

# **SPARTANBURG METHODIST COLLEGE**

*General Catalog*

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1000 POWELL MILL ROAD  
SPARTANBURG, SOUTH CAROLINA 29301-5899  
864-587-4000**

**This catalog is prepared for the convenience of the students, faculty, and staff of Spartanburg Methodist College. This document does not represent a contract between the College and its students. The College reserves the right to alter the contents of this publication as circumstances dictate. When changes are necessary, every reasonable effort will be made to notify students of such changes. Official copies of changes will be filed in the Office of the Registrar, the Office of Academic Affairs, and on-line ([www.smesc.edu](http://www.smesc.edu)).**

**Spartanburg Methodist College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, religion, sex, age, national or ethnic origin, disability, veteran status, sexual orientation or any legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. The College is an Equal Opportunity Employer.**

**S034-1656245**

**ACADEMIC CALENDAR**  
**2018-2019**  
**FALL SEMESTER**

Monday	August 13	Faculty return
Wednesday – Friday	August 15-17	Faculty Workshops
Friday	August 17	Last Academic Orientation
Saturday	August 18	Freshman Move In/Pioneer Power-Up
Sunday	August 19	Pioneer Power-Up Continues
Monday	August 20	Sophomores Return/Pioneer Power-Up Continues
Tuesday	August 21	Validation Day
<b>Wednesday</b>	<b>August 22</b>	<b>First Day of Classes</b>
Tuesday	August 28	Last Day to Register or Drop/Add by 3:30 PM
Monday	September 3	Labor Day Holiday College closed
Wednesday	September 5	Convocation
Tuesday	September 25	Last Day to Withdraw from Course with a “W”
Thursday	October 11	Mid-term grades due; “I” grades cleared
Friday	October 12	Residence Halls close 5 PM
Monday – Tuesday	October 15-16	Fall Break
Tuesday	October 16	Residence Halls open 12 noon
Monday	October 22	Pre-registration Info Session
Monday – Friday	Oct. 22-26	Sophomore Pre-registration
Monday – Friday	Oct. 29-Nov. 2	Freshman Pre-registration
Friday - Saturday	TBA	Homecoming/Alumni Day
Tuesday	November 20	Residence Halls close 5 PM
Wednesday	November 21	No classes held
Thursday – Friday	November 22-23	Thanksgiving Holidays
Sunday	November 25	Residence Halls open 12 noon
Monday	November 26	Classes resume
Monday	December 3	Last Day to Withdraw, FA, or Reinstate
Friday	December 7	Last Day of Classes
Saturday-Wednesday	December 8-12	Final Examinations
Wednesday	December 12	Residence Halls close 5 PM
Thursday	December 13	Grades Due – 12:00 noon

**2018-2019  
SPRING SEMESTER**

Wednesday	January 2	College re-opens at 8:00 AM
Monday	January 7	Faculty Workshop; Orientation For New Students
Monday	January 7	Students Return Residence Halls open 12 noon
Tuesday	January 8	Validation Day
<b>Wednesday</b>	<b>January 9</b>	<b>First Day of Classes</b>
Tuesday	January 15	Last Day to Register or Drop/Add by 3:30 PM
Monday	January 21	MLK, Jr. Holiday; College closed
Tuesday	February 12	Last Day to Withdraw from Course with a "W"
Thursday	February 28	Mid-term Grades Due; "I" Grades Cleared
Friday	March 1	Residence Halls close 5 PM
Monday – Friday	March 4-8	Spring Break
Sunday	March 10	Residence Halls open 12 noon
Monday	March 11	Classes Resume
Monday	March 18	Pre-registration Info Session
Monday-Tuesday	Mar. 18-26	Combined Pre-registration Sophomore/Freshman
Tuesday	April 11	Awards Program (evening)
Friday	April 19	Good Friday Holiday; College closed
Monday	April 22	Last Day to Withdraw, FA or Reinstate
Friday	April 26	Last Day of Classes
Saturday - Wednesday	April 27-May 1	Final Examinations
Wednesday	May 1	Residence Halls close 5 PM
Thursday	May 2	Grades Due – 12:00 noon
Saturday	May 4	Commencement – 10:00 AM

**SUMMER 2019  
SESSION I**

Tuesday	May 21	Residence Halls open 12 noon
Wednesday	May 22	First Day of Classes
Thursday	May 23	Last Day to Register or Drop/Add by 12:00 Noon
Monday	May 27	Memorial Day Holiday; College closed
Wednesday	June 12	Last Day to Withdraw with a "W"
Thursday	June 20	Last Day of Classes
Friday	June 21	Exams and Residence Halls close 5 PM
Monday	June 24	Grades Due 12:00 Noon

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# INTRODUCTION

## HISTORY

Spartanburg Methodist College was founded as Textile Industrial Institute in 1911 by Dr. David English Camak, a visionary Methodist minister. At its founding as a work-study cooperative, TII served young adults working in area textile mills by offering high school level courses in preparation for advanced education or employment. In this first cooperative education program in the country, students worked a week and then took classes for a week. This arrangement enabled the school to provide resources for education and for life.

In 1927, the first two years of college-level work were added to the curriculum to provide graduates with an associate degree in liberal arts for transfer to senior level colleges. The continued close relationship between TII and local business and industry led to the development of associate degrees that prepared students for immediate employment.

In 1940, the high school classes were dropped from the TII curriculum. In 1942, Textile Industrial Institute became Spartanburg Junior College and for the next twenty-five years focused its efforts on providing associate degrees designed for transfer into a wide variety of bachelor degree programs. Beginning in 1965, the College began a cycle of growth during which over three-fourths of the present campus buildings were erected or renovated, the curriculum was broadened and strengthened, student enrollment doubled and new expertise was added through faculty growth and development. In 1974, Spartanburg Junior College became Spartanburg Methodist College.

Since its founding, the College has been affiliated with the mission work of the United Methodist Church and its forebear, the Methodist Episcopal Church, South. The relationship between the College and the church has continued across the years through the General Board of Global Ministries and the Board of Global Ministries of the South Carolina Annual Conference. The College's name attests to the pride the institution's trustees, faculty, staff, and student body take in working and studying at a college based on the traditional values of the church and the United States of America.

Today, Spartanburg Methodist College serves a highly diverse student body from several states of the United States as well as from several different nations of the world. The College seeks to meet the educational needs of its student body by enabling each student to meet the challenges of a technologically based future. Spartanburg Methodist College offers a variety of educational programs to meet the needs of the traditional college student and of the non-traditional working adult student returning to college in order to meet the demands of the world of work.



