

**Jarvis Christian University**  
**Hawkins, Texas**  
**GRADUATE CATALOG**  
**2023-2024**



***“Re-set, Re-imagine, Re-envision:  
110 years of educating the Head, Heart and Hand:  
Excellence in Every Endeavor!”***

# ***Graduate Catalog***

## ***2023 - 2024***



***Published by the Office of the Graduate School***  
***Charles A Meyer Building, Suite S-40***  
***Post Office Box 1470 / PR 7631 US Highway 80***  
***East / Hawkins, Texas 75765-1470***  
***Phone: 903-730-4890 Ext. 2503 or 430-247-1434***

# **About the Graduate Catalog**

## **Purpose**

The purpose of the catalog is to provide general information about the graduate programs of Jarvis Christian University to prospective students, current students, faculty, and staff of the University. The information includes the academic calendar, admission requirements, tuition and fees, financial aid programs, degree requirements, services available to students, and the faculty and administrative officers of the University.

## **Subject to Change Notice**

The policies, regulations, procedures, and fees in this catalog are subject to change without notice, when necessary, to keep University policies in compliance with State and Federal Laws and /or with rules and regulations of the Board of Trustees of the University.

The University reserves the right to change curricula, rules, fees, and other requirements, in whatever aspects, affecting students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and Jarvis Christian University or its Board of Trustees.

## **Contacting the University**

If you have a question and you are in doubt of whom the inquiry should be directed to, you may call the University information number, and the inquiry will be routed to the appropriate person or department.

University Information Number: 903-730-4890

## **Student Responsibility**

It is the responsibility of students to learn and meet all requirements established by the degree programs, the University, the Graduate School, and Divisions or departments. It is the student's responsibility to become knowledgeable of, and to comply with, the policies, procedures and the regulations, of the Graduate School.

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## ACCREDITATION STATUS

Jarvis Christian University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500 for questions about the accreditation of Jarvis Christian College.

The Commission is to be contacted *only* if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. Normal inquiries about Jarvis Christian University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the University and not to the Commission's office.



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### SPECIALIZED ACCREDITATIONS



Accreditation Council for Business Schools and Programs (ACBSP)



COUNCIL ON SOCIAL WORK EDUCATION Council on Social Work Education (CSWE)



Texas Education Agency (TEA)

# UNIVERSITY ACADEMIC CALENDAR

## Spring 2023 (Traditional)

|  |                                |
|--|--------------------------------|
| College Holiday (College Closed)                         | Monday, January 2              |
| Spring Faculty/Staff Institute                           | Tuesday-Wednesday, January 3-4 |
| New/Returning Students Registration                      | Thursday-Friday, January 5-6   |
| Classes Begin  | Monday, January 9              |
| MLK Holiday (College Closed)                             | Monday, January 16             |
| Drop/Add Period Ends                                     | Wednesday, January 25          |
| 12 <sup>th</sup> Class Day (Census Date)                 | Wednesday, January 25          |
| Last Day to apply for May Graduation/ Graduation Fee Due | Monday, February 6             |
| Black History Month Celebration                          | Tuesday, February 28           |
| Mid-term Examination Period                              | Monday-Friday, March 6-10      |
| Spring Break   | Monday-Friday, March 13-17     |
| Classes Resume   | Monday, March 20               |
| Early Registration for Summer and Fall Begins            | Monday, March 20               |
| Founders/Homecoming Week                                 | Sunday-Saturday, March 20-25   |
| Good Friday (College Closed)                             | Friday, April 7                |
| Easter Monday (College Closed)                           | Monday, April 10               |
| Classes Resume   | Tuesday, April 11              |
| Honors Convocation                                       | Tuesday, April 11              |
| Last day to withdraw from classes with a “W”             | Thursday, April 13             |
| Final Examinations for Graduating Seniors                | Wednesday-Friday, April 26-28  |
| Final Examination Period                                 | Monday-Friday, May 1-5         |
| Last Day of Class  | Friday, May 5                  |
| Commencement   | Saturday, May 6                |
| Final Grades Due   | Monday, May 8                  |

## Summer 2023

|  |                  |
|--|------------------|
| Registration for Summer Programs Begin (ESSP & Upward Bound) | Saturday, June 3 |
| Orientation for Summer Programs                              | Saturday, June 3 |
| ESSP I classes begin   | Monday, June 5   |
| Regular Summer classes begin                                 | Monday, June 5   |
| Juneteenth Holiday   | Monday, June 19  |
| ESSP I Summer classes end                                    | Friday, June 30  |
| Regular Summer classes end                                   | Friday, June 30  |
| ESSP II begins   | Monday, July 3   |
| Regular Summer classes begin                                 | Monday, July 3   |
| Independence Day (College Closed)                            | Tuesday, July 4  |
| ESSP II classes end  | Friday, July 28  |
| Regular Summer classes end                                   | Friday, July 28  |

## Fall 2023 (Traditional)

|                                  |                               |
|----------------------------------|-------------------------------|
| Registration                     | On-Line                       |
| Faculty Return                   | Thursday, August 10           |
| Fall Faculty and Staff Institute | Thursday-Friday, August 10-11 |
| New Students Arrive              | Saturday-Sunday, August 12-13 |
| New Student Registration         | Saturday, August 12           |



|  |   |
|--|---|
| New Student Orientation/Welcome Week                     | Monday-Saturday, August 14-19           |
| Parting Ceremony   | Sunday, August 20                       |
| Returning Students Registration                          | Thursday-Friday, August 17-18           |
| Welcome Back Weekend                                     | Friday-Sunday, August 18-20             |
| Classes Begin  | Monday, August 21                       |
| Labor Day (College Closed)                               | Monday, September 4                     |
| Classes Resume   | Tuesday, September 5                    |
| Drop/Add Ends  | Wednesday, September 6                  |
| 12 <sup>th</sup> Class Day (Census Date)                 | Wednesday, September 6                  |
| Constitution Day   | Friday, September 15                    |
| Jarvis Fest  | Saturday-Sunday, September 23-October 1 |
| Initial Recommendation for Graduation form Advisors Due  | Friday, September 29                    |
| Fall Convocation   | Tuesday, October 3                      |
| Mid-term Examination Period                              | Monday-Friday, October 9-13             |
| Initial Date to apply for Graduation (December/May)      | Monday, October 9                       |
| Early Registration for Spring 2024 begins                | Monday, October 9                       |
| Mid-term Grades Due                                      | Monday, October 16                      |
| Last day to withdraw with a “W”                          | Friday, October 20                      |
| Last day for paperwork if completing in December         | Friday, November 10                     |
| Thanksgiving Holiday (College Closed)                    | Thursday-Friday, November 23-24         |
| Classes Resume   | Monday, November 27                     |
| Last day to remove an “I” grade (from previous semester) | Friday, December 1                      |
| Final Examination Period                                 | Monday-Friday, December 4-8             |
| Last Day of Class  | Friday, December 8                      |
| Final Grades Due   | Monday, December 11                     |
| College Holiday (College Closed)                         | December 23-January 2                   |

## Spring 2024 (Traditional)

|  |                                 |
|--|---------------------------------|
| College Holiday (College Closed)                         | Monday, January 1               |
| Spring Faculty/Staff Institute                           | Wednesday-Thursday, January 3-4 |
| New/Returning Students Registration                      | Thursday-Friday, January 5-6    |
| Classes Begin  | Monday, January 8               |
| MLK Holiday (College Closed)                             | Monday, January 15              |
| Drop/Add Period Ends                                     | Wednesday, January 24           |
| 12 <sup>th</sup> Class Day (Census Date)                 | Wednesday, January 24           |
| Last Day to apply for May Graduation/ Graduation Fee Due | Monday, February 5              |
| Black History Month Celebration                          | Tuesday, February 27            |
| Mid-term Examination Period                              | Monday-Friday, March 5-9        |
| Spring Break   | Monday-Friday, March 11-15      |
| Classes Resume   | Monday, March 18                |
| Founders/Homecoming Week                                 | Sunday-Saturday, March 17-23    |
| Early Registration for Summer and Fall Begins            | Monday, March 25                |
| Good Friday (College Closed)                             | Friday, March 29                |
| Easter Monday (College Closed)                           | Monday, April 1                 |
| Classes Resume   | Tuesday, April 2                |
| Honors Convocation                                       | Tuesday, April 9                |
| Last day to withdraw from classes with a “W”             | Thursday, April 12              |
| Final Examinations for Graduating Seniors                | Wednesday-Friday, April 24-26   |
| Final Examination Period                                 | Monday-Friday, April 29-May 3   |
| Last Day of Class  | Friday, May 3                   |
| Commencement   | Saturday, May 4                 |
| Final Grades Due   | Monday, May 6                   |

## Summer 2024

|  |                    |
|--|--------------------|
| Registration for Summer Programs Begin (ESSP & Upward Bound) | Saturday, June 1   |
| Orientation for Summer Programs                              | Saturday, June 1   |
| ESSP I classes begin   | Monday, June 3     |
| Regular Summer classes begin                                 | Monday, June 3     |
| Juneteenth Holiday   | Wednesday, June 19 |
| ESSP I classes end   | Friday, June 28    |
| Regular Summer classes end                                   | Friday, June 28    |
| ESSP Summer II classes begin                                 | Monday, July 1     |
| Regular Summer II classes begin                              | Monday, July 1     |
| Independence Day (College Closed)                            | Thursday, July 4   |
| ESSP II Classes end  | Friday, July 26    |
| Regular Summer classes end                                   | Friday, July 26    |

## ADULT EDUCATION PROGRAM Fall I 2021

|  |                              |
|--|------------------------------|
| Registration - Hawkins                   | Monday, August 16            |
| Registration - Dallas                    | Tuesday, August 17           |
| Classes begin                            | Monday, August 23            |
| Drop/Add Ends                            | Wednesday, September 8       |
| 12 <sup>th</sup> Class Day (Census Date) | Wednesday, September 8       |
| Mid-term Examination Period              | Monday-Friday, October 4-8   |
| Mid-term Grades Due                      | Monday, October 11           |
| Last day to withdraw with a "W"          | Friday, October 15           |
| Final Examination Period                 | Monday-Friday, December 6-10 |
| Last Day of Class                        | Friday, December 10          |
| Final Grades Due                         | Monday, December 13          |

## ADULT EDUCATION PROGRAM Fall II 2021

|   |                               |
|---|-------------------------------|
| Registration Hawkins and Dallas (Virtual) | Monday, September 20          |
| Fall II Classes begin                     | Wednesday, September 22       |
| Drop/Add Ends                             | Friday, October 8             |
| 12 <sup>th</sup> Class Day (Census Date)  | Wednesday, September 8        |
| Mid-term Examination Period               | Monday-Friday, November 15-19 |
| Mid-term Grades Due                       | Monday, November 22           |
| Last day to withdraw with a "W"           | Friday, December 17           |
| Final Examination Period                  | Monday-Friday, January 3-7    |
| Last Day of Class                         | Friday, January 7             |
| Final Grades Due                          | Monday, January 10            |

## **JARVIS ONLINE (JOL)**

### **Fall 2021**

|                       |                      |
|-----------------------|----------------------|
| Fall I Classes begin  | Monday, September 6  |
| Fall I Classes end    | Monday, October 25   |
| Fall I Grades due     | Tuesday, October 26  |
| Fall II Classes begin | Monday, November 1   |
| Fall II Classes end   | Monday, December 20  |
| Fall II Grades due    | Tuesday, December 21 |

## **ADULT EDUCATION PROGRAM**

### **Spring I 2021**

|   |                                    |
|---|------------------------------------|
| Registration Hawkins and Dallas (Virtual) | Wednesday-Thursday, January 5-6    |
| Classes begin                             | Monday, January 10                 |
| Drop/Add Ends                             | Wednesday, January 26              |
| 12 <sup>th</sup> Class Day (Census Date)  | Wednesday, January 26              |
| Mid-term Examination Period               | Monday-Friday, February 28-March 4 |
| Mid-term Grades Due                       | Monday, March 7                    |
| Last day to withdraw with a "W"           | Friday, April 8                    |
| Final Examination Period                  | Monday-Friday, May 2-6             |
| Last Day of Class                         | Friday, May 6                      |
| Final Grades Due                          | Monday, May 9                      |

## **ADULT EDUCATION PROGRAM**

### **Spring II 2021**

|   |                           |
|---|---------------------------|
| Registration Hawkins and Dallas (Virtual) | Thursday, March 31        |
| Classes begin                             | Monday, April 4           |
| Drop/Add Ends                             | Tuesday, April 19         |
| 12 <sup>th</sup> Class Day (Census Date)  | Tuesday, April 19         |
| Mid-term Examination Period               | Monday-Friday, May 9-13   |
| Mid-term Grades Due                       | Monday, May 16            |
| Last day to withdraw with a "W"           | Friday, June 3            |
| Final Examination Period                  | Monday-Friday, July 11-15 |
| Last Day of Class                         | Friday, July 15           |
| Final Grades Due                          | Monday, July 18           |

