Theory NURS 3040 focuses on the evolution of nursing models and theories and the application of theory to current professional nursing practice. Advanced nursing roles are explored as well as the contribution of nursing informatics to practice.

Nursing Health Assessment NURS 3050 provides the opportunity to gain knowledge and assessment skills required to perform a complete nursing health assessment of pediatric, adult, and geriatric patients. Examines the theory and practice of assessment and emphasizes the synthesis of subjective and objective data to identify health problems and develop management plans.


Health Teaching NURS 4020 explores the concepts of health promotion and interrelates them with health teaching process. A variety of client situations and appropriate teaching strategies are considered. Learning needs within health care institutions are investigated and program evaluation is addressed.

Leadership/Management in Nursing NURS 4030 focuses on theoretical principles to provide nurses with the knowledge base to be effective leaders/managers in today’s healthcare environment. Discusses topics such as strategic planning, power, advocacy, collaboration and resource management. Learning activities include examination of problems that arise in the management role.

Economics in Healthcare NURS 4040 explores characteristics of the current health care environment as it pertains to policy development, health planning, and economic management at the national, state, and local levels. Nursing is viewed as pivotal in promoting public health policy, advocating for nursing and health care reform and critically evaluating key outcomes of health care programs. Financial models are critically explored.

Senior Clinical Seminar NURS 4050 provides an opportunity for the registered nurse student to explore a topic of current interest to the nursing profession for research and presentation.

OLST 4491/4492/4493/4494 Semester & Final Projects The term seminar project courses provide an opportunity for the student to organize their thoughts and research on the subject at hand, while integrating it with the other courses of the semester, and with their concept of leadership. Various ways of communicating the results will be explored and utilized. The emphasis will be on the student’s intrapersonal development as a leader and the effects of what is being learned on the student’s concept of leadership.

Christianity and World Religions PHIL 3500 an introduction to the history and central beliefs of Christianity and other world religions with emphases on the ethical implications of each religion for modern society and understanding divergent worldviews.

Lifespan Development PSYC 3015 a consideration of physical, mental, emotional and social growth from infancy through death. The theories and research related to growth will be surveyed. Parent-child relationships and the factors that affect personality during the early years of life will be highlighted.

Social Psychology PSYC 3020 an examination of how people think about, influence, and relate to others. Social perception, attitude formation, conformity, persuasion, aggression, altruism, and interpersonal attraction are among the major concepts that will be discussed. (Also MNGT 3020, SOCI 3020)

Child Development PSYC 3026 a consideration of the physical, cognitive, and socioemotional aspects of child development from conception through adolescence. Major theories and research related to child development will be surveyed.

Foundations in Psychology PSYC 3070 will focus on preparing students for future courses in psychology. An overview of the field of...
psychology will be provided including major ideas and theories, subfields of psychology, and various graduate school and career options. In order to promote success in the psychology major, foundational academic skills (e.g., using the library, reading research, writing APA style papers, how to present scholarly information) will be addressed via community building activities.

**PSYC 3325**
**Adult Development** A consideration of physical, cognitive, and socioemotional development during adulthood. Major theories and research related to adult development from young adulthood to old age will be surveyed.

**PSYC 3610**
**Statistics for Behavioral Sciences** An examination of the fundamentals of statistical theory and practice in the social sciences. Emphasis is on the use and interpretation of elementary descriptive and inferential statistics in psychology.

**PSYC 3630**
**Human Development** Examines the physical, cognitive, emotional, spiritual, and social growth and maturation from birth through adolescence. Students examine the psychological and social influences on development, health and physical fitness.

**PSYC 3640**
**Theories of Personality** A consideration of major traditional and contemporary theories of personality, with a view toward usefulness in accounting for human behavior. Psychological research and assessment of the variety of personalities will be studied.

**PSYC 3660**
**Learning and Motivation** Analysis of research on basic conditioning and learning processes. Also considered are memory, concept learning, language learning, and theories of motivation which underlie human behavior.

**PSYC 3690**
**Research Methods in the Behavioral Sciences** An examination of the logic and procedures behind behavioral science research. Major topics include ethical issues in research, techniques in correlational research, various techniques in experimental research (between-groups designs, within-groups designs, complex designs) and applied research.

**PSYC 3700**
**Therapeutic Psychology** An overview of current theory and practice in psychotherapy and Christian counseling. Students will be exposed to basic counseling issues, models, techniques and ethical concerns.

**PSYC 3800**
**Principles of Christian Counseling** An introduction to the principles and skills of Christian counseling. Attention will be given to the spectrum of biblically based approaches to helping people with their problems as well as a look at specific problems frequently encountered by leaders in ministry.

**PSYC 4090**
**Small Group Communication** An examination of the communication processes in interpersonal and small group settings. This course emphasizes skills necessary for creative and constructive interaction in self-disclosure, conflict, problem-solving and task-oriented settings. (Also COMM 4090, MNGT 4090)

**PSYC 4640**
**Abnormal Psychology** A study of abnormal behavior, emphasizing its definition, identification, etiology, treatment and prognosis. Traditional and contemporary models of abnormality will be compared and evaluated.

**PSYC 4710**
**Counseling Theories** An overview of current theory and practice in psychotherapy. Basic models and techniques for helping to facilitate growth and behavioral changes will be presented in addition to ethical concerns related to helping professions.

**SOCI 3020**
**Social Psychology** An examination of how people think about, influence, and relate to others. Social perception, attitude formation, conformity, persuasion, aggression, altruism, and interpersonal attraction are among the major concepts that will be discussed. (Also MNGT 3020, PSYC 3020)

**THEO 3600**
**Introduction to Christian Theology** An introduction to the discipline of theology, including vocabulary and concepts. Important theologians and major divisions of systematic theology will be considered.