## MISSION STATEMENT

### Mission

Spartanburg Methodist College is a two-year private residential institution within the United Methodist Connection. At SMC, lives are transformed in a values-oriented, student-centered atmosphere in the Christian tradition that encourages academic excellence, intellectual exploration, social awareness, and character development within the liberal arts tradition.

The academic program offers students the option of transferring to a four-year college or university for continued study or entering a career after graduation. The curriculum ranges from the basic liberal arts and transfer program to preparation for immediate entry into the job market through career track options. The College offers to a wide variety of students the opportunity of higher education by providing a competent and dedicated faculty, financial assistance, work-study positions, and special support programs.

### Vision

*Spartanburg Methodist College will be the college of choice for residential or commuting students who desire the advantages of a church-related education. We will offer motivated students a liberal arts education in preparation for the senior college experience and lifelong learning through relevant and challenging academic programs, campus leadership opportunities, and strong athletic programs. We will do this in an environment of community and caring, where each student is respected as an individual with unique needs and is encouraged to achieve his or her fullest potential.*

To achieve our vision, we must

1. Continue our ethic of teaching, learning, and caring.
2. Recruit, retain, empower, and reward highly qualified faculty and staff.
3. Improve facilities for academic, athletic, and student life.
4. Grow the institutional endowment to enhance student access through improved student aid opportunities.

### Guiding Principles

We value the following principles in pursuit of our vision:

- **Achievement** in all areas of endeavor – academic, athletic, leadership, and social.
- **Integrity** in all our dealings – with students, families, one another, and all other constituents.
- **Service** for the greater good – remaining true to our history and heritage, the College reaches out to students, families, alumni, and the community to enrich lives.

## THE SMC HONOR CODE

Spartanburg Methodist College, as an institution of higher education related to the United Methodist Church, strives to maintain an atmosphere of living and learning based on faith and responsibility in a Christian community. The Honor Code governs life on the campus and within the College community. It is a vital element of the College's role as a respected institution of higher education.

The College has basic expectations regarding social and academic behavior for faculty, staff, and students. These expectations are founded on a firm understanding of the following:

- the importance of truthfulness
- academic and personal integrity
- intellectual honesty
- respect for the educational process
- respect for the individual

Members of the SMC community will not engage in and will discourage others from cheating, plagiarizing, lying, or any inappropriate behavior in the academic setting; and will not engage in and will discourage others from any inappropriate social conduct that violates college policy and the laws that govern all citizens of the state and nation.

### **EDUCATIONAL OPPORTUNITIES**

Spartanburg Methodist College offers six associate degrees. Specific details on each degree program may be found on pages 33-38 in this catalog.

To meet the demands of a diverse student body, the College has structured its academic programs to provide an excellent general education for all of its students: the traditional college-age students who live on or commute to the campus from home as well as non-traditional students who attend the College.

### **STATEMENT ON ACADEMIC FREEDOM**

Academic freedom is essential to the teaching/learning process in the classroom and the co-curricular environment. Academic freedom is fundamental for the protection of the rights of the instructor in teaching and the rights of the student in learning.

Instructors and students are vital members of a community of scholars. Instructors are entitled to academic freedom in the classroom in discussing the subject matter of the course but should be careful not to introduce controversial material which has no relation to the subject. At the same time, students are entitled to freedom in the classroom to question, in a spirit of academic collegiality, the subject matter which has been introduced.

### **NON-PROFIT STATUS**

Spartanburg Methodist College is a not-for-profit corporation chartered under the laws of the State of South Carolina for the purpose of offering educational programs for men and women. The purpose of the College is set forth in the charter and the bylaws which govern the College. These documents are available for examination upon request.

### **INSTITUTIONAL RELATIONSHIPS**

Spartanburg Methodist College is related to the South Carolina Conference of the United Methodist Church which provides a measure of financial assistance to the College on a voluntary basis. This support makes possible some of the College's services. The College also has a historic relationship with the General Board of Global Ministries which was the principal supporter and control authority of the institution until 1961 when the real estate title was conveyed to the Board of Trustees.

Spartanburg Methodist College is governed by a volunteer Board of Trustees consisting of both United Methodists and others, both laity and clergy. The

Board is solely responsible for policies governing operation of the College and the legal and financial activities related to programs and services offered by the College. Even though the membership of the Board is elected by the South Carolina Conference of the United Methodist Church, the Board exercises independent judgment.

### **ACCREDITATION**

Spartanburg Methodist College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation status of Spartanburg Methodist College.

The University Senate of the United Methodist Church also accredits the College.

### **OFFICE OF INSTITUTIONAL RESEARCH & ASSESSMENT**

The Office of Institutional Research and Assessment is responsible for the College's Institutional Effectiveness (IE) program. As an institution engaged in an ongoing quest for quality and accountability, Spartanburg Methodist College demonstrates how well it fulfills its mission through activities coordinated by this office. The College employs a comprehensive system of planning and evaluation in all major aspects of its operation. Planning and evaluation of teaching and learning and administration and educational support services provide documentation of effectiveness and support the use of results in decision making on the campus.

The chief tool employed in the College's IE program is Institutional Research. Institutional Research (IR) involves collecting, reporting and evaluating data. The Office of Institutional Research and Assessment reports College data to the Integrated Postsecondary Education Data System (IPEDS), the South Carolina Commission on Higher Education (CHE), South Carolina Independent Colleges and Universities, Inc. (SCICU) and certain other agencies. The Office prepares and publishes the annual *SMC Fact Book*, a yearly report of characteristics of the student body. The Office conducts surveys, including the College's graduate and employer follow up surveys. A principle function of the Office is to coordinate outcome and goal assessment (part of the planning process) from all college units.

### **INSTITUTIONAL MEMBERSHIPS**

Spartanburg Methodist College is affiliated with the following:

- American Association of Collegiate Registrars and Admissions Officers
- The American College Testing Program
- Carolinas Association of Collegiate Registrars and Admissions Officers
- The College Entrance Examination Board
- South Carolina Independent Colleges and Universities, Inc.
- National Association of Colleges and Business Officers
- National Association of Independent Colleges and Universities
- The National Junior College Athletic Association
- South Carolina College Student Personnel Association
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern Association for College Student Affairs
- Association of Governing Boards of Universities and Colleges

## **LOCATION AND FACILITIES**

### **Location**

Our 110 acre, beautifully wooded campus is located within very easy driving distance to South Carolina's coast and North Carolina's slopes, as well as the cities of Asheville, Atlanta, Charleston, and Charlotte. With an average of 226 sunny days a year, Spartanburg attracts visitors and residents from around the world. Seven institutions of higher learning make it an officially designated college town, while world headquarters for global corporations like Extended Stay Hotels, Advance America, QS/1 Data Systems, Denny's restaurants, and Milliken help make it a true international city. Spartanburg is also home to the NFL Carolina Panther's training camp.