## **JARVIS ONLINE (JOL)**

### **Spring 2022**

|                         |                      |
|-------------------------|----------------------|
| Spring I Classes begin  | Monday, January 10   |
| Spring I Classes end    | Monday, February 28  |
| Spring I Grades due     | Tuesday, February 29 |
| Spring II Classes begin | Monday, March 14     |
| Spring II Classes end   | Monday, May 2        |
| Spring II Grades due    | Tuesday, May 3       |

## **JARVIS ONLINE (JOL)**

### **Summer 2022**

|                         |                  |
|-------------------------|------------------|
| Summer I Classes begin  | Monday, May 16   |
| Summer I Classes end    | Monday, July 4   |
| Summer I Grades due     | Tuesday, July 5  |
| Summer II Classes begin | Monday, July 11  |
| Summer II Classes end   | Monday, July 29  |
| Summer II Grades due    | Tuesday, July 30 |

## **ADULT EDUCATION PROGRAM**

### **Fall I 2022**

|  |                              |
|--|------------------------------|
| Registration Hawkins                     | Monday, August 15            |
| Registration Dallas                      | Tuesday, August 16           |
| Classes begin                            | Monday, August 22            |
| Drop/Add Ends                            | Wednesday, September 7       |
| 12 <sup>th</sup> Class Day (Census Date) | Wednesday, September 7       |
| Mid-term Examination Period              | Monday-Friday, October 10-14 |
| Mid-term Grades Due                      | Monday, October 17           |
| Last day to withdraw with a "W"          | Friday, October 21           |
| Final Examination Period                 | Monday-Friday, December 5-9  |
| Last Day of Class                        | Friday, December 9           |
| Final Grades Due                         | Monday, December 12          |

## **ADULT EDUCATION PROGRAM**

### **Fall II 2022**

|   |                              |
|---|------------------------------|
| Registration Hawkins and Dallas (Virtual) | Thursday, September 15       |
| Classes begin                             | Monday, September 19         |
| Drop/Add Ends                             | Tuesday, October 4           |
| 12 <sup>th</sup> Class Day (Census Date)  | Tuesday, October 4           |
| Mid-term Examination Period               | Monday-Friday, November 7-11 |
| Mid-term Grades Due                       | Monday, November 14          |
| Last day to withdraw with a "W"           | Friday, December 2           |
| Final Examination Period                  | Monday-Friday, January 2-6   |
| Last Day of Class                         | Friday, January 6            |
| Final Grades Due                          | Monday, January 9            |

## **JARVIS ONLINE (JOL)** **Fall 2022**

|                       |                       |
|-----------------------|-----------------------|
| Fall I Classes begin  | Wednesday, August 31  |
| Fall I Census         | Tuesday, September 6  |
| Fall I Classes end    | Wednesday, October 19 |
| Fall I Grades due     | Friday, October 21    |
| Fall II Classes begin | Monday, October 31    |
| Fall II Classes end   | Monday, December 19   |
| Fall II Grades due    | Tuesday, December 20  |

## **ADULT EDUCATION PROGRAM** **Spring I 2022**

|   |                                 |
|---|---------------------------------|
| Registration Hawkins and Dallas (Virtual) | Wednesday-Thursday, January 4-5 |
| Classes begin                             | Monday, January 9               |
| Drop/Add Ends                             | Wednesday, January 25           |
| 12 <sup>th</sup> Class Day (Census Date)  | Wednesday, January 25           |
| Mid-term Examination Period               | Monday-Friday, March 6-10       |
| Mid-Term Grades Due                       | Monday, March 13                |
| Last day to withdraw with a "W"           | Friday, April 14                |
| Final Examination Period                  | Monday-Friday, May 1-5          |
| Last Day of Class                         | Friday, May 5                   |
| Final Grades Due                          | Monday, May 8                   |

## **ADULT EDUCATION PROGRAM** **Spring II 2022**

|   |                           |
|---|---------------------------|
| Registration Hawkins and Dallas (Virtual) | Thursday, April 13        |
| Classes begin                             | Monday, April 17          |
| Drop/Add Ends                             | Tuesday, May 2            |
| 12 <sup>th</sup> Class Day (Census Date)  | Tuesday, May 2            |
| Mid-term Examination Period               | Monday-Friday, May 22-26  |
| Mid-term Grades Due                       | Tuesday, May 30           |
| Last day to withdraw with a "W"           | Friday, June 16           |
| Final Examination Period                  | Monday-Friday, July 24-28 |
| Last Day of Class                         | Friday, July 28           |
| Final Grades Due                          | Monday, July 31           |

## **JARVIS ONLINE (JOL)** **Spring 2023**

|                         |                      |
|-------------------------|----------------------|
| Spring I Classes begin  | Monday, January 9    |
| Spring I Classes end    | Monday, February 27  |
| Spring I Grades due     | Tuesday, February 28 |
| Spring II Classes begin | Monday, March 13     |
| Spring II Classes end   | Monday, May 1        |
| Spring II Grades due    | Tuesday, May 2       |

## **JARVIS ONLINE (JOL)**

### **Summer 2023**

|                         |                    |
|-------------------------|--------------------|
| Summer I Classes begin  | Monday, May 8      |
| Summer I Classes end    | Monday, June 26    |
| Summer I Grades due     | Tuesday, June 27   |
| Summer II Classes begin | Monday, July 10    |
| Summer II Classes end   | Monday, August 28  |
| Summer II Grades due    | Tuesday, August 29 |

## **ADULT EDUCATION PROGRAM**

### **Fall I 2023**

|  |                             |
|--|-----------------------------|
| Registration Hawkins                     | Monday, August 14           |
| Registration Dallas                      | Tuesday, August 15          |
| Classes begin                            | Monday, August 21           |
| Drop/Add Ends                            | Wednesday, September 6      |
| 12 <sup>th</sup> Class Day (Census Date) | Wednesday, September 6      |
| Mid-term Examination Period              | Monday-Friday, October 9-13 |
| Mid-term Grades Due                      | Monday, October 16          |
| Last day to withdraw with a "W"          | Friday, October 20          |
| Final Examination Period                 | Monday-Friday, December 4-8 |
| Last Day of Class                        | Friday, December 8          |
| Final Grades Due                         | Monday, December 11         |

## **ADULT EDUCATION PROGRAM**

### **Fall II 2023**

|   |                              |
|---|------------------------------|
| Registration Hawkins and Dallas (Virtual) | Thursday, September 14       |
| Classes begin                             | Monday, September 18         |
| Drop/Add Ends                             | Tuesday, October 3           |
| 12 <sup>th</sup> Class Day (Census Date)  | Tuesday, October 3           |
| Mid-term Examination Period               | Monday-Friday, October 23-27 |
| Mid-term Grades Due                       | Monday, October 30           |
| Last day to withdraw with a "W"           | Thursday, November 30        |
| Final Examination Period                  | Monday-Friday, January 1-5   |
| Last Day of Class                         | Friday, January 5            |
| Final Grades Due                          | Monday, January 8            |

**JARVIS ONLINE (JOL)**  
**Fall 2023**

|                       |                        |
|-----------------------|------------------------|
| Fall I Classes begin  | Wednesday, August 30   |
| Fall I Census Date    | Wednesday, September 6 |
| Fall I Classes end    | Wednesday, October 18  |
| Fall I Grades due     | Friday, October 20     |
| Fall II Classes begin | Monday, October 30     |
| Fall II Census        | Friday, November 3     |
| Fall II Classes end   | Monday, December 18    |
| Fall II Grades due    | Tuesday, December 19   |

**ADULT EDUCATION PROGRAM**  
**Spring I 2023**

|   |                                 |
|---|---------------------------------|
| Registration Hawkins and Dallas (Virtual) | Wednesday-Thursday, January 3-4 |
| Classes begin                             | Monday, January 8               |
| Drop/Add Ends                             | Wednesday, January 24           |
| 12 <sup>th</sup> Class Day (Census Date)  | Wednesday, January 24           |
| Mid-term Examination Period               | Monday-Friday, March 4-8        |
| Mid-Term Grades Due                       | Monday, March 11                |
| Last day to withdraw with a “W”           | Friday, April 12                |
| Final Examination Period                  | Monday-Friday, April 29-May 3   |
| Last Day of Class                         | Friday, May 3                   |
| Final Grades Due                          | Monday, May 6                   |

**ADULT EDUCATION PROGRAM**  
**Spring II 2023**

|   |                           |
|---|---------------------------|
| Registration Hawkins and Dallas (Virtual) | Thursday, April 11        |
| Classes begin                             | Monday, April 15          |
| Drop/Add Ends                             | Tuesday, April 30         |
| 12 <sup>th</sup> Class Day (Census Date)  | Tuesday, April 30         |
| Mid-term Examination Period               | Monday-Friday, May 20-24  |
| Mid-term Grades Due                       | Monday, May 28            |
| Last day to withdraw with a “W”           | Friday, June 28           |
| Final Examination Period                  | Monday-Friday, July 22-26 |
| Last Day of Class                         | Friday, July 26           |
| Final Grades Due                          | Monday, July 29           |

**JARVIS ONLINE (JOL)**  
**Spring 2024**

|                         |                      |
|-------------------------|----------------------|
| Spring I Classes begin  | Monday, January 8    |
| Spring I Classes end    | Monday, February 28  |
| Spring I Grades due     | Tuesday, February 29 |
| Spring II Classes begin | Monday, March 14     |
| Spring II Classes end   | Monday, May 2        |
| Spring II Grades due    | Tuesday, May 3       |

## JARVIS ONLINE (JOL) Summer 2024

Summer I Classes begin  
Summer I Classes end  
Summer I Grades due  
Summer II Classes begin  
Summer II Classes end  
Summer II Grades due

Monday, May 6  
Monday, June 24  
Tuesday, June 25  
Monday, July 1  
Monday, August 19  
Tuesday, August 20

**Jarvis Christian College reserves the rights to change dates in this calendar if warranted.**



## DIRECTORY OF CORRESPONDENCE

Inquiries concerning aspects of the University's operations and policies should be addressed to the following officials:

|  |  |
|--|--|
|  | Dr. Lester C. Newman<br>President<br>903-730-4890 ext. 2515<br><a href="mailto:lnewman@jarvis.edu">lnewman@jarvis.edu</a>  |
| General Matters Concerning the University          | Cynthia Stancil<br>Chief of Staff,<br>Director of Administrative Management Programs and<br>Title III Programs<br>903-730-4890 ext. 2515<br><a href="mailto:cstancil@jarvis.edu">cstancil@jarvis.edu</a> |
| Curriculum, Instruction, and Faculty               | Dr. Glenell Lee-Pruitt<br>Provost/Vice President for Academic Affairs<br>903-730-4890 ext. 2105<br><a href="mailto:gpruitt@jarvis.edu">gpruitt@jarvis.edu</a>  |
| Budgetary and Administration Matters               | Paula Love<br>Vice President for Finance and Administration<br>903-730-4890 ext. 2704<br><a href="mailto:plove@jarvis.edu">plove@jarvis.edu</a>  |
| Institutional Effectiveness/Institutional Research | Richard Plott<br>Director for Institutional Research and Effectiveness<br>903-730-4890 ext. 2174<br><a href="mailto:rplott@jarvis.edu">rplott@jarvis.edu</a>   |
| Institutional Advancement and Development          | Dr. Kenoye K. Eke, Sr.<br>Vice President for Institutional Advancement and<br>Development<br>903-730-4890 ext. 3001<br><a href="mailto:keke@jarvis.edu">keke@jarvis.edu</a>                              |
| Student Services                                   | Dr. Andre Richardson<br>Vice President for Student Services<br>903-730-4890 ext. 2250<br><a href="mailto:arichardson@jarvis.edu">arichardson@jarvis.edu</a>  |
| Financial Aid                                      | Cecilia Jones<br>Director of Financial Aid<br>903-730-4890 ext. 2410<br><a href="mailto:ckjones@jarvis.edu">ckjones@jarvis.edu</a>   |
| Human Resources                                    | Danielle Delint<br>Director of Human Resources<br>903-730-4890 ext. 2901<br><a href="mailto:cstancil@jarvis.edu">cstancil@jarvis.edu</a>   |
| Academic Records                                   | Laura Lander<br>Registrar<br>903-730-4890 ext. 2453<br><a href="mailto:llander@jarvis.edu">llander@jarvis.edu</a>  |
| Library Services                                   | Rodney Atkins<br>Director of the Olin Resource Center<br>903-730-4890 ext. 2171<br><a href="mailto:ratkins@jarvis.edu">ratkins@jarvis.edu</a>  |

|                            |   |
|----------------------------|---|
| Admissions and Recruitment | Dr. Darrin Rankin<br>Vice President for Enrollment Management and Retention<br>903-730-4890 ext. 2201<br><a href="mailto:recruitment@jarvis.edu">recruitment@jarvis.edu</a> |
| Athletics                  | Bobby Ladner<br>Director of Athletics<br>903-730-4890 ext. 2526<br><a href="mailto:bladner@jarvis.edu">bladner@jarvis.edu</a>   |
| Religious Life             | Pastor Sedric Dinkens<br>Religious Life Chaplain<br>903-730-4890 ext. 2620<br><a href="mailto:sdinkens@jarvis.edu">sdinkens@jarvis.edu</a>                                  |
| Online Learning            | David Cowsert<br>Director of Online Learning and Training<br>903-730-4890 ext. 2154<br><a href="mailto:dcowsert@jarvis.edu">dcowsert@jarvis.edu</a>                         |
| Public Relations           | Janet Ragland<br>Director, Public Relations<br>903-730-4890 ext. 3006<br><a href="mailto:jragland@jarvis.edu">jragland@jarvis.edu</a>                                       |
| Enrollment Management      | Dr. Darrin Rankin<br>Vice President of Enrollment Management and Retention<br>903-730-4890 ext. 2106<br><a href="mailto:drankin@jarvis.edu">drankin@jarvis.edu</a>          |

**Main Telephone Number of the College: 903-730-4890**

**Main Fax: 903-769-1282**

## **BOARD OF TRUSTEES**

The first Jarvis Christian College governing board was organized in 1929 and was called the Texas Advisory Board. Membership consisted of prominent members of the Christian Church, who advised the College on policy. In 1958, Jarvis Christian College began operation under the Board of Higher Education of the Disciples of Christ and the Board of Fundamental Education. The creation of this eighteen-member board brought an end to the designation of Jarvis Christian College as a mission institution. The current structure was created in December 1974, to include representatives from the student body, the Jarvis Christian College/Southern Christian Institute National Alumni and Ex-Students Association, and the faculty.

**Mr. Torry L. Edwards, Chair**

**Mr. William F. Fisher, III, Vice Chair**

**Mr. Glenn R. Etienne, Treasurer**

**Mr. Kenneth Gwyn, Secretary**

**Ms. LeKetia L. Blair**

**Rev. Dani Cartwright**

**Mr. Bernard “Chris” Dorsey**

**Ms. Deborah Mitchell**

**Major General John F. Phillips**

**Dr. Kent Willis**

**Ms. Alma Walker**

**Dr. Charles Needham**

**Ms. Aaronese Wilcox**

## UNIVERSITY PERSONNEL

### PRESIDENT'S EXECUTIVE CABINET

**Lester C. Newman**.....President and Professor of Political Science  
**Cynthia H. Stancil**.....Chief of Staff, Director of Administrative Management  
Programs and Title III Programs  
**Glenell Lee-Pruitt**.....Provost/Vice President for Academic Affairs  
**Kenoye K. Eke, Sr.**.....Vice President for Institutional Advancement and Development  
**Andre Richardson**.....Vice President for Student Services  
**Paula Love**.....Vice President for Finance and Administration  
**Darrin Rankin**.....Vice President for Enrollment Management and Retention  
**Vacant**.....Special Assistant to the President/SACSCOC Liaison

### OFFICE OF THE PRESIDENT

**Lester C. Newman**.....President and Professor of Political Science  
**Cynthia H. Stancil**.....Chief of Staff, Director of Administrative Management Programs  
and Title III Programs  
**Vacant**.....Special Assistant to the President/SACSCOC Liaison  
**Debra Simmons**.....Executive Administrative Assistant  
**Drewvette Zomalt**.....Assistant Director of Title III & Sponsored Programs  
**Janet Ragland**.....Director, Public Relations  
**Vacant**.....Director, Sponsored Programs  
**Richard Plott**.....Director of Institutional Research and Effectiveness  
**Danielle Delint**.....Director of Human Resources /Title IX Coordinator

### OFFICE OF ACADEMIC AFFAIRS

**Glenell M. Lee-Pruitt**.....Provost/Vice President for Academic Affairs  
**Cynthia Hester**.....Assistant Vice President for Academic Affairs  
**Cleopatra Allen**.....Assistant to the Provost and Director of Academic Initiatives  
**Saliba Mukoro**.....Dean of Graduate School/Professor  
**Trenton Judson**.....Interim Dean, Arts, Humanities, Sciences and Math  
**Benson Kariuki**.....Dean of Professional Studies  
**Dorothy Langley**.....Dean, Adult and Continuing Education  
**David Cowsert**.....Director, Online Learning and Training  
**Rodney Atkins**.....Director, Olin Library  
**Yolanda Jones**.....Executive Director Student Success Services  
**DaMesia Starling**.....Department Chair/Director of Clinical Teaching and Field Experiences  
**Melody Threadcraft**.....Interim Department Chair Social and Behavioral Sciences  
**Mavonee Jeffries**.....Director, Dallas Teaching Site  
**Cheryl Kariuki**.....Director, Honors Program  
**Carla Mott**.....Director, Upward Bound  
**Laura Lander**.....Director of Student Records/Registrar  
**Susan Ngwang**.....Director of 1<sup>st</sup> Year Experience/Academic Advising

**Sonya Henson** ..... ADA Coordinator  
**Chestley Talley** ..... Director, Career Services

## OFFICE OF FINANCE AND ADMINISTRATION

**Paula Love** ..... Vice President for Finance and Administration  
**Vacant** ..... Assistant Vice President for Finance and Administration/Controller  
**Will Sandifer** ..... Director, Facilities  
**Chris Watson** ..... Director, Information Technology  
**Shiervan Ursin** ..... Executive Director, Food Services (Alladin)  
**Cory Gibson** ..... Director, Administrative and Auxiliary Services

## OFFICE OF ENROLLMENT MANAGEMENT

**Darrin Rankin** ..... Vice President, Enrollment Management and Retention  
**Vacant** ..... Assistant Vice President, Enrollment Management  
**Cecelia Jones** ..... Director, Financial Aid

## OFFICE OF INSTITUTIONAL ADVANCEMENT & DEVELOPMENT

**Kenoye K. Eke, Sr.** ..... Vice President, Institutional Advancement and Development  
**Gwen Winters** ..... Assistant Vice President, Institutional Advancement and Development  
**William Hampton** ..... Executive Director, Alumni Affairs  
**Crystal Hudson** ..... Scholarship Specialist/Prospect Researcher

## OFFICE OF STUDENT SERVICES

**Andre Richardson** ..... Vice President for Student Services  
**Micheline Lambert-Gipson** ..... Assistant Vice President for Student Services  
**Bobby Ladner** ..... Director of Athletics  
**Stanley Miller** ..... Director, Counseling Services  
**Deborah Briones** ..... Director, Health Services  
**Thomas Perry** ..... Director, Band  
**Bruce Alvin-Thompson** ..... Director, Choral Activities  
**Sedric Dinkens** ..... Pastor/Religious Life Chaplain  
**Charles A. Smith** ..... Coordinator Student Organizations/Student Activities and Campus Life  
**Linda Hernandez** ..... Coordinator, Campus Diversity  
**Courtney Gray** ..... Director, Student Housing



**FOUNDED BY  
THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)  
AFFILIATED**

With  
DIVISION OF HIGHER EDUCATION: CHRISTIAN CHURCH (DISCIPLES OF CHRIST),  
INC.

CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN THE SOUTHWEST CHRISTIAN  
CHURCH (DISCIPLES OF CHRIST) IN OKLAHOMA CHRISTIAN CHURCH (DISCIPLES  
OF CHRIST) IN ARKANSAS

**APPROVALS**

By  
TEXAS EDUCATION AGENCY  
TEXAS ASSOCIATION OF COLLEGES AND UNIVERSITIES

**INSTITUTIONAL MEMBERSHIPS**

Of  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON  
COLLEGES (SACSCOC)  
INDEPENDENT COLLEGES AND UNIVERSITIES OF TEXAS AMERICAN COUNCIL OF  
EDUCATION  
NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION  
TEXAS ASSOCIATION OF DEVELOPING COLLEGES  
UNITED NEGRO COLLEGE FUND (UNCF) COUNCIL OF INDEPENDENT COLLEGES  
NATIONAL COUNCIL OF EDUCATIONAL OPPORTUNITIES ASSOCIATION  
NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS ASSOCIATION OF  
COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Jarvis Christian College is committed to both the spirit and letter of federal equal opportunity legislation (reference Public Law 92-112-The Rehabilitation Act of 1973 as amended). With the passage of the federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is a renewed focus on providing this population with the same opportunities enjoyed by all citizens.

The College is required by law to provide “reasonable accommodations” to students with disabilities so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Any student in the class who has a disability that may prevent full demonstration of ability should contact the instructor personally before the end of the first week of classes so that a discussion can be held regarding accommodations necessary to ensure full participation and facilitate individual educational opportunities.

## **DISABILITY SUPPORT SERVICES**

The Disability Support Services (DSS) Office at Jarvis Christian College acts as an advocate for students with disabilities and seeks to ensure that these students receive reasonable and appropriate accommodations, outlined by the federal law, to have equal access to all institutional programs and services regardless of the type and extent of disability. Students’ needs are assessed and reasonable accommodations are provided for students attending Jarvis to be academically successful.

## **SEXUAL HARASSMENT POLICY**

Jarvis Christian College prohibits sexual harassment in any form by any member of the faculty, staff, or student body. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Persons found in violation of the Jarvis Christian College Sexual Harassment Policy will be subject to disciplinary action, which may include written warning, suspension, transfer, demotion, dismissal, and/or arrest of local authorities.



## **NON-DISCLOSURE OF EDUCATIONAL RECORDS**

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student except in the following cases; to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need. Other information about the privacy of student records may be obtained from the Office of the Registrar.

## **NOTICE ON USE OF CATALOG**

The provisions of this catalog do not constitute a contract expressed or implied between Jarvis Christian College and any applicant, student, student's family, faculty or staff member. Jarvis Christian College reserves the right to withdraw courses at any time, change fees, tuition, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, or any other requirement affecting students without prior notice. Changes become effective at the time so determined and their application may apply to both prospective students and to the currently enrolled students. The College further reserves the right to correct errors that may have occurred in the printing of this document. Familiarity with the catalog, maintaining a satisfactory grade point average, completion of degree program requirements, and satisfying all other requirements for graduation are the responsibilities of the student. Advisors will counsel but the final responsibility remains that of the student.



## **MISSION STATEMENT**

Jarvis Christian University is a historically Black Institution affiliated with the Christian Church (Disciples of Christ), offering degrees at the associate, baccalaureate, and master's level. The mission of the University is to prepare a diverse population of lifelong learners intellectually, socially, spiritually, and personally through providing interactive services and using varied modalities of instructional delivery.

## **GUIDING PRINCIPLES**

The entire Jarvis Christian University community values and abides by the following guiding principles to support the University mission “to prepare a diverse population of lifelong learners intellectually, socially, spiritually, and personally through providing interactive services and using varied modalities of instructional delivery.”

**Scholarship and Life-Long Learning:** To advocate life-long learning by challenging and supporting students and staff to pursue intellectual, personal and professional development.

**Service:** To intentionally provide a quality experience for students, staff and faculty

that serve the surrounding communities and the nation and that create an atmosphere of a life-long commitment to community service and civic engagement.

**Integrity:** To exhibit ethical behavior in and beyond the academic setting, and to be good stewards of all of our resources, acting as persons of high character guided by a commitment to transparency, fairness and honesty.

**Respect:** To embrace the doctrines of Faith, Family and Community, which ensure inclusiveness and celebrate diversity, understanding that every individual should be treated with professionalism, courtesy and kindness.

**Responsibility:** To be responsible and accountable for our actions in every situation, as it relates to the College, the community and the nation.

**Christian Ethics:** To emphasize that the Christian spiritual path provides an ethical code that, when followed, will make for a better person, a better College, a better community, and a better world guided by social, economic and environmental justice for all.

**Innovation:** To continually examine our practices by seeking creative and efficient ways to improve while balancing the needs of today and preserving the resources of tomorrow.... embracing new ideas, new people, new directions and innovative ways of performing the tasks at hand.

## LOCATIONS

Jarvis Christian University (JCU), which is located at U.S. Highway 80 East, PR 7631, Hawkins, Texas is an accredited, private, co-educational, church-related college, located four miles west of Big Sandy, Texas, on U.S. Highway 80. It is fourteen miles from U.S. Interstate 20. Accessible Texas cities within a radius of thirty miles are Mineola, eighteen miles west; Gladewater, fifteen miles east; Tyler, twenty miles south; and Longview, twenty-five miles east. Tyler and Longview have populations of approximately 107,405 and 82,287, respectively. Both cities have daily airline service to the Dallas-Fort Worth International Airport. Shreveport, Louisiana is accessible via Interstate 20 for airline connections to all parts of the United States and foreign countries.