**FACILITIES (See Campus Map on inside back cover)**

1. **Phil Buchheit Administration Building** – Constructed in 1966, enlarged in 1979, renovated in 1995, and expanded with the addition of a new lobby in 1998, this facility houses administrative offices for the President, Executive Vice President for Business Affairs, Vice President for Enrollment, and Registrar. The Offices of Admissions and Financial Aid are also located in this facility. Named in honor of Mr. Philip A. Buchheit, a generous supporter and strong leader who served on the Spartanburg Junior College Board of Trustees, 1960 – 1974.
2. **The Phyllis Buchheit Board Room and The Vassey Information Technology Center** - Constructed in 2007, The Phyllis Buchheit Board Room was named for Mrs. Phyllis Buchheit DeLapp, who like her father, Mr. Philip A. Buchheit, continues to provide generous support and outstanding service as a current member and a former Chairperson of the Board of Trustees. The Vassey Information Technology Center was named in memory of Mr. and Mrs. Herbert W. Vassey whose generous gift made this building a reality and this facility houses an expanded board room and the office of the Chief Information Officer and Computer Services.
3. **Charles P. Hammond Hall** - As the first building on campus, this facility was named for Charles P. Hammond, a staunch supporter of Textile Industrial Institute, the precursor to Spartanburg Methodist College, and the first Chairman of the Board of Trustees of the College. Hammond Hall was constructed by the students of TII in 1913 and serves as a men's residence hall with 67 rooms accommodating approximately 75 students. This hall has laundry facilities. An annex was constructed in 1960. The last renovation was completed in 2015. Bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College's television network, and private telephone lines.
4. **William G. Willard Hall** – Opened in 1967, this facility was made possible in part from a generous gift from Mr. William G. Willard, a member of the Spartanburg Junior College Board of Trustees and Chairperson of the Buildings and Grounds Committee. Willard Hall has three floors and is the residence hall for 114 men. This hall has laundry facilities. Bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College's television network, and private telephone lines.
5. **Rembert Bennett Burgess Student Center** – Built in 1965, this building houses the campus dining room, Fireplace Room, a student lounge, commuter student lounge, bookstore, counseling center, offices of the Director of Residence Life, the Dean of Students, and Student Activities and Leadership Development. The Burgess Student Center also houses the Gosa Room, a meeting room named for the late Mary Lynn Gosa, long-time Director of Residence Life at Spartanburg Methodist College. There is also a post office with boxes for the distribution of mail to students, faculty, and staff. This building was

named in memory of Dr. Rembert Bennett Burgess, the second President of the College.

6. **Walter S. Montgomery Science Building** – Erected in 1967, and named for Walter S. Montgomery, then President of Spartan Mills and avid supporter of the establishment of Textile Industrial Institute. This building houses classrooms and faculty offices on the first floor while the second floor holds the laboratories, workrooms, and faculty offices.
7. **Frank Walker Building** – Constructed in 1935 and renovated in 2013-2014, this three-story building contains classrooms, student computer laboratories, independent learning center that includes a computer-assisted instruction laboratory and tutorial services. Faculty and Student Support Services staff are located in the Walker Building. The establishment of this building was made possible through a generous bequest from W. Frank Walker, thus being named in memory of him.
8. **William S. Moore Student Athletic Activities Building** – Built in 1939 and renovated in 1998, this facility was named for William S. Moore, an alumnus and former Chairman of the Board of Trustees of the College whose generous gifts helped make possible the renovation of this facility. This facility houses the maintenance department offices, work areas, and storage space. The first floor is a basketball court with a seating capacity of 400. The facility is used for physical education classes and intramurals and as a practice area for men's and women's intercollegiate teams. The William S. Moore Student Athletic Activities Building is also the site of several student activities throughout the year.
9. **Montgomery Science Annex** – Renovated in Summer 2011, this building houses a microbiology lab. The laboratory was made possible through generous grant funds from Fullerton Foundation and the J M Smith Foundation.
10. **The Fitness Center** – The 4,000 square foot fitness center houses aerobic and strength equipment for independent use by students. The space also hosts an aerobics studio where group fitness classes are held. The fitness center is open for students, faculty and staff and includes showers and changing facilities.
11. **Sand Volleyball Court**
12. **Vera Davis Parsons Hall** – Erected in 1981, this residence hall provides living space for 48 students. This building was named for Vera Davis Parsons, a former Trustee of the College whose generosity helped make the establishment of this facility a reality. This hall has laundry facilities and the bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College's television network, and private telephone lines

13. **Eliza Judd Hall** – Opened in 1929, Judd Hall is a women’s residence with 25 rooms housing 50 students. The facility was named to honor Eliza Attleton Judd, a benefactor to the College. It was renovated in 2016. Judd has a laundry room, lobby, and a coffee shop called “Ground Central”. Bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College’s television network, and private telephone lines. Also located in Judd Hall is the **Ballard Center**. The Ballard Center houses the Professional Development program and provides space for students to meet, interact, and study at all hours. The Center was made possible through a generous gift by Ted Ballard in honor of his wife, Ruth Ballard. Both are alumni of the College.
14. **Bridges Residence Hall** – Constructed in 2003 and made possible by a generous gift from Ms. Susan Bridges in honor of her family. This three-story, 93-bed facility offers two, three, and four bedroom units that include a commons area and bathroom in each suite. This facility is reserved for use as an honors residence hall. Bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College’s television network, and private telephone lines. Each floor in this residence has laundry facilities and snack and beverage machines. The central lobby provides a setting for meetings, workshops, and extracurricular activities. An elevator serves all three floors.
15. **Maintenance Building**
16. **Sparrow Residence Hall** – Constructed and opened in 2006, this facility is a three-story, 118-bed honors residence hall arranged in three-person and four-person suites. Each suite includes a commons area, a private bath for the suite, and individual bedrooms/study areas. Special rooms have been designated for students with disabilities. The bedrooms offer students telephone, television, and computer connections, a study desk, and closet space. Bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College’s television network, and private telephone lines. A spacious lobby and an inviting courtyard offer students relaxed living space. This hall has laundry facilities and was made possible in part from a generous gift from Mr. John Sparrow. It is dedicated to the memory of his parents and in honor of his family
17. **James S. Barrett Learning Center** – This facility bears the name of James S. Barrett, the fourth President of the College who spearheaded the College’s expansion in the mid-1970’s. This facility houses the David E. Camak Auditorium, named for the College’s founder, the Pioneer Room and the Jesse L. Bridges Arena, as well as dressing facilities, training and exercise rooms, and athletic trainer office and facilities. These spaces were named for significant donors to the college.
18. **Eva S. Grant Softball Field** – Constructed in 1989 with improvements added in 1994, this field was named in memory of Eva S. Grant, 1918-1991, an alumna and Trustee of the College.

19. **Olin D. Johnston Outdoor Athletic Facility** – Named in honor of the late Mr. Johnston who was a graduate of Textile Industrial Institute and served as Governor of South Carolina and as a U.S. Senator, this facility was originally laid out in the mid 1970's. It consists of the Fred Nash Soccer Field, the C.B. (Slim) Mooneyham Baseball Field, and the William C. Buchheit Tennis Complex. Renovation work was begun in 1995 and completed in 1999.
20. **Collen Perry Keith Fountain** – Given by the Board of Trustees to honor former President Colleen Keith, President from 2009 to 2015.
21. **Edgar H. Ellis Jr. Hall** – Constructed in 2012, the building houses 9 classrooms, academic offices, including the office of the Executive Vice President for Academic Affairs, the writing center, student publications, café, and an auditorium seating 275 that can also serve as classroom space. The building was made possible by donors to the College's "Pioneering the Future" capital campaign. The building is named in honor of Dr. Edgar H. Ellis, Jr., a United Methodist Minister, trustee, alumni (SJC class of 1956), and strong advocate of Spartanburg Methodist College.
22. **H. Lester Kingman Hall** - Erected in 1968, this building is a women's residence hall with 60 rooms which houses 120 students. Bedrooms are equipped with fiber optic connections for computer access to the campus network and Internet, cable connections to the College's television network, and private telephone lines. This hall has laundry facilities. Renovation was begun in 1991 and completed in 1994. The **Campus Safety Office** is located in the basement. This facility was named in honor of H. Lester Kingman, the third President of the College.
23. **Marie Blair Burgess Learning Resources Center** – Built in 1947 and renovated and enlarged in 1974, this building was named as a memorial to Marie Blair Burgess, the deceased wife of Rembert Bennett, the second President of the College. The LRC houses the library, multi-media center, control center for campus television cable system, offices for librarians and faculty as well as the offices of the Vice President for Institutional Advancement, Director of Alumni Relations, and Director of Development. Renovation of the first floor was completed in 2014.
24. **Davis Mission Chapel** – Constructed in 1976, the Chapel seats 140 and houses the Office of the Chaplain, a conference room, and a workroom. The Chapel is used for personal devotion and meditation, dramatic performances, small concerts, and other events as well as the regularly scheduled worship services of the campus. The establishment of this facility was made possible by generous gifts of Vera Davis Parsons, a member of the Board of Trustees. The Mission Chapel was named the Wilton Milton Davis Chapel in honor of Ms. Parson's father.



# ADMISSIONS

## **ADMISSIONS**

### **GENERAL INFORMATION**

In keeping with its Mission, Spartanburg Methodist College is committed to equal opportunity for all academically qualified students. The College does not discriminate on the basis of race, sex, religion, creed, age, national or ethnic origin, nor physical handicap in the administration of its educational policies, admissions policies, assignment of residence hall facilities, use of physical facilities, scholarships and loan programs, and the granting of financial aid and scholarships. Student admission categories include entering students, transfer students, re-admit students, transient students, special students, international students, and dual enrollment students. Qualified students may enter at the beginning of any term (fall, spring, or summer).

### **FRESHMAN ADMISSIONS**

Spartanburg Methodist College admits students whose past performance indicates they have clear objectives, strong academic abilities, positive attitudes, good study habits, and demonstrated high qualities of achievement. The environment and instructional services of the College prepare students for further study at the bachelor's level or higher. Transitional Studies and academic support programs enable the College to enroll a limited number of students who must strengthen academic and study skills to prepare for the rigors of the college curriculum. Students requiring Transitional Studies curriculum ordinarily take more than two years to complete degree requirements.

In making admission decisions, the College examines high school rank, SAT or ACT scores, the high school grade point average, and that the student has taken a rigorous course of study in high school of college preparatory classes. The philosophy of the institution is to admit men and women who demonstrate reasonable promise of benefiting from the College's educational programs of study.

Spartanburg Methodist College's admissions and advisement procedures include placement in programs of study and specified courses to provide the best opportunity to earn an associate degree.

### **FRESHMAN APPLICATION PROCEDURES**

1. Students must complete the formal application for admission to the College as early as possible in the senior year. A non-refundable application fee of \$25 must be submitted with the application. An electronic application may be completed at the College's web site: [www.smcsc.edu](http://www.smcsc.edu).
2. Students must request that official copies of their high school records and/or all college transcripts be sent to the Spartanburg Methodist College Office of Admissions. These records may be obtained from the appropriate high school counselors or from the Registrar's office at other colleges attended. The high school transcript should include class rank. If the applicant is a high school GED, HiSet or TASC graduate, a copy of the Exam Score Report including the report of examination results, or any bona fide certification of completion of high school equivalency must be submitted. College transfer applicants submitting official college transcripts of sixteen or more college level semester hours earned

at an accredited college/university are exempt from the requirement to submit their high school transcripts and/or for submitting the results of the GED, HiSet or TASC examination. Upon graduation from high school, students must request that the high school forward an official copy of the final high school transcript certifying graduation to the Office of Admissions.

3. Students must submit results from the Scholastic Aptitude Test (SAT Code 5627) or from the American College Testing program (ACT Code 3878). Students twenty-one (21) or older or those submitting sixteen or more semester hours of transferable college credit from an accredited college or university are exempt from the requirement to submit the SAT/ACT scores.
4. All applicants who are not in high school at the time of application will be verified through the National Student Clearinghouse for prior enrollment records.
5. Students must return the completed medical history and physical forms to the SMC Admissions Office before beginning classes. Students must be covered by their own health insurance, either as an individual or as part of family coverage. Proof of such insurance is required as part of the admissions process.
6. Students must submit the Free Application for Federal Student Aid (FAFSA) in a timely manner for processing. The Spartanburg Methodist College Financial Aid Office uses this information to make financial aid awards to prospective students.

### **ONLINE PROGRAM/ADULT STUDENT ADMISSIONS PROCEDURES**

An online degree program is designed to offer adult students (twenty-one or older) an opportunity to earn a college degree. Adults who pursue an online degree follow application procedures for freshmen as described in the college catalog. Note that students twenty-one (21) or older are exempt from the admissions requirements to submit SAT/ACT scores and high school rank.