Jarvis is free from the noise and smog of the big city and is conducive for study but retains access to neighboring metropolitan areas. It is approximately 100 miles southeast of Dallas.

Dallas Teaching Site  
7222 S. Westmoreland,  
Suite 250  
Dallas, TX 75237



## HISTORY OF THE UNIVERSITY

Jarvis Christian University is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since its inception. The University began as Jarvis Christian Institute, modeled after Southern Christian Institute in Edwards, Mississippi. The recorded history began in 1904. Then, the Negro Disciples of Christ in Texas, spearheaded by Mrs. Mary Alphin, State Organizer, in conjunction with the Christian Woman's Board of Missions began to plan for a school for Black youth. The Negro Disciples of Christ in Texas were to raise \$1,000 for a school and the Christian Woman's Board of Missions would contribute \$10,000 if this were done. Meanwhile, Miss Virginia Hearne, State Secretary for Women's Work, convinced Mrs. Ida Van Zandt Jarvis of the need for a school for Black youth. In turn, Mrs. Jarvis worked to persuade her husband, Major James Jones Jarvis, to donate land upon which a school could be built. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman's Board of Missions on the condition it "keep up and maintain a school for the elevation and education of the Negro race . . . in which school there shall be efficient religious and industrial training." Inherent in the spirit of the donation was that the land would be used to educate "head, heart, and hand" and to produce "useful citizens and earnest Christians."

Although the thrust of the educational program has changed dramatically since then, the University has ever continued to attempt to educate "head, heart, and hand." Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, completed their fund-raising campaign. The \$1,000 collected by the churches was augmented with \$10,000 by the Christian Woman's Board of Missions.

In 1912, Mr. Thomas Buchanan Frost, a graduate of Southern Christian Institute, who was to serve as Superintendent, came to start a school. He was joined by Mr. Charles Albert Berry, also a Southern Christian Institute graduate, who was to serve as Principal. These men and their families were the Jarvis pioneers, a small group who accepted the monumental challenge of clearing the swampland and erecting the buildings in order that instruction could begin.

Despite austere circumstances, the project flourished. Mr. Zach Howard, another Southern Christian Institute graduate, came to run the sawmill that produced building lumber. The children who were to attend the school assisted with the construction. In doing so, they participated in the initial work-study program. This plan was a necessity. Jarvis has never enjoyed the luxury of being a free school. Barter and labor were the major sources available to students and their families,

most with meager financial resources, to help pay the costs of an education. Since then, the barter system ceased, but a work-study program has always been available to the students who come to Jarvis who are willing to invest their energies and talents to help defray their educational expenses. Its formal instructional program commenced January 13, 1913, with an enrollment of fourteen students, all in the elementary grades. Names of twelve of the fourteen students are listed below:

JARVIS CHRISTIAN INSTITUTE  
Enrollment of Students

Barber, Roy  
Cozine,  
Minnie Frost,  
Thelma  
Frost,  
Howard  
Frost, Thomas  
Edward Flaming,  
Willie Lewis,  
Mamie Lewis,  
George Marshall,  
Hawlin McCoy,  
Clarence  
Normal, James  
Townser, J.D.

In 1914, Mr. James Nelson Ervin came from Johnson City, Tennessee, to be the first President. He served in that capacity until 1938, a period of twenty-four years. During the first year of his tenure, high school subjects were added to the curriculum. Notably, during its early years, Jarvis Christian Institute existed as one of the few schools available in East Texas in which Black youth had the opportunity to complete a high school education. Jarvis remained the only accredited high school for Blacks in the Hawkins area until 1937. Although fragmentary records indicate some college work was offered as early as 1916, junior college courses were included as regular curricular offerings in 1927 and the school was incorporated as a college in 1928. Senior College courses were introduced in 1937. Built in 1936, the Emma B. Smith Building, now used to house administrative offices, is the only campus structure that remains from the Ervin era.

In 1938, Mr. Peter Clarence Washington came from East St. Louis, Illinois, to serve as the second president. High school work was eliminated that year. The original charter by the State of Texas, granted in 1939, states that Jarvis Christian College

proposes to offer — “. . . practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...”

The Florence Robinson House (built in 1939), now the Alumni Heritage House (remodeled in 1976), is the only structure remaining from the Washington presidency.

In 1949, Dr. John B. Eubanks assumed administrative duties as Executive Vice-President. He is credited with the introduction of a general education program and additional innovations, which hastened recognition by the Southern Association of Colleges and Schools in 1950, to include Jarvis Christian College on its Approved List of Colleges and Universities for Negro Youth. This was the only regional accreditation then available to Black Colleges in the South. Dr. Eubanks was named the third President of Jarvis Christian College in 1951 and served until 1953.

In 1953, Dr. Cleo Walter Blackburn, who had served as a consultant to President Eubanks, began his eleven-year tenure as the fourth President of Jarvis Christian College. That same year, Fundamental Education was included as a component of the educational program. Several of the buildings constructed during this presidency are still in use: Fellowship Center, now the Ida V. Jarvis Student Center, 1955; the James Aborne Health Center, 1961; the Barton-Zeppa Agro- Industrial Building, now the Maintenance Building, 1961; and four dormitories, two each for men and women, 1962.

Dr. John Oliver Perpener, Jr., was named Executive Vice-President and served as resident executive. The Blackburn presidency culminated with an affiliation between Jarvis Christian College and Texas Christian University in 1964 through a "Memorandum of Understanding" (revised, 1965; reaffirmed, 1969; discontinued, 1976). Also in 1964, the year that Dr. Perpener became Provost and Chief Administrative Officer, Fundamental Education and the Agro- Industrial offerings were eliminated as components of the educational program. The Olin Library and Communication Center opened in 1965. This major building was a gift from the Olin Foundation. Operation CRAM, a pre-college program for prospective college students, was initiated during the summer of 1965. While this effort had an academic component, its major emphasis was sociocultural enrichment.

In 1966, Dr. Perpener became the fifth president of the College. He was the first alumnus to be appointed to the office. The next year, Jarvis Christian College became affiliated with the Texas Association of Developing Colleges, a six-college consortium of historically Black colleges. It also achieved membership in the Southern Association of Colleges and Schools during that year. In 1969, the Texas

Education Agency approved the Teacher Education Program, and the campus master plan was updated. During the same year, the Charles A. Meyer Science and Mathematics Center opened. This was the second major building underwritten by the Olin Foundation. In 1970, four additional residence halls, two each for men and women, and the Elbie Guy Crawford Titus Women's Commons Building was completed. Dr. Perpener resigned in 1971 and Dr. John Paul Jones was named Acting President. The Southern Association of Colleges and Schools granted reaffirmation of accreditation following the regularly scheduled visitation in 1971.

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian College in 1972. A major improvement to the physical plant during his administration was a water purification system and sewage disposal plant that was completed in 1974. The Advanced Summer Enrichment Program began in 1976. The major focus of this program was providing entering freshmen an academic introduction to college. After the resignation of Dr. Jones in 1976, Dr. James O. Griffin served as Interim Administrator for two months.

In 1976, Dr. Earl Wadsworth Rand, an alumnus and a former dean of Jarvis Christian College, became the seventh president. Recognizing a need for special attention to entering students, the academic sector added the Division of Basic Studies in 1976. The Division of Basic Studies had the administrative responsibility for initial advisement for all transfer students as well as for academic advisement for freshmen and sophomore students as they complete the General Education Requirements. In 1978, the Gladys A. Gill Early Childhood Education Center opened. The Facilitators Program was initiated the following year. This paraprofessional counseling program utilizes members of the faculty, staff, and administration to provide one-to-one personalized assistance to each student from initial entry through graduation. That same year, the Southern Christian Institute National Alumni and Ex-Students merged with the National Alumni and Ex-Students of Jarvis, a relationship that has continued since Mr. Frost and Mr. Berry came to Texas in 1912. Additionally, the E. W. Rand Health, Physical Education and Recreation Center were dedicated December 1, 1979, the month Dr. Rand retired.

Dr. Charles Albert Berry, Jr., an alumnus of Jarvis Christian College, became the eighth president on January 1, 1980. In 1981, the official transfer of the title of the initial land donated by Major and Mrs. Jarvis, from the United Christian Missionary Society to Jarvis Christian College was realized.

The James Nelson Ervin Religion and Culture Center named in honor of the first president of Jarvis Christian College and consisting, currently of two structures, was completed in 1983. The two structures are the Smith-Howard Chapel and the



Peoples-Dickson Religion Building. Two additional residence halls were dedicated in 1986—one each for men and women—as was a twelve-unit student-parent apartment complex in 1988.

Dr. Julius Franklin Nimmons, Jr., became the ninth president on June 1, 1988. During his administration, Jarvis Christian College was involved in extensive review and assessment of its total operation. Emphasis was placed on campus beautification. Dr. E. W. Rand and Dr. Charles Berry, Jr. served as administrative officers during the summer and fall of 1990.

Dr. Sebetha Jenkins became the tenth president on January 1, 1991. As the first woman to hold this position, she sparked many triumphs. Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1993. Major renovations and capital improvements occurred during 1993 and 1994. In the fall of 1996, courses in Japanese were taught by a visiting instructor from Japan, and an American Humanics program was designed to prepare students for employment with non-profit agencies. Additionally, students interested in careers in teaching were given an opportunity to take advantage of the Center for Teacher Education, which increased the depth of their learning by providing extended observation assignments and practicum experiences.

The student learning experience was broadened even more with the implementation and upgrade of a campus-wide network and data management system. The construction of a Distance Learning lab (Community and Technology Center) in 1996 allowed students to participate in classroom activities simultaneously with students in courses held on other college campuses without having to leave Jarvis.

Other milestones realized during Dr. Jenkins' tenure included the launching of a \$7.5-million-dollar capital campaign, the Living and Learning Center, the initiation of the Pioneer Hall of Fame Awards Program, expansion of summer programs for area youth, the Hands-On Mission Program for campus beautification, the Service-Learning Program, and the Walk of Fame Plaza that was dedicated in the spring of 1997. Also during the Jenkins years (1991-2009), the college's regional accreditation was reaffirmed twice and the business program gained accreditation by the Accreditation Council for Business Schools and Programs (ACBSP).

On January 2, 2009, Dr. Cornell Thomas was appointed the eleventh president. Dr. Thomas was committed to students receiving a quality education. His vision for Jarvis was that it become a premier Christian College that offers a quality education that prepares our youth to face the challenges confronting them upon graduation. He started a Pre-Honors Program for freshman students, revitalized the Honor's Program and opened the Office of Student Academic Success.

In April of 2012, Dr. Lester C. Newman was appointed as the twelfth president of Jarvis Christian College. Dr. Newman continues to build and refine the strong traditions of education and personal attention to students at Jarvis Christian College. Under Dr. Newman's administration, more faculty with terminal degrees in their fields have been hired, financial stability attained, new policies and procedures have been established for operations campus-wide and new athletic teams added. Also, Dr. Newman has reorganized the academic divisions to optimize the educational experience for Jarvis students. In 2014, the College successfully completed the 10-year reaffirmation process of the Southern Association of Colleges and Schools Commission on Colleges with no recommendations.

## **CAMPUS BUILDINGS**

### **ACADEMIC**

***The Olin Library and Communication Center.*** The Olin Center, first occupied in 1965, is an air-conditioned, two and one-half story brick structure. The Olin Center houses the Olin Resource Center, Upward Bound, a distance-learning facility, two computer laboratories, the Teacher Education Learning Center, classrooms, special laboratories, an auditorium, offices and storage spaces. The Center is a gift from the Olin Foundation.

***The Charles A. Meyer Science and Mathematics Center.*** The Meyer Center is an air- conditioned brick structure that opened for occupancy in 1969. There are two full stories, a partial story, and a basement. The building has an assigned area of 29,243 square feet and contains 84 rooms. The building is divided into two wings designated as the mathematics wing (north) and the science wing (south). In the mathematics wing, there are offices and classrooms. The science wing of the Center has laboratories, faculty offices, and classrooms. The auditorium, which is on two levels, is designed for science lectures and demonstrations. The auditorium is also used as an all-electronic learning facility. The Meyer Center is designed to provide a modern learning environment for students enrolled in science and mathematics. All laboratories have modern equipment and are adequate for the teaching of science and mathematics. The Center is a gift from the Olin Foundation.

***The James Nelson Ervin Religion and Culture Center.*** The Ervin Center is located at the center of the campus between the residence halls and consists of the Peoples-Dickson Education Building and the Smith-Howard Chapel. The Peoples-Dickson wing contains classrooms and offices for the Division of Arts and Education. The Smith-Howard Chapel has an office for the College pastor, a fellowship hall, and a chapel, which seats 550 persons.