### **DUAL ENROLLMENT**

Spartanburg Methodist College recognizes the need to provide academically talented high school students with opportunities for acceleration of their future collegiate programs. To meet that need, the College has established a dual enrollment program in which high school juniors and seniors, while continuing normal high school courses and activities, enroll in courses for college credit at Spartanburg Methodist College. Dual enrollment students must have earned a cumulative 3.25 grade point average on college preparatory courses in high school and have scored a minimum of 900 on the SAT, or 19 composite score on the ACT, or a 90 on the PSAT in order to be eligible for this program. Course selection must be approved by the Registrar. Information on the application process and information about fees for the dual enrollment program are available through the SMC Admissions Office.

### **PROVISIONAL AND PROBATIONARY ADMISSIONS**

Some applicants may be admitted as provisional or probationary students when their high school performance or SAT/ACT scores indicate that there may be problems in successfully completing college level work. These students may be

required to take Transitional Studies courses. These students are regular students who are eligible for financial aid, including federal aid, state aid, and institutional aid. Students admitted as provisional or probationary must make satisfactory progress to continue enrollment.

### SPECIAL STUDENT ADMISSIONS

Students who wish to enroll on a *limited basis* will be considered for admission as Special Students on the basis of their applications without having to submit transcripts of prior academic performance. Special Students will ordinarily be adult persons who do not enter a specific degree or certificate program or high school seniors whose academic capabilities have been confirmed by their principals and guidance counselors. Special Students may not live in the residence halls.

Special Students may register for no more than 6 semester hours per term and may earn a maximum of 12 semester hours while in this category. **No federal, institutional or state financial aid will be awarded to students in this category.** Admission credentials must be submitted when Special Students decide to enter a specific degree or certificate program, and the credits earned as Special Students will be reviewed by the Registrar for the appropriateness of application to the selected program.

### TRANSFER STUDENT ADMISSIONS

Prospective transfer students may apply for admission for entry at the beginning of any term. Students transferring to the College from other institutions must be eligible for re-admission to the institution last attended. Students on academic probation at their former institutions may petition Spartanburg Methodist College for probationary admission. Students admitted on probation are permitted one semester to demonstrate their academic capabilities and must meet Spartanburg Methodist College's academic progress standards. (See information on **Academic Progress Standards** in this catalog.) Transfer students must secure a letter of good standing from the last institution attended, or good academic standing must be indicated on the College transcript.

Students seeking to transfer to the College must complete an admissions application, pay the application fee, and submit official transcripts from all former colleges. Students who have earned fewer than 16 semester hours of college level credit must also submit a high school transcript showing the date of graduation and meet all other freshman admission requirements.

The Registrar evaluates the official college transcripts for acceptance of courses and credits from other regionally accredited colleges and universities. Students are notified of the results of that evaluation before the beginning of the semester.

### TRANSIENT STUDENT ADMISSIONS

Students enrolled in other colleges or universities may attend Spartanburg Methodist College as transient students. An application for admission must be on file in the Office of Admissions. Transient students must have written permission to take particular courses offered at Spartanburg Methodist College. That permission must be signed by the Executive Vice President for Academic Affairs, the Division Chairperson, or the Registrar of the parent college. No other credentials are required. The regular \$25 non-refundable application fee is required.

## **INTERNATIONAL STUDENT ADMISSIONS**

International students must submit the following to the Office of Admissions: an application for admission; an official English translation of secondary level work or any post-secondary work; an official report of the Test of English as Foreign Language (TOEFL), or the Michigan English Language Assessment Battery (MELAB), or the Michigan Test of English Language Proficiency (MTELP). An applicant should be proficient in the use of the English language as defined by a minimum score of 525 (paper-based test), 195 (computer-based test) or 70 (internet-based test) on the TOEFL, 80 on the MELAB, or 85 on the MTELP to be ready for the regular college curriculum.

Generally, international students who take ESL courses must have a minimum score of 450 (paper-based test), 133 (computer-based test) or 45 (internet-based test) on the TOEFL, 70 on the MELAB, or 50 on the MTELP.

An affidavit of total financial support either notarized or issued by a bank official must be filed before matriculation at the College. The financial declaration must cover the net amounts necessary for a total of approximately \$30,245 U.S. dollars per year. A valid student visa must be in the applicant's possession *prior* to arrival on campus.

International students must submit a report of a physical examination signed by a physician. Students must provide proof of health insurance coverage before enrolling and must maintain that coverage throughout their enrollment. All of these documents should be in English.

International students must complete the application process at least three months prior to their initial enrollment at the College. Such students must also make an advance payment of \$100.00 to the College to confirm their plans to attend.

SMC is authorized under Federal law to enroll nonimmigrant alien students.

### **CONTINUING EDUCATION: NON-CREDIT SEMINARS**

Non-credit continuing education seminars are offered in selected areas. The College also sponsors the biennial Symposium dealing with matters of faith, and hosts a number of visiting groups throughout the year.

### **TUITION POLICY FOR SENIOR CITIZENS**

Tuition Waiver for Senior Citizens – South Carolina residents age 60 or over who are not employed full time may audit a course at no charge on a space available basis or may enroll in a course for academic credit, on a space available basis, for a reduced fee of \$100 per course. An application is required; the application fee is waived.

Senior Citizens may register on the last two days of late registration. Please refer to the calendar in this Catalog. (pp. 3, 4)

## **STUDENTS WITH DISABILITIES THAT AFFECT ACADEMIC PERFORMANCE**

Although Spartanburg Methodist College does not have extensive programs and services for disabled students, the College will make reasonable accommodations, as required by federal law. Requests for accommodations must be submitted in writing to the Disability Counselor at least six (6) weeks prior to the semester in which the student begins classes. No accommodations are made without the appropriate documentation. Typically, such documentation includes the following:

### **For learning disabled students:**

An evaluation of the student's specific learning disability which has been completed within three (3) years of the date on the admissions application by a licensed psychologist or certified school psychologist.

### **For physically disabled students:**

A medical evaluation by a licensed physician of the student's physical disability completed within three (3) years of the date on the admissions application.

Since the needs of each student are different, the accommodations for each student must be especially selected for that student. Among the typical accommodations accorded SMC students are the use of note takers, taping of lectures, tutoring services, oral testing, and extended testing time.

### **IMPORTANT NOTICE:**

- 1. Accommodations granted in high school or by another college do not automatically follow students to Spartanburg Methodist College.**
- 2. Students must make formal written requests for accommodations and provide the appropriate documentation as outlined above.**

## **RE-ADMISSION**

Students in good standing who withdraw voluntarily during the academic year may apply for re-admission at the beginning of any term. Students who left the College under academic suspension, disciplinary suspension, directed withdrawal, or other unusual situations may reapply under terms established at the time of their leaving the College as well as the conditions and procedures in force at the time of application. Appeals by students who left for academic reasons must be submitted in writing to the Executive Vice President for Academic Affairs. Appeals for re-admission by students who left for disciplinary or behavioral reasons must be submitted in writing to the Dean of Students.

**Students seeking re-admission who have attended other colleges in the interim must submit an official transcript of course work from each college attended. Also, students who have been away from Spartanburg Methodist College for three (3) years or more must meet graduation requirements in place at the time of their re-admission.**

## READMISSION FOR VETERANS

Spartanburg Methodist College complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act section 487.

The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. A student who is readmitted under this section must be readmitted with the same academic status that the student had when he or she last attended the institution. The law includes exceptions for veterans receiving a dishonorable or bad conduct discharge, or who are sentenced in a court-martial. A student readmitted under this section will not be responsible for any tuition and/or fee increases not covered by veterans' educational or other financial aid resources that occurred during the service member's absence during the first academic year after the service member returns to the college, provided that the service member returns to the college within five years of departure.

This policy applies to service members in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days. Service members will be required to provide proof of service during absence from the College.

## CREDITS FROM OTHER COLLEGES, UNIVERSITIES, AND OTHER SOURCES

Spartanburg Methodist College accepts academic credits earned at other regionally accredited colleges and universities throughout the United States. In addition, the College may award credit for military service, for the Advanced Placement Program, for the International Baccalaureate Programme and through the College Level Examination Placement Program (CLEP). **No more than a cumulative total of 36 hours of academic credit will be accepted from other colleges, universities, and other sources.**

## CREDITS FROM OTHER COLLEGES AND UNIVERSITIES

The College generally accepts credits from other regionally accredited colleges and universities under the following conditions:

1. The College has received an official transcript showing the credit hours earned and final grades from each course.
2. The course content must be similar to or the same as that of a Spartanburg Methodist College course. The course(s) must comply with the Spartanburg Methodist College definition of a credit hour. A credit hour is defined as not less than one hour of classroom or direct faculty instruction (excluding final exams) and a minimum of two hours out of class student work and reflection time each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time not less than three weeks.

3. A grade of C or better is recorded for each course to be transferred. (Grades of "D" are not accepted for transfer of credit.)
4. Courses and credit hours earned at another institution are entered on the official academic transcript, but quality points earned for grades earned at other institutions are not computed in the grade point average at Spartanburg Methodist College.
5. A maximum of 36 semester hours of credit may be accepted by transfer to be applied toward an associate degree awarded by Spartanburg Methodist College.
6. Transfer credit will not be awarded for remedial courses.
7. Transfer credit may not be awarded to currently enrolled students who do not receive transient permission in advance of taking a course or courses.

### **CREDIT FOR MILITARY SERVICE**

Credit for military service may be awarded for active military service as follows: up to three semester hours for six months' active duty followed by active participation in a reserve unit; and up to six semester hours for 24 months' active duty.

Credit may be awarded for educational experiences in the military in accordance with the recommendations published by the American Council on Education and will be consistent with the policy on the transfer of credit. Students should submit an official transcript from the Army/American Council on Education Registry Transcript System (AARTS) or the Sailor/Marine/Ace Registry Transcript (SMART) for consideration.

If veterans have or receive credit in military science and have earned physical education credits at Spartanburg Methodist College, the credit for active duty is reduced by the number of semester hours received in military science or physical education. The graduation requirements in physical education may be satisfied by credit for active duty, but students must take additional elective hours to reach the total number of hours required for their respective degrees.

### **ADVANCED PLACEMENT PROGRAM (AP) FOR CREDIT**

The College awards credit for scores of 3 or higher on tests taken in approved subject areas in the Advanced Placement (AP) Program. Select tests require a score higher than 3. No credit is given for scores of 1 or 2. A maximum of 30 semester hours may be earned through Advanced Placement. Prospective students interested in AP credit should contact their high school guidance counselors for testing information.

### **INTERNATIONAL BACCALAUREATE PROGRAMME FOR CREDIT**

The College awards credit for scores of 4 or higher on higher level International Baccalaureate (IB) examinations for certain subject areas (contact the Registrar for a specific list of subject areas.) No credit is given for scores of 1-3. A maximum of 30 semester hours may be earned through the International Baccalaureate Programme.



## SPECIAL CREDIT OPTIONS FOR PRIOR LEARNING

Students may earn credit through the College Level Examination Program (CLEP). The College may award up to 15 semester hours of credit through the College Level Examination Program (CLEP) for courses in the Spartanburg Methodist College curricular offerings. The appropriate CLEP test in foreign language may be used to earn credit in French/Spanish 101 and/or 102 if the student earned credits in that foreign language in high school. Contact the Registrar for further information.

Some students with exceptional knowledge and experience may be awarded academic *credit by examinations* and demonstration of mastery of the expected knowledge/skill covered in a specific course. Any credit by examination request must be submitted *prior* to enrolling in the course for which credit is sought. A request for credit by examination of prior knowledge and experience is submitted to the Executive Vice President for Academic Affairs who determines the faculty member best qualified to evaluate the knowledge and experience. The faculty member who instructs the specific course will assess (via written examination) the student's knowledge and experience to recommend to the Academic Affairs and Curriculum Committee (AACC) whether academic credit is awarded and how the credit is applied to degree requirements. The final determination of academic credit awarded rests with AACC. The Executive Vice President for Academic Affairs may be reached at 864-587-4256.

Spartanburg Methodist College accepts as credit toward graduation with the Associate in Criminal Justice degree the following *courses from the federal and state criminal justice academies*: CRMJ 202, Criminal Evidence and Procedures; CRMJ 203, Introduction to Criminal Law; PHED 121, Wellness. The Director of the Criminal Justice degree program at SMC has reviewed learning outcomes of courses offered at the Academy to arrive at the awarding of the degree credit. In order to receive these credits, graduates of the academy must provide documentation of successful completion of course work at SCCJA upon admission to Spartanburg Methodist College. These hours may not transfer to senior colleges if a student elects to pursue a four-year degree.



# **ACADEMIC DEGREES**

## ACADEMIC DEGREES

### GENERAL INFORMATION ABOUT ACADEMIC PROGRAMS

To fulfill its mission, Spartanburg Methodist College offers six degree options. The Associate in Arts degree is designed as a transfer degree and provides the general education courses necessary for successful transfer into a bachelor's degree program in liberal arts and education. The Associate in Science degree also provides the general education courses necessary for successful transfer into a bachelor's degree program in the sciences, computer science or mathematics. The Associate in Criminal Justice degree is designed for individuals already working in the criminal justice field, for individuals interested in careers in that field, and for transfer into a bachelor's degree in Criminal Justice. The Associate in Religious Studies degree is designed as a transfer degree for students who plan to earn the baccalaureate degree and also serves those students who plan to work as lay leaders in local church ministry. The Associate in Fine Arts degree allows a student to choose an emphasis in music, drama, or art. The AFA prepares students to pursue a baccalaureate degree in the fine arts. An Associate in Business offers the first two years of general education and business courses that transfer to the bachelor's degree in business. For each of the degree programs, students are assigned full-time academic advisors trained to advise students in the selection of courses and in setting short and long-term academic goals.