***The Earl W. Rand Health, Physical Education, and Recreation Center.*** The Rand Center contains a gymnasium with a seating capacity of 2,432, a multi-purpose auxiliary gymnasium, a kitchen, physical fitness laboratories, classrooms, offices, a dance studio, locker rooms, training rooms, a heated, Olympic-size swimming pool, and lounge areas. The Center was completed in 1980.

***The Community and Technology Center.*** The Center, which was completed in 2004, is a 5,000 square-foot one-story building that serves as a center for community-based programs. It contains two computer laboratories, two lecture/classrooms, and nine offices.

#### NON-ACADEMIC

***Residence Halls.*** The present residence halls include four buildings for men and five for women students. William and Mary Alphin, Charles A. Berry, and W. J. Fuller residence halls were opened for occupancy in 1962. Cary, Hurdle, Venita Carney Waddleton, and Peter Clarence Washington halls were opened for occupancy in 1970. Each building has 26 rooms, with each room accommodating from two to four students. These are two-story buildings adorned with native stone and brick. Wilma Ervin and John Oliver Perpener Halls were opened for occupancy in 1986 for women and men, respectively.

***The Elbie Guy Crawford Titus Women's Commons Building.*** The women's Commons is located in the area of the women's residence halls. The facility has 2,746 square feet of space. There are storage areas, offices, lounge areas, and a small apartment.

***The Ida V. Jarvis Student Center.*** The building has 14,607 square feet of assigned space. It houses the dining hall, the President's Dining Room, and the student activities center.

***The James A. Aborne Student Success Services (SSS).*** The James A. Aborne building is one-story and now houses the Student Success Services program. SSS

consists of various programs that provide assistance to students to help ensure they are successful in their studies. The SSS is home of Student Retention, Mentoring, Engagement, and Group Sessions and the Writing and Math Labs. Additionally, the SSS consists of student lounges, study areas, testing area, and a fully functional computer lab.

***The Charles A. and Sarah G. Berry Student Apartments.*** This complex has twelve units and is located north of the Charles A. Meyer Science and Mathematics Center. It includes four efficiencies and eight one-bedroom units. All have central heating and air-conditioning. All are one-story brick structures.

***The Faculty Housing Complex.*** The faculty-housing complex was completed in 1970. The complex has twenty units and is located north of the Olin Library and Communication Center. It includes eight one-room efficiency units, six one-bedroom units, and six two-bedroom units. All have central heating and air-conditioning. All are one-story brick structures.



***The Alumni Heritage House.*** The Alumni Heritage House is a one-story brick structure that once housed the campus President. The Heritage Room, which houses historical documents and artifacts, is part of the facility. The remainder of the building is currently not in use.

***The Emma B. Smith Administration Building.*** The Administration Building was erected in 1936. It is a one-story, brick structure with an assigned area of 12,695 square feet. It houses offices for the President of the College, Human Resources, and the office of the Registrar. In addition, it houses offices for the Vice President for Administration, Finance, and its divisions: Federal Collections, Mailroom/Reproduction/Telecommunications, Financial Aid, and the Business Office. The office of Institutional Advancement and Development, including the offices of Public Relations, and Alumni Affairs, is also located here. Additionally, the building contains one conference room.

***The Barton-Zeppa Building.*** The Barton-Zeppa Building is a concrete structure on the east side of the campus. It has an area of 9,426 square feet with ten rooms used for housing the Maintenance Department.

***The Sebetha Jenkins Living and Learning Center.*** The Sebetha Jenkins Living & Learning Center was constructed in 2007. The complex consists of two distinct buildings: the Ron Hay Student Services Building and the Sebetha Jenkins Living & Learning Center. The former houses the Office of the Vice President for Student Affairs, grill, student mailboxes, fitness center, and other offices. The latter houses both male and female students, for a total of 304 beds. The total of the rooms is divided equally for the male and female occupants.

***Goodwin Nature Trail and Pavilion.*** On March 25, 2011, the 2-mile Goodwin Nature Trail and Pavilion (Outdoor Classroom) were formally opened. The trail and pavilion were constructed with funds from a Trail Grant awarded to Jarvis by the Texas Parks and Wildlife Department. The trail is available for pleasure walking and jogging. It will also be available for trail biking whenever weather conditions provide a firm, dry surface. Motorized vehicles, excluding wheelchairs, will not be granted access to the trail without advance permission from Jarvis. The trail is open to the public as well as to the Jarvis family. In addition to the uses noted above, the trail and pavilion will support education and research. Areas along the trail will be used as outdoor laboratories for courses such as general biology, general ecology, and environmental chemistry. Other areas will be used, as Jarvis faculty and student research sites, and the area will be available to researchers from other colleges,

universities, institutes, etc. Area public schools will be invited to use the trail for field outings. In addition, use of the trail, pavilion, and surrounding areas for other purposes can be granted upon written request.

# Jarvis Christian University

## Graduate School

We welcome all prospective graduate students to the Graduate School at Jarvis Christian University. The Office of the Graduate School is housed in the Charles E. Meyer Building, Suite S-39. The Graduate School is led by a Dean, Dr. Saliba D. Mukoro, who reports directly to the Provost and Vice President for Academic Affairs, Dr. Glenell Lee-Pruitt. The Graduate School has a Graduate Council made up of Graduate Program Coordinators, appointed graduate faculty members, and selected graduate students. The Council is chaired by the Graduate School Dean.

The University web site has Graduate School link that provides information for prospective graduate students regarding our graduate programs, application procedures, and other information related to graduate education at Jarvis Christian University. We have provided links to make it easy for you to find all the information you need, such as admission requirements, program descriptions, their general guidelines, their curriculum, course descriptions, advisement, course load, tuition and fees, Financial Aid Programs, and many more.

The Graduate School is responsible for enforcing minimum general standards of graduate work at Jarvis Christian University and for the coordination of graduate degree programs in the various Divisions and Departments. General policies and standards of the Graduate School are established by the Graduate Council. The responsibility for the detailed, day- to-day operations of graduate programs lies with the individual departments, and Divisions offering the programs.

The Graduate School is also responsible for processing admission applications to the graduate programs; monitors graduate students progress while on the various graduate programs; recommend graduate students that have completed all their requirement for graduation to the Provost and Vice President for Academic Affairs

for graduation from the University, and the award of their degrees by the University President, Dr. Lester C. Newman.

Prospective graduate students may now apply for admissions to the following graduate programs that will commence in the Spring of 2023.

- **Master of Science in Criminal Justice (MSCJ) – online**
- **Master of Business Administration (MBA) – online**

Other graduate programs will come on board subsequently.

YOU CAN CONTACT THE GRADUATE SCHOOL BY PHONE OR EMAIL

Phone: (903) 730-4890 Ext. 2314 or (430) 247-1434

Email Address: [graduateschool@jarvis.edu](mailto:graduateschool@jarvis.edu)

Saliba D. Mukoro, Ph.D.

Dean of Graduate School/Professor of Criminal Justice

Jarvis Christian University



## **Graduate Programs**

Jarvis Christian University presently has two-master's programs: Master of Business Administration (MBA) and Master of Science in Criminal Justice (MSCJ). Other graduate programs will come on board subsequently. For all details of the MBA and MSCJ Programs, please see below.

### **Master of Business Administration (MBA)**

#### **PURPOSE OF THE PROGRAM**

The Master of Business Administration degree is a thirty credit hours, online program taught by academic and business-experienced faculty. Learners can complete the program in one year. The program aims to empower adult learners who hold middle-level positions and want to advance to a higher responsible job, assume an administrative role, enhance their skills beyond their current training, upgrade existing skills, or increase employability. The program prepares learners for a complex business environment due to innovations and reliance on high technology, changing workforce, dependency on the global supply chain, and ever-changing ethical and regulatory requirements. As a result, businesses now require versatile personnel with skills that require training beyond a baccalaureate degree. Thus, Jarvis Christian College MBA degree meets those burgeoning business needs by enhancing students' competitive advantage. Courses explore managerial, leadership, technical theories, and practices applied in the workplace

The program admits individuals with business and non-business undergraduate degrees, requires no letters of recommendation and waives the GMAT requirement.

#### **ADMISSION**

The MBA admission committee evaluates each application on an individual basis. Admission is granted only to those individuals who demonstrate the potential for success. The committee's decision relies on the applicant's previous academic records and work experience. In addition, significant business experience may indicate an individual's ability to complete the program.

To qualify for admission to the MBA program, applicants must meet the following criteria:

## **Full Admission**

1. Complete an application for admission, and pay a non-refundable application fee of fifty dollars
2. Hold at least a bachelor's degree from a regionally accredited institution of higher learning
3. Have a 2.75 or above undergraduate GPA
4. Provide official academic transcripts from previous colleges or universities studied.
5. Submit an essay on why they want to pursue an MBA program.
6. International students are required to submit the Test of English as a Foreign Language (TOEFL) with a score of 510

## **Conditional Admission**

Students who do not meet the standard admission criteria can be admitted on a conditional basis at the discretion of the Dean of Graduate School. Conditional admission is on a case-by-case basis.



## **GENERAL INFORMATION**

### **ADVISEMENT**

Advisors are assigned to each student after approval for admission into the MBA program.

A student whose semester or cumulative grade point average (GPA) falls below a 3.0 GPA will be placed on academic probation. The student will have one additional semester to regain good standing by restoring their graduate cumulative GPA at or above a 3.0 minimum. Consequently, a student will receive a termination letter from the MBA administration if they do not fulfill the requirements to remain in good standing for two consecutive semesters. The student will have an option to appeal the dismissal from the graduate program through an appeal to the Dean of Graduate School for reinstatement.

### **ACADEMIC GRADES**

The following grades are used in the graduate program: A, B, C, D, F, I (Incomplete), or W (Withdrawal). Students in the MBA Program must earn an overall average of "B" or higher in all graduate work toward the degree. Two "C's" and one "D" or "F" grade will result in automatic dismissal from the MBA program. Students dismissed from the program may re-apply after one year of self-development. Any student withdrawn twice shall no longer be accepted into the program.

#### **Exit Examination (Major Field Tests)**

MBA graduates must take a Major Field Test before completing the graduate program. The exam measures the level of competency in the functional areas of business. In addition, it determines the extent to which student learning outcomes of the program have been achieved.

### **LOAD LIMIT**

A full-time student course load is six hours per eight-week session semester.

### **TIME LIMIT**

The degree must be completed within six calendar years from the time of initial enrollment into the graduate program.

## **TRANSFER OF CREDIT**

Applicants can transfer a maximum of six graduate credit hours from an accredited institution provided the following conditions are met:

1. Each course has a grade of a B and above
2. The credits were earned within five years from the time the student enrolled in the MBA program; and
3. The MBA Program Director approves the transfer request.

## **PROGRAM CURRICULUM**

The MBA program will offer courses every eight weeks. Students are permitted to enroll in up to two classes every eight-week session. It is estimated that students will complete the thirty credit hours' degree requirements in ten to twelve months. Below is a list of the courses in the program.

### **MBA Core Courses (Eight Courses):**

- ACCT 5505 Accounting Analysis for Decision Making (3 hrs.)
- BUSI 5510 Strategic Information Systems and Quantitative Approach for Decision Making (3 hrs.)
- ECON 5510 Managerial Economics (3 hrs.)
- FINA 5515 Financial Management (3 hrs.)
- MGMT 5520 Contemporary Management and Organization Behavior (3 hrs.)
- MARK 5530 Marketing Strategy (3 hrs.)
- BUSI 5590 Ethics & Social Responsibility (3 hrs.)
- MGMT 5599 Strategic Management (Capstone, 3 hrs)

### **MBA Elective (Choose two courses from the list below)**

- MGMT 5526 Human Resources Management (3 hrs.)
- MGMT 5530 Leadership (3 hrs.)
- MGMT 5535 Global Business Environment (3 hrs.)
- MGMT 5550 Innovation and Entrepreneurship Management (3 hrs.)
- MGMT 5555 Operation Management (3 hrs.)

## **MBA: – Course Descriptions**

### **ACCT 5505: Accounting Analysis for Decision Making (3 hrs.)**

The course teaches accounting reporting and the use of accounting information in aiding management in decision making.

### **BUSI 5510 Strategic Information Systems and Quantitative Approach for Decision Making (3 hrs.)**

The course uses quantitative analysis to instruct the effective planning and deployment of information technology [IT] in management processes. It also examines the alignment of IT and data processing in creating business value. The course uses information systems cases related to data analysis to provide practical applications of IT, emphasize e-business integration, highlight knowledge management, and underscore emerging information technologies. It also examines business process analysis, IT portfolio management, online analytical processing, and data mining application tools.