### GENERAL EDUCATION COURSES

Each degree program includes a core of courses to fulfill the college's mission to provide a liberal arts education. The core constitutes a minimum of fifteen (15) semester hours distributed as follows: natural science/mathematics (7 semester hours); social/behavioral sciences (3 semester hours); humanities/fine arts (6 semester hours).

Social and behavioral science shall be interpreted to mean Anthropology 101; Economics (BSAD 201,201); Political Science 202,203; Psychology 101; Sociology 101; History 101, 102, 112, 201, 202 (other than that course used for the History requirement).

Humanities course requirements are fulfilled by Literature and Religion courses.

Fine Arts courses are Art Appreciation, Music Appreciation, or Drama Appreciation.

Mathematics (Math 112 or higher) meets the core requirement. Natural science courses in Biology, Chemistry, Physics, and Physical Science fulfill the college's science requirement.

### STUDENT LEARNING OUTCOMES

At a level appropriate for graduates of Associate degree programs, Spartanburg Methodist College prepares students to achieve the following Student Learning Outcomes:

**Computer Information Technology Literacy:** SMC graduates demonstrate knowledge of computer hardware and software concepts. They gain the skills

necessary to meet information needs through email communication, Internet assignments, and the use of word processing, spreadsheet, presentation, database, and specialized software programs.

**Critical Thinking/Problem Solving:** SMC graduates make judgments and solve problems logically and sequentially.

**Oral Communication:** SMC graduates communicate orally in a well-organized, concise, and articulate manner. Well-organized, concise and articulate oral communication is characterized by being audience appropriate, to the point, grammatically correct, planned and prepared (where appropriate), with emphasis on the use of proper diction.

**Quantitative Skills:** SMC graduates apply basic computational and mathematical skills to analyze and solve both practical and abstract problems in various situations. Graduates correctly interpret data, determine reasonableness of results, and apply results to draw conclusions. SMC graduates follow procedures that enable them to reach correct and consistent results.

**Research:** SMC graduates evaluate research materials and use appropriate reporting methods to synthesize information as the foundation for creating original works. Legitimate research materials may include print, electronic, digital and visual media. Appropriate reporting methods include respecting proper documentation conventions, following a prescribed model, using paraphrases and quotations correctly, and avoiding plagiarism.

**Written Communication:** SMC graduates communicate clearly, coherently and effectively in their writing. Clear, coherent and effective writing is characterized by being audience appropriate, easily understood, well organized, and grammatically correct.

## **ACADEMIC ADVISEMENT PROGRAM**

The Spartanburg Methodist College Academic Advisement program ensures that every student has access to a knowledgeable faculty or staff member to answer questions about the College. Academic Advisors work with students both individually and in groups to support learning, growth and success. Academic advisors are committed to helping students succeed. Students can expect advisors to

- Be familiar with the SMC programs and services.
- Help students make the best use of strengths and overcome weaknesses.
- Help students make realistic decisions about goals.
- Assist students in selecting and registering for classes.
- Help students make a plan to graduate and transfer.
- Encourage student responsibility for student decisions.
- Help students develop long-range and short-term goals.
- Provide appropriate emotional support when necessary.
- Encourage positive student attitudes, self-worth and interpersonal skills.
- Respect student confidentiality.

## **DEGREE PROGRAM DECLARATIONS**

Students are placed in one of the degree programs based upon the choices declared on their admission application. The degree choice may be changed or

reaffirmed at registration. To change the degree choice, students must complete an Academic Petition form available in the Registrar's Office. Students should discuss the desired change with their academic advisor. Students must return the completed petition to the Registrar who effects the change.

Changes in degree declarations are processed during the pre-registration and advisement period or during the validation of registration. Degree declarations may not be changed more than once in a semester. **In changing from one degree program to another, students may find that some semester hours earned in one degree may not apply to the other degree. Therefore, students are advised that changing degree declarations may require additional course work to graduate.**

### CATALOG DEGREE COMPLETION

Students must follow the requirements for their chosen degree programs in effect at the time they enter Spartanburg Methodist College. Students may elect to change to a catalog published after admission. A change of catalog declaration must be requested from and approved in writing by the Registrar. However, students must meet all requirements in one specific catalog. Students have a maximum period of three years from the beginning of their study at the College to complete the degree requirements, whether using the original catalog or a mutually agreed upon subsequent catalog.

Students who have not been enrolled for a period of more than three years and who have been granted re-admission must meet the academic requirements in effect as stated in the catalog at the time of their re-entry to Spartanburg Methodist College. (See information on **Cancellation of Degree Programs** in this catalog.)

### ADVISEMENT AND TRANSFER INFORMATION

Students who graduate from Spartanburg Methodist College routinely transfer credits earned at the College to other colleges and universities throughout the nation. The College has formal transfer agreements with numerous institutions. The Associate in Arts, Associate in Science, Associate in Religious Studies, Associate in Business and The Associate in Fine Arts degrees are designed for transfer into bachelor's degree programs. Much of the course work required in the Associate in Criminal Justice will also transfer.

Faculty advisors have information regarding the transfer of SMC courses to various colleges and degree programs. The Career and Transfer Services also has copies of transfer guides.

If students/graduates experience any difficulty in transferring SMC courses to other institutions, they should notify SMC's Registrar. The College will act as an advocate for the student with the transfer institution and will attempt to resolve the problem.

### BASIC DEGREE REQUIREMENTS

In order to be awarded a degree by Spartanburg Methodist College, students

1. Must pass all required courses in the specific degree program.
2. Must complete the required number of credit hours for the degree program.

3. Must complete at least 27 credit hours at SMC; the last semester's work must be completed in residence.
4. Must attain a cumulative grade point average of 2.0 or higher on all work completed at SMC in courses numbered 101 or higher.

### **DISCLOSURE OF INSTITUTIONAL GRADUATION/COMPLETION AND TRANSFER-OUT RATES**

Spartanburg Methodist College is pleased to provide the following information regarding our institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation, completion and transfer-out status of students who enrolled during the 2014-2015 school year and for whom 150 percent of the normal time-to-completion has elapsed.

During the fall semester of 2014, 464 first-time, full-time degree seeking undergraduate students entered Spartanburg Methodist College. After three years, 48.1 percent graduated from our institution or completed their program and another 37.9 percent transferred to other higher education institutions, for a total success rate of 86 percent.