### **BUSI 5590 Ethics & Social Responsibility (3 hr.)**

The course analyzes ethical standards, concepts, principles, and practices prevailing in business environments. It combines the theoretical foundations associated with a business start-up with the conduct of entrepreneurial activities related to accountability and the social environment. Specifically, the course includes: (1) provide students with generalizable information to act in the best interest of shareholders, other stakeholders, and society as a whole; (2) provide students with ethical principles as applied to particular situations of business and the ability to make informed judgments; and (3) Differentiate the ability to extrapolate strategies concerning corporate ethics and governance.

### **ECON 5510: Managerial Economics (3 hrs.)**

The course is a study of the individual firm apart from the entire industry. The topics include the pricing process, the nature of the market, changes in the prices of the agents of production used by the individual firm, problems and policies of business planning, forecasting dynamics, conditions, and business risks.

### **FINA 5515: Financial Management (3 hrs.). *Prerequisite ACCT 5505***

The study of a financial manager's role in financial planning, acquiring, and managing funds.

**MGMT 5520 Contemporary Management and Organization Behavior (3 hrs.).**

The course centers on managerial principles, functions, and practices, emphasizing theories related to contemporary issues and their implications in understanding individuals' and groups' behavior in organizations to prepare effective managers within an organizational context. Topics include individual differences in motivation, perception, culture and learning style, group and organizational dynamics, and the impact of organizational structure and culture on behavior. In addition, leadership techniques for influencing other corporate members, creative problem-solving and decision-making, ethics, and values-based managing are covered. Finally, this course helps students relate fundamental theories, concepts, and techniques to real-world situations through the extensive use of case studies.

**MGMT 5526 Human Resource Management Prerequisites (3 hrs.):**

Develops student competencies for comprehending and performing HRM tasks that integrate HRM functions in support of the organization's strategic planning and implementation processes in areas such as job analysis, selection and placement, training and development, performance evaluation and management, compensation of organizational members, meeting/exceeding legal and ethical standards of workplace safety, fairness and security in the presence and absence of unions.

**MGMT 5530 Leadership in Organization (3 hrs.)**

The purpose of this course is to differentiate the process of effective decision making, create better teams, and develop leadership skills and knowledge conducive to a positive working atmosphere

**MGMT 5535 Global Business Environment (3 hrs.)**

The course provides an overview of the global business environment. The course explores the international marketplace's economic, institutional, and cultural context. It also examines how these factors affect public policy and business decision-making.

**MGMT 5550 (3 hrs.) Innovation and Entrepreneurship Management (3 hrs.)**

This course aims to analyze the many dimensions of new venture creation and growth. In addition, the students will study formulation and implementation issues related to conceptualizing, developing, and managing successful new ventures. The emphasis of this course is on applying and synthesizing concepts and techniques from functional areas of strategic management, finance, accounting, managerial economics, marketing, operations management, and organizational behavior in the context of new venture development.



**MGMT 5555 (3 hrs.) Operations Management (3 hrs.)**

The course demonstrates elements of project management. The students will analyze the scope, time, cost, quality, human resources, communication, and procurement management and develop a comprehensive project plan. In addition, the course emphasizes elements associated with operations management in planning, organizing, and supervising merchandising, manufacturing, and services enterprise.

**MGMT 5595 (3 hrs.) Strategic Management (capstone) (3 hrs.)**

Prerequisites: *Graduate standing*

Using cases that illustrate students' strategic decision-making skills, the course integrates prior learning in leadership, organizational policy, accounting, financial, marketing, IT, and quantitative analysis.



# **Master of Science in Criminal Justice**

## **PURPOSE OF THE PROGRAM**

The Master of Science in Criminal Justice is a 36-credit hour online program taught by qualified, experienced, and dedicated faculty. The program can be completed in 12 months for students on the non-thesis track, and approximately 15 months for students on the thesis track. The program prepares graduate students intellectually for entry/supervisory level career positions in the Criminal Justice System; a solid foundation is also laid for students who plan to pursue further professional studies or a Ph.D. degree in Criminal Justice.

## **ADMISSION**

Applicants seeking admission to the Master of Science in Criminal Justice program should first indicate their option of interest on the admission application form (**face to face or online**), and must all also meet the following admission requirements.

### **Regular Admission**

1. Hold at least a Bachelor's degree from an accredited college or university.
2. Complete an application for admission, and pay a non-refundable application fee of fifty dollars.
3. Should be eligible to re-enter, in good standing, the last college or university attended.
4. Provide evidence, by official transcript, of a cumulative grade point average of 2.75 and above for all undergraduate work, or a 3.0 GPA in at least six hours of graduate work from an accredited college or university.
5. Provide three letters of recommendation preferably from undergraduate professors referencing applicant's ability to perform graduate work.
6. GRE requirement is waived for all applicants.
7. A 1200-word personal essay regarding career goals and why you wish to pursue a graduate degree in Criminal Justice.
8. International students only: Test of English as a foreign language (TOEFL) a minimum score of 550 (paper based), 213 (computer based), or 79 (internet based), is required.



## **Conditional Admission**

Conditional Admission may be granted to applicants who do not meet the GPA requirement for regular admission, but must not be less than 2.0 GPA. However, the conditional status must be removed by earning a 3.0 GPA within the first 2 semesters on the program.

## **GENERAL INFORMATION**

### **ADVISEMENT**

When accepted to the Master of Science program in Criminal Justice, each student will be assigned to an advisor who will be a graduate faculty. The advisor will be responsible for advising students on courses to take to meet the program course requirements. It is, however, the student's responsibility to meet all requirements, including meeting with his or her advisor regularly.

### **ADMISSION TO CANDIDACY**

A student must apply for admission to candidacy for the Master's degree in Criminal Justice by filing the proper application forms through his/her advisor to the graduate program coordinator. Students are to apply for candidacy one semester before the degree is conferred or in some cases, the same semester in which the degree is to be awarded.

### **ACADEMIC GRADES**

The following grades are used in the graduate program: A, B, C, D, F, I (Incomplete), or W (withdrawal). A candidate for the Master of Science Degree in Criminal Justice must maintain a minimum of a 3.0 grade point average to continue enrollment in the graduate program and for graduation as well. Failure to maintain a 3.0 G.P.A. in two consecutive semesters will result in such a student's automatic withdrawal from the program. Students withdrawn from the program may re-apply to rejoin the program after one year of individual self-preparation. A student withdrawn twice shall no longer be re-accepted to the program.

## **COMPREHENSIVE EXAMINATION**

A written comprehensive examination will be administered to all candidates for the Master of Science Degree in Criminal Justice at or near the completion of their required course of study. The examination is designed to test the student's knowledge of the content areas of the Criminal Justice System (Law Enforcement, Courts, and Corrections) including criminology and research methods. Students must pass the comprehensive examination before they can graduate. Students are allowed three attempts at the comprehensive examination. Students who cannot pass all areas of the comprehensive examination after three trials will be automatically withdrawn from the program. Comprehensive examination candidates are advised to take and pass CRIJ 5663: Advanced Seminar in Law Enforcement; CRIJ 5664: Advanced Seminar in Court Systems and Practices; CRIJ 5665: Advanced Seminar in Corrections; CRIJ 5661: Advanced Seminar in Criminology, and CRIJ 5680: Advanced Seminar in Research Methods before signing up for the comprehensive examination. Failing any area of the Comprehensive Examination will require that the student retake the failed areas.

## **THESIS OR NON-THESIS OPTION**

Students interested in pursuing a doctoral education, on graduation or at any time in the future, are encouraged to choose the theses option and must notify their advisors within the first semester on the Master's Program. Students choosing thesis option will be required to take 30 hours of course work, 3 hours of thesis practicum, and 3 hours of thesis. The students choosing the non-thesis option will be required to take 36 hours of course work. However, interested students may use CLEP or Capstone courses to meet not more than 10 percent of the total course requirements.

## **LOAD LIMIT**

The normal load for a full-time student is nine semester hours during a regular semester (fall or spring) and six credit hours per each summer session. The recommended load for persons employed full time is six semester hours during a regular semester (fall and spring) and three hours per each summer session. However, for online students, a full-time student course load is six hours per eight-week session semester.

## **TIME LIMIT**

The degree should be completed within six calendar years from the time of initial enrollment in the Criminal Justice graduate program.

## **TRANSFER OF CREDIT**

A maximum of six semester hours of graduate credits successfully completed in an accredited program of similar standing may be accepted toward the fulfillment of the course requirements for the Master of Science Degree in Criminal Justice, if the following requirements are met:

1. A grade of “B” or better has been earned in the courses for which graduate credit is being sought.
2. The credit has been earned within five years from the time the student enrolled in the Master of Science Program in Criminal Justice.
3. The credit to be transferred must be recommended by the student’s advisor, the graduate program coordinator, and approved by the department Chair, and the Dean of Graduate School.

## **PROGRAM CURRICULUM**

The curriculum for the Master of Science in Criminal Justice is designed to prepare students to fit into any area of the Criminal Justice system of their choice on graduation. A student needs a total of 36 credit hours to graduate (24 credit hours of Criminal Justice core courses, and 12 credit hours of Criminal Justice elective courses) as delineated below.

### **Required Criminal Justice Core Courses (need 24 credit hours)**

CRIJ 5660\* Advanced Overview of the Criminal Justice System – 3 hrs.

CRIJ 5661\* Advanced Seminar in Criminology – 3 hrs.

CRIJ 5662 Advanced Seminar in Criminal Law and Procedure – 3 hrs.

CRIJ 5663 Advanced Seminar in Law Enforcement – 3 hrs.

CRIJ 5664 Advanced Seminar in Court Systems and Practices 3 hrs.

CRIJ 5665 Advanced Seminar in Corrections – 3 hrs.

CRIJ 5680 Advanced Seminar in Research Methods – 3 hrs.

CRIJ 5682 Advanced Seminar in Administration and Management of Criminal Justice Organizations.

**Elective Criminal Justice Elective Courses (need 12 credit hours must consult with advisor before selection)**

CRIJ 5666 Seminar in Juvenile Justice System – 3 hrs.

CRIJ 5681 Seminar in Juvenile Delinquency – 3 hrs.

CRIJ 5683 Seminar in Applied Statistical Methods and Statistical Software's – 3hrs.

CRIJ 5684 Seminar in Victimology – 3hrs.

CRIJ 5691 Seminar in Comparative Criminal Justice Systems – 3 hrs.

CRIJ 5692 Special Topics in Criminal Justice – 3 hrs.

CRIJ 5693 Seminar in Organized Crime – 3 hrs.

CRIJ 5694 Seminar in Terrorism and Homeland Security – 3 hrs.

CRIJ 5695 Criminal Justice Workshop (special registration required to attend) – 3 hrs.

CRIJ 5696 Seminar in Private and Industrial security – 3 hrs.

CRIJ 5697 Seminar in Forensic Science – 3hrs.

CRIJ 5698 Seminar in Cyber Security – 3 hrs.

CRIJ 5699 Seminar in Community Corrections – 3 hrs.

CRIJ 6600 Seminar in Community Policing – 3 hrs.

CRIJ 6610 Graduate Internship - 3 hrs.

CRIJ 6620 Seminar in Public Administration – 3 hrs.

CRIJ 6625 Seminar in Restorative Justice – 3 hrs.

CRIJ 6628 Seminar in the Criminal Justice System and the people of Color – 3 hrs.

CRIJ 6629 Seminar in Rehabilitation and Resocialization – 3 hrs.

CRIJ 6630 Thesis Practicum – 3 hrs.

CRIJ 6631 Thesis – 3 hrs.

***Total Credit hours required for Graduation: 36 Credit Hours***

**\*To be taken in the first semester of program**

## **CRIMINAL JUSTICE COURSE DESCRIPTIONS**

**CRIJ 5660. ADVANCED OVERVIEW OF THE CRIMINAL JUSTICE SYSTEM.** A comprehensive overview of the criminal justice system from Law Enforcement through courts and corrections, with particular emphasis on their historical perspectives, present trends and likely future developments. (3)

**CRIJ 5661. ADVANCED SEMINAR IN CRIMINOLOGY.** An in-depth coverage of concepts of crime, law and criminology; theories of crime causation and crime typologies. (3)

**CRIJ 5662. ADVANCED SEMINAR IN CRIMINAL LAW AND PROCEDURE.** Extensive examination of Criminal Law and how they apply to Criminal Justice Operations and procedures. (3)

**CRIJ 5663. ADVANCED SEMINAR IN LAW ENFORCEMENT.** Extensive coverage of law enforcement, with emphasis on historical perspectives, operations, best practices, and developing trends, including unbiased policing against people of color. (3)

**CRIJ 5664. ADVANCED SEMINAR IN COURT SYSTEMS AND PRACTICES.** A comprehensive coverage of the court systems, including, local, state and federal courts. (3)

**CRIJ 5665. ADVANCED SEMINAR IN CORRECTIONS.** An in-depth coverage of corrections, including community corrections with emphasis on history, operations, best practices and future trends.

**CRIJ 5666. SEMINAR IN JUVENILE JUSTICE SYSTEM.** A broad and comprehensive coverage of the juvenile justice system, including historical developments, its components and their operations, best practices and likely future trends. (3)

**CRIJ 5680. ADVANCED SEMINAR IN RESEARCH METHODS IN CRIMINAL JUSTICE.** An in-depth overview of Research Methodology to include introduction to Criminal Justice inquiry; structuring criminal justice inquiry; modes of observation; and application and analysis. (3)

**CRIJ 5681 SEMINAR IN JUVENILE DELINQUENCY.** Theoretical problems related to correction and prevention of delinquent careers. (3)

**CRIJ 5682. ADVANCED SEMINAR IN ADMINISTRATION AND MANAGEMENT OF CRIMINAL JUSTICE ORGANIZATIONS.** An extensive examination and analysis of administrative and management skills applicable to criminal justice organizations, including best practices in the field. (3)

**CRIJ 5683. SEMINAR IN APPLIED STATISTICAL METHODS AND STATISTICAL SOFTWARE'S.** An examination of applied statistical methods and statistical software's in criminal justice research. (3)

**CRIJ 5684. SEMINAR IN VICTIMOLOGY.** A comprehensive examination of victims and victimization within the criminal justice system, its past, present, and future trends. (3)

**CRIJ 5691. SEMINAR IN COMPARATIVE CRIMINAL JUSTICE SYSTEMS.** A comprehensive study of other Criminal Justice Systems, including the Criminal Justice System of the United States of America. (3)

**CRIJ 5692. SPECIAL TOPICS IN CRIMINAL JUSTICE.** In-depth examination of contemporary issues and trends in the Criminal Justice Field. (3)

**CRIJ 5693. SEMINAR IN ORGANIZED CRIME.** A comprehensive coverage of organized crime in the United States, past and present, and Global organized crime.

**CRIJ 5694. SEMINAR IN TERRORISM AND HOMELAND SECURITY.** An extensive examination of domestic and international terrorism and Homeland security of the United States. (3)

**CRIJ 5695. CRIMINAL JUSTICE WORKSHOP.** A workshop that will field experts from the criminal Justice Field “bringing practice to campus” organized annually by the department of Criminal Justice, Jarvis Christian College. A credit awarding workshop with registration fees and open to all, including students from other colleges/universities and practitioners. (3)

**CRIJ 5697. SEMINAR IN FORENSIC SCIENCE.** Examination of techniques and practices of forensic science, including finger printing, crime scene investigations and collection of evidence and differing laboratory practices. (3)

**CRIJ 5698. SEMINAR IN CYBER SECURITY.** A comprehensive examination of Cyber Security Systems and practices, including historical development and current trends. (3)

**CRIJ 5699. SEMINAR IN COMMUNITY CORRECTIONS.** An analysis of community corrections, including historical developments, practices and future trends. (3)

**CRIJ 6600. SEMINAR IN COMMUNITY POLICING.** An in-depth review of Community Policing, historical developments, practices and future trends. (3)

**CRIJ 6620. SEMINAR IN PUBLIC ADMINISTRATION.** Extensive examination and analysis of concepts, issues, and theories of Public Administration as they relate to the Criminal Justice System. (3)

**CRIJ 6610 GRADUATE INTERNSHIP.** A minimum of three months in an approved criminal justice setting. Designed to provide the graduate student with an opportunity to merge class work with professional practice. (3)

**CRIJ 6625. SEMINAR IN RESTORATIVE JUSTICE.** A comprehensive examination of Restorative Justice, its history, practices and current trends. (3)

**CRIJ 6628. SEMINAR IN THE CRIMINAL JUSTICE SYSTEM AND THE PEOPLE OF COLOR.** An in-depth examination of the Criminal Justice system and People of Color and reforms to achieve equal justice for all. (3)

**CRIJ 6629. SEMINAR IN REHABILITATION AND RESOCIALIZATION.** An extensive examination of the Rehabilitative and Resocialization practices in the Criminal Justice system, including its history and current trends. (3)

**CRIJ 6630. THESIS PRACTICUM.** Overview of research strategies, principles of research writing; and procedures for initiating, executing, and completing a thesis;

and preparation and approval of a thesis prospectus. Preliminary planning for the thesis should begin from the first semester of graduate work; the students are advised to enroll in CJ 6630 after completing 12 credit hours of graduate work on the Master's program (3)

**CRIJ 6631. THESIS.** The completion and defense of the thesis. Thesis students are required to be registered in this course in the semester in which the thesis is to be defended; students must regularly meet with the chair of their thesis committee to turn in given assignments as they work towards the completion of all chapters of their thesis (3)

## **GRADUATE FACULTY**

**Adeeko, Isaac**, *Assistant Professor of Accounting*, PHD, Jackson State University; MPA, Jackson State University; BA, Tougaloo College.

**Kariuki, Benson**, *Associate Professor and Dean of Professional Studies*, DBA, Nova Southeastern University; CPA; MA, William Paterson University; BA, William Paterson University.

**Lanham, Bernard Dean**, *Assistant Professor of Criminal Justice*; PHD, Prairie View A&M University; MS, Sam Houston State University; BS, Texas A&M University.

**Mukoro, Saliba D.**, *Lead Professor of Criminal Justice and Graduate School Dean*; PHD, Sam Houston State University; MA, Sam Houston State University; BS, Sam Houston State University.

**Mukweyi, Alison I.**, *Associate and Lead Professor of Business & Technology Programs*; DBA, University of Phoenix; PHD, University of North Texas; MBA, Texas Woman's University; BS, West Indies College.

**Threadcraft, Melody**, *Assistant Professor of Justice Administration, Department Chair of Behavioral Sciences*, PHD, Texas Southern University; MA, Prairie View A&M University, BS, University of Houston.



## **Graduate School Policies**

### **A. Graduate Faculty Appointment**

The Graduate Faculty is comprised of faculty members in departments in which graduate programs are offered. Nomination of graduate faculty must be initiated by the candidate's department chair and academic dean, approved by the Graduate Council, and appointed by the Dean of the Graduate School, by authority of the President. The basic qualifications and standards established in achieving faculty rank, as outlined in the Faculty Handbook, apply to all faculty and are sufficient for graduate faculty as well.

#### Membership to the Graduate Faculty

Any faculty member is eligible for consideration for membership of the Graduate Faculty. Appointments are associate, full, special or graduate adjunct(s).

- A. Associate Member: Members at this level hold the rank of Assistant Professor and are authorized to teach graduate courses, serve as major advisors, and supervise internships. Members at this level can be appointed to serve for a three-year term with the option for reappointment following evaluation and demonstrating progress toward meeting the qualifications for full membership. Eligibility qualifications are as follows:
  - a. Hold a doctorate degree or the highest recognized degree in their field of specialization;
  - b. Have the rank of assistant professor or higher at the time of appointment;
  - c. Evidence of effective teaching and mentoring at the graduate level. New faculty may include evidence of potential for effective teaching and mentoring; and
  - d. Where applicable, disciplines may align with scholarship standards established by the program's respective specialized accrediting agencies. Departments may have additional criteria that further clarify the training, experience, and demonstrated scholarly activity required.
- B. Full Member: Members at this level hold the rank of Associate Professor or higher and are authorized to teach graduate courses, direct master's theses, supervise internships, serve as major advisors, and participate in the formulation of graduate curricula and policy. Members at this level are

appointed to serve for a five-year term with the option for reappointment following evaluation. Eligibility qualifications are as follows:

- a. Hold a doctorate degree or the highest recognized degree in their field of specialization;
  - b. Have the rank of associate professor or higher at the time of appointment;
  - c. Evidenced scholarship as demonstrated by publications, editorial services, research productivity, intellectual contribution to the discipline, creative work or patents, or research in progress at the time of appointment;
  - d. Evidence of effective teaching and mentoring at the graduate level. New faculty may include evidence for potential for effective teaching and mentoring; and
  - e. Where applicable, disciplines may align with scholarship standards established by the programs respective specialized accrediting agency. Departments may have additional criteria that further clarify the training, experience, and demonstrated scholarly activity required.
- C. Special Appointments: Can be awarded to faculty who do not meet the criteria outlined for associate or full membership. Members with special appointments are authorized to teach graduate courses. Departments may have additional criteria that must be met to for this type of appointment. Members with a special appointment can be appointed to serve for a maximum of two years with the option for reappointment following evaluation.
- D. Graduate Adjunct Member: Members at this level hold part-time graduate faculty appointment. These members may or may not be a full-time faculty member of the institution and must have the appropriate terminal degree or qualifications considered to be equivalent within the discipline. Graduate adjuncts are authorized to teach graduate courses. Adjuncts must be recommended by the department and academic dean and approved by the Dean of the Graduate School.

## **B. Evaluation of Graduate Faculty**

The academic Dean will annually evaluate graduate faculty performance and make a recommendation to the Graduate Council. Following the review, the Graduate Council will make a recommendation to the Provost to a) continue graduate faculty status at the current or a different level, b) continue graduate faculty status with

required professional development, or c) discontinue graduate faculty status. Graduate Faculty will be evaluated annually in accordance with institutional guidelines and the strategic plan of the Graduate School. Academic deans or the Dean of the Graduate School may initiate a review at any time.

### **C. Graduate Program Coordinator**

The graduate program will reside in the department that represents the academic discipline. As such, the Graduate Program Coordinator in each area will serve as the administrative head of the respective graduate program and is responsible for administration of the program's academic requirements. Coordinators are required to meet the minimum requirements of a full member of the graduate faculty. The Graduate Program Coordinator serves as the signatory on items related to the graduate program and advise or coordinate with the department chair, academic dean, graduate dean, faculty and the like on the following items:

- graduate admission and recruitment;
- dismissal and disqualification procedures and decisions;
- guidelines for mentoring and the formation of thesis committees;
- assessments, curricular and program reviews, and the graduate school strategic plan;
- graduate faculty appointments;
- policies that govern graduate education; and
- duties appropriate to the mission and scope of the graduate program.

### **E. The Graduate School Dean**

The Graduate School Dean is appointed by the President to serve as the chief academic officer of the Graduate School, working with executive administration of the College, the Graduate Council, faculty governance, Department Chairs/Directors of Graduate Programs, other faculty, and students. The graduate school dean is required to have a terminal degree and meet the minimum qualifications of role of a dean as delineated in the faculty handbook. The function of the Graduate School Dean includes:

- advise and inform leadership (i.e., Provost, academic deans, Academic Council and the Graduate Council) on graduate education issues;

- guide planning, prioritization, policy, and budgetary decisions related to the Graduate School;
- improve the breadth and quality of graduate education and advance the strategic plan, establishing and evaluating strategic benchmarks for the Graduate School;
- ensure administrative procedures of the Graduate School are consistent with the institution's policies;
- chair the Graduate Council;
- recommend students to the Graduate Council who have completed the requirements for graduation from the Graduate School; and
- develop and administer the budget of the Graduate School.

## **F. The Graduate Council**

The Graduate Council is chaired by the Dean of the Graduate School and is comprised of appointed, full members of the Graduate Faculty who serve in an advisory and approval capacity. The Council provides leadership and institutional policy-making on matters concerning the mission, strategic direction and curriculum of the Graduate School. The Graduate Council may do the following:

- conduct strategic planning as it pertains to graduate education, in accordance with the institutional strategic plan;
- develop or revise the Graduate School's mission;
- develop or revise bylaws governing the role and scope of the Council;
- develop, revise or approve academic and student policies pertaining to graduate education such as admissions, research or internship, time-to-degree, residency, ethical conduct policies, etc.;
- revise or approve graduate faculty appointments;
- revise or approve graduate faculty teaching, research, and service commitments; and
- other activities pertaining to graduate education.

## **A. The Graduate School's Academic Admission Requirements**

Faculty in the admitting programs recommend students for admission to the Graduate School after they have made an assessment of each prospective graduate student's potential. Each graduate program maintains a handbook that describes admissions expectations specific to that program.

The faculty of each graduate program evaluates applications. Programs have significant discretion in determining admission standards and class size based on factors such as availability of academic advisors, financial support, laboratory space, and student distribution within interest areas. The Graduate School works with program faculty and their recommendations for admission in finalizing admissions decisions. An academic record exceeding minimum requirements, satisfactory scores on standardized tests, or professional expertise alone does not assure an applicant's admission. Prospective students overall record must indicate the strong likelihood that they will complete graduate study successfully. All students must meet the following basic admission requirements:

### **Basic Admission Requirements**

- completed graduate application for the graduate program of choice;
- a bachelor's degree demonstrating a satisfactory academic record—supplementary information may be submitted to demonstrate a satisfactory academic record (see specific requirements);
- official transcripts of all previous academic work;
- letters of recommendation (see specific program requirements);
- proof of English language competency for international students (see the general college policy);
- standardized exams are not required, however may be submitted for consideration in admission; and
- any specific requirements required by the graduate program.

### **A. Previous Degrees**

Applicants must hold at least a bachelor's degree from a regionally-accredited institution or an institutionally accredited institution approved by the Graduate Council.

## International Applicants

Applicants who earned a baccalaureate degree outside of the United States must demonstrate that their academic credential is equivalent to a bachelor's degree in the United States. That is, have 16 years of formal education, 12 years of elementary and secondary education plus **four years** of post-secondary study, qualifying for admission to an advanced degree program. In the event that this cannot be determined, the applicant may be asked to obtain an evaluation from a foreign credential service. Foreign applicants may also be subject to additional requirements of each program's specialized accreditor (see program requirements), where applicable.

### **B. Transcripts**

Unofficial transcripts showing proof of required degrees are acceptable for an offer of admission and are required by the Graduate School to review an applicant as admission deadlines set by departments may be prior to the conferral of the baccalaureate degree. Once you are admitted, you must arrange for final, official transcripts showing conferral of all required degrees to be sent directly to the Office of the Graduate School from the issuing institution in a sealed envelope or other secure transmission process. Final, official transcripts must be received prior to the first day of class.

### **C. Transfer Credit**

You may request that your Graduate Program Director/Chair consider up to six (6) credit hours of coursework from another accredited institution to be applied towards the master's degree. Courses graded on a pass/fail basis will not be transferred.

The Provost and Vice President for Academic Affairs will make the final determination about transfer credit. Up to six (6) credit hours of coursework may be transferred to a master's degree. All credits transferred to the graduate programs must have been completed at a regionally-accredited institution and must be verified by submission of an official transcript. *Programs may have more restrictive policies* on acceptable transfer credits clearly articulated in their graduate program handbook but may not exceed the guidelines in this policy. Grades earned for courses taken at institutions other than Jarvis will not be included in the student's grade point ratio. Valid transfer credits will appear on the transcript as credits earned. Under no circumstances will transfer credit be awarded for courses in which a grade lower than B (or its equivalent) has been received; courses graded on a pass/fail basis; continuing education units; courses completed outside the six-year (master's) time

limit for degree completion; for correspondence, extension, or in-service courses; or for concentrated courses and workshops that award credit at a rate exceeding one credit per week.

#### **D. Non-degree seeking students**

A non-degree seeking student is any individual who does not seek to attain a graduate degree or certificate credential. Non-degree-seeking students may only become candidates for graduate degrees by first applying to, and being admitted into, a degree program. Taking courses as a non-degree-seeking student does not provide any guarantee of acceptance into a degree program. Non-degree seeking students may accrue a maximum of 12 credits in non-degree seeking status. If a non-degree seeking student subsequently matriculates into a graduate degree program, that program may — at its discretion — accept up to a maximum of 12 credit hours.

#### **E. Transient graduate students**

If students admitted to a degree program at another institution desire to take graduate courses at Jarvis for transfer to their institution, they may be permitted to enroll as a non-degree seeking transient student. Applications should be submitted at least two weeks prior to registration. Transient graduate students may earn no more than 12 semester hours while in transient status.

#### **F. Application Fees**

There are no application fees.

#### **G. Status of Admission Decision**

The Department Chair/Director of Graduate Programs of the various graduate programs will make recommendations for admission to the Dean of the Graduate School. Offers of admission are not official until approved by the Dean of the Graduate School. Official admission decisions are communicated to applicants by email from the Dean of the Graduate School.

## Graduate Programs Tuition and Fee Schedule

| <b>Graduate Students<br/>Texas Residents</b>          | <b>First<br/>Semester</b> | <b>Second<br/>Semester</b> | <b>Third<br/>Semester</b> | <b>Total Per<br/>School Year</b> |
|---|---------------------------|----------------------------|---------------------------|----------------------------------|
| Tuition   | \$ 7,000.00               | \$ 7,000.00                | \$ 7,000.00               | \$ 21,000.00                     |
| Graduate Fees   | \$ 1,050.00               | \$ 1,050.00                | \$ 1,050.00               | \$ 3,150.00                      |
| <b>Total</b>  | <b>\$ 8,050.00</b>        | <b>\$ 8,050.00</b>         | <b>\$ 8,050.00</b>        | <b>\$ 24,150.00</b>              |
|   |                           |                            |                           |                                  |
| <b>Graduate Students<br/>Non-Texas Residents</b>      | \$ 7,000.00               | \$ 7,000.00                | \$ 7,000.00               | \$ 21,000.00                     |
|   | \$ 1,050.00               | \$ 1,050.00                | \$ 1,050.00               | \$ 3,150.00                      |
| <b>Total</b>  | <b>\$ 8,050.00</b>        | <b>\$ 8,050.00</b>         | <b>\$ 8,050.00</b>        | <b>\$ 24,150.00</b>              |
| <b>Graduate Application Fee \$50 (Non-refundable)</b> |                           |                            |                           |                                  |

Note: Each Semester will consist of two 8-week sessions. Students will be billed and fees expected based on the Semester, however it will be broken into two terms.

One Semester has two 8-week sessions

Each session, students take two graduate courses (6 credit hours)

Total cost for six credit hours \$ 4024.98

Cost per one credit hour is \$ 670.83



## Graduate Financial Aid Programs



### FINANCIAL AID PROGRAMS

The Office of Financial aid at Jarvis Christian University coordinates all financial assistance offered to students. The purpose of the financial aid program is to provide financial assistance to students who enroll and attend in the graduate programs offered at the university. The following aid is offered to Graduate students:

#### Federal Direct Student Loans

- Unsubsidized Loan
- Graduate PLUS Loan

#### Direct Student Loans

Direct Loans are low-interest loans for students to help pay for the cost of education. The lender is the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer.

The interest rate for the Unsubsidized Direct Loans for graduate students is 5.28%, which is subject to change every July 1<sup>st</sup>.

Loan assistance is available for graduate students in the form of unsubsidized loans through the Federal Direct Loan program, the Federal Graduate PLUS program, and

specific alternative/private loan programs. We recommend that students apply for federal loans first and then pursue additional funding sources if necessary. Eligibility for the Federal Direct Loans is based on the student completing a Free Application for Federal Student aid (FAFSA). All students must be enrolled at least half-time for the school to begin submitting loan records to the Department of Education. Once the school receives the student aid report, the Financial Aid Office will award the student based on the student's annual eligible amount up to the cost of attendance or remaining eligibility in the case where the student is close to their aggregate limit for Federal Direct Loans.

### **Direct Unsubsidized Loan**

In the Federal Direct Unsubsidized Loan program, a student may borrow up to a maximum annual limit of \$20,500 a year, which is unsubsidized. The maximum aggregate amount of Federal Direct Loans an eligible student may borrow is \$138,500, including any Federal Subsidized/Unsubsidized Loans borrowed for undergraduate study. A graduate student may borrow up to the annual cost of attending Jarvis Christian University minus any other aid for which the student is eligible.

### **Graduate PLUS Loan**

The Graduate PLUS Loan is a non-need-based loan available to graduate students. The student must demonstrate credit worthiness. If you are determined to have an adverse credit history, you may still receive a Direct PLUS Loan if you obtain an endorser with no adverse credit history. If other aid is received, the amount that a student may borrow is based on the annual cost of attending Jarvis Christian University minus any other aid for which the student is eligible. There is no maximum aggregate limit.

### **Non-Federal Loans**

Alternative/Private Loans are available from private sources that are not based on financial need. We recommend that students apply for federal loans first and then pursue additional funding sources if necessary. The interest rate for non-federal loans is higher than that of the interest rate of federal loans, and repayment may vary for the lender.

### **Annual Student Loan Acknowledgement**

All Graduate students must complete an **Annual Student Loan Acknowledgement** each year a graduate student accepts a new federal student loan. The Annual Student Loan Acknowledgement is an online session that allows graduate students to review and acknowledge how much they borrowed, preview estimates of future monthly

payments, and explain concepts such as capitalization and the difference between federal and private loans. Graduate students must go to [www.StudentAid.gov](http://www.StudentAid.gov) using their student FSA ID username and password to log on.

### **Entrance Loan Counseling and Master Promissory Note**

Students who have not previously received a loan at Jarvis Christian University must complete Entrance Loan Counseling and a Master Promissory Note (MPN) before the school will process the first disbursement of their loan. Entrance Counseling helps you to understand your responsibilities regarding your loan. Master Promissory Note is a legal document in which you promise to repay your federal student loan(s) and any accrued interest fees to your lender or loan holder. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct Graduate PLUS Loans. Jarvis Christian University requires students to complete Entrance Loan Counseling and Master Promissory Notes at [www.StudentAid.gov](http://www.StudentAid.gov).

### **Standards of Satisfactory Academic Progress**

Federal and State regulations require all schools participating in Federal and State aid programs to have a standard for Satisfactory Academic Progress (SAP) to measure a student's progress toward a degree. The measurements shall be used to determine student eligibility for Federal Title IV financial assistance unless the terms or a particular grant or funding source State otherwise.

The Title IV 1992 Higher Education Amendments require that institutions establish a minimum standard of "Satisfactory Academic Progress" for students. A minimum standard for "Satisfactory Academic Progress" is defined as follows:

"SAP" is a measure of whether a student is progressing adequately toward completing their degree. It is determined in terms of grade point average and course completion. For a student to be eligible for Title IV aid during his/her attendance at Jarvis Christian University, the student must matriculate based on the established policy. Students not successfully completing courses are suspended from receiving federal student loans.

Jarvis Christian University students must make continuous satisfactory progress towards a degree by maintaining a 3.0-grade point average per semester. In addition, students cannot have more than two Cs during the course of the entire program. To complete their educational program, students must maintain Satisfactory Academic Progress (SAP) by meeting both Qualitative and Quantitative standards.

### **Qualitative Standards**

Students must meet the standards for Satisfactory Academic Progress (SAP) set by the Graduate Council. Measurable academic progress must be shown toward completion of degree requirements, and students must maintain a 3.0 cumulative GPA or above.

### **Quantitative Standards**

Students are expected to complete degree requirements within a reasonable time frame. Graduate students pursuing a degree are allowed to attempt up to 150% of the length of their academic program. For example, the length of the program = 36 hours. The maximum time frame is  $36 \times 150\% = 54$  hours. Jarvis Christian University graduate programs vary in length, therefore, the maximum time frame for each program is different. Incremental progression toward the degree must be made, and a minimum percentage of hours attempted must be completed.

Each student must complete 67% of all credit hours attempted, including transfer hours accepted. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, B, C, D, F, I (Incomplete), or W (Withdrawal). Grades “F,” “I,” and “W” are not counted as hours completed. However, they are counted as hours attempted.

### **Satisfactory Academic Progress Review**

- ❖ Satisfactory academic progress will be reviewed at the end of the spring semester for currently enrolled and re-admitted students.

### **Financial Aid Suspension**

Students who fail to meet the standards at the end of the academic year will be placed on Financial Aid Suspension and will become ineligible for financial aid beginning the next semester of attendance. Financial aid, once lost, cannot be reinstated retroactively for previous semesters. The student must pay expenses incurred while a student's aid is suspended until the minimum SAP standards are met again. This policy applies to all students at Jarvis Christian University receiving financial aid.

Financial Aid Suspension does not prevent a student from enrollment but prevents them from receiving aid. However, the student should be aware that the university's policies for academic eligibility and financial aid eligibility closely mirror one another. Both are measures of satisfactory academic progress intended to encourage behavior that leads to academic success.

### **Appeal Procedures**

Students who fail to meet the SAP standard may appeal the suspension of their student financial aid funds. Letters of appeal must be based on mitigating circumstances that negatively impact the student's ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the students (i.e., hurricanes, earthquakes, etc.) or other personal or family matters/situations which may have negatively impacted the student ability to meet the required standards. If a student has been away from the institution for a year or more, they must submit a letter of appeal and an approved academic plan for review.

### **Financial Aid Probation**

If the student's appeal is approved, the student can reestablish SAP in one semester. The student will be placed on SAP Probation (this type of probation is for financial aid purposes only and is separate from academic standing with the university). The probationary period shall commence for one term. (Example: if a student completes an appeal for the fall semester, at the end of the fall semester, the student's SAP will be evaluated to determine if he/she is meeting minimum SAP requirements or successfully completing an academic plan to receive aid for the upcoming spring semester.) The student's progress will be evaluated again at the end of the spring semester to determine if he/she is meeting minimum SAP requirements. If not, the student shall be placed on financial aid suspension again.

### **Reinstatement of Financial Aid**

Students who demonstrate mitigating circumstances that interfered with academic performance will have financial aid eligibility until the next SAP review period. To maintain financial aid eligibility, a student must meet the SAP policy or successfully follow an approved academic plan.

### **Summer Course Work**

Summer course work can be used to clear a student's Financial Aid Suspension status. The student must notify the office that they have completed summer courses. The office will then re-evaluate the student's suspension status and notify the student after review.