While reviewing this information, bear in mind the graduation and transfer-out rates are based on three years of attendance that equates to 150 percent of our longest program. Graduation and transfer-out rates do not include students who left the school to serve in the armed forces, on official church missions, or the federal service of the federal government. Students who died or were totally and permanently disabled are also excluded. However, students who withdrew for personal or medical reasons must be included in our cohort and are reflected in the category considered unsuccessful.

During the fall semester of 2014, 92 first-time, full-time degree seeking students received athletic financial aid. After three years 52.2 percent graduated from our institution or completed their program and another 33.7 percent transferred to other higher education institutions, for a total success rate of 85.9 percent. The following is a required break-down by sport:

Sport	Graduated	Transferred	Successful
Men's Baseball	30.8%	61.5%	92.3%
Men's Basketball	66.7%	33.3%	100%
Men's Cross Country	40%	60%	100%
Men's All Other Sports*	45.5%	31.8%	77.3%
Women's Basketball	50%	25%	75%
Women's Cross Country	33.3%	66.7%	100%
Women's All Other Sports**	65.8%	21.1%	86.9%

\*Men's All Other Sports include Golf, Soccer, Tennis and Wrestling.

\*\*Women's All Other Sports include Golf, Soccer, Softball, Tennis and Volleyball.

Questions related to this report should be directed to the Registrar.

## **APPLICATION FOR GRADUATION**

Students who wish to apply for graduation must do so not later than the drop/add week of the semester in which requirements are completed. For summer school graduates, the application for graduation must be submitted during the spring semester drop/add period. Students must have a cumulative GPA of 1.85 when the application for graduation is submitted. The graduation fee is non-refundable.

## **EARNING A SECOND DEGREE**

Students may earn a second associate degree by completing all requirements for the second degree, including 12 semester hours earned at Spartanburg Methodist College beyond those required for their first degree.

## **GRADUATION CEREMONY**

Spartanburg Methodist College holds a graduation ceremony in May of each year. Participation in the graduation ceremony is available to potential summer graduates who lack no more than seven or eight hours of degree requirements, and are pre-registered for either session of the College's summer school. Participation also requires a cumulative GPA of 2.0 or higher at the time of the ceremony. December graduates from the prior year are also invited to participate in the May ceremony.

## **TRANSFER OF CREDITS**

The Associate in Arts and Associate in Science degrees prepare students to pursue bachelor's degrees in business, education, English, humanities, liberal arts, mathematics, natural sciences, and social sciences. These degrees are based upon a core curriculum of liberal arts courses and elective hours of study in the student's interest area. Students who wish to pursue further study in criminology or criminal justice after graduation will find that the Associate in Criminal Justice degree transfers to baccalaureate institutions which offer a degree in Criminal Justice. Students who wish to further their religious studies will find that the Associates in Religious Studies degree and religion courses transfer into baccalaureate degree programs. Recipients of the Associate in Fine Arts and Associate in Business degree will be able to transfer credits into a baccalaureate degree in music, art, drama, or fine arts or a business degree, respectively.

Each associate degree requires completion of at least 63 credit hours. The length of the degree program is appropriate and in keeping with standard length of associate degree programs.

Students must work with their advisor to ensure that the courses selected will transfer easily. Students may contact their advisor, the Career Center Director, and/or the Registrar for copies of the latest transfer agreements between Spartanburg Methodist College and other colleges and universities.



## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is designed for students who plan to transfer to colleges or universities in baccalaureate subject areas such as business administration, criminal justice, English, foreign language, history, political science or government, psychology, religious studies, sociology and other arts and letters disciplines. The degree also serves those students planning to earn a baccalaureate degree in education or planning secondary school certification except in the natural sciences or mathematics. The following courses and subject concentrations are required for the Associate in Arts Degree:

<u>Subject/Course Requirement</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
History or Social Science <sup>2</sup>	3
SMC 101, 201 <sup>1</sup>	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2 or 3
Public Speaking or Oral Communication	3
Religion 103, 211, 212, 215, or 220	3
Religion (any RELI other than RELI requirement), Literature (any LITR other than LITR requirement), PHIL 201, Art Appreciation, Music Appreciation, or Drama Appreciation	3
Science	8
Social Science <sup>2</sup>	6
Electives	<u>15</u>
Total	63-65

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 39.

<sup>2</sup>"Social Science" shall be interpreted to mean Anthropology 101; Economics (BSAD 201,202); Political Science 202,203; Psychology 101,201; Sociology 101,202,203; History 101,102,112,201,202, 210,220,230 (other than that course used for History requirement).

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree is designed for students planning to transfer to a senior college or university and major in business, computer science, mathematics, or the natural and physical sciences. This degree is also designed for those students planning to pursue the allied health or pre-professional degree for areas such as medicine, veterinary medicine, preparation as a pharmacist, or for those wishing to be certified to teach in the mathematics or sciences subject areas.

In the pre-professional areas of nursing, medicine, and engineering, students may not be able to complete all of the required courses at Spartanburg Methodist College. Students in these areas must work closely with their advisors and follow the transfer institution's articulation agreement with Spartanburg Methodist College. The following courses and subject concentrations are required for the Associate in Science Degree:

<u>Subject/Course Requirements</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
SMC 101, 201 <sup>1</sup>	2
Literature	3
Mathematics 121,122,210,221,222 or 112 <sup>2</sup>	6 or 8
PHED 121, Health 101, 201, or MILI	2 or 3
Public Speaking or Oral Communication	3
Religion 103, 211, 212, 215, or 220	3
Social Science <sup>3</sup>	3
Science (Other than Physical Science or Biology 106) <sup>4</sup>	8
Electives	<u>21</u>
<b>Total</b>	<b>63-65</b>

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p.39.

<sup>2</sup>Select 2 courses from the Math courses listed above. Math 112 is not a pre-requisite for the other Math courses listed.

<sup>3</sup>"Social Science" shall be interpreted to mean Anthropology 101; Economics (BSAD 201,202); Political Science 202,203; Psychology 101,201; Sociology 101,202,203; History 101,102,112,201,202,210,220,230 (other than that course used for History requirement).

<sup>4</sup>Most advisement models for those entering the disciplines of Science, Nursing, Engineering, and others will require more than 8 hours of Science.

## ASSOCIATE IN BUSINESS DEGREE

The Associate in Business is designed for students planning to transfer to a senior college or university, major in business and earn a baccalaureate degree. The following courses and subject concentrations are required for the Associate in Business Degree:

<u>Subject/Course Requirements</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
SMC 101, 201 <sup>1</sup>	2
Literature	3
Mathematics 112	3
Mathematics 210 or 221	3 or 4
PHED 121, Health 101, 201 or MILI	2 or 3
Public Speaking or Oral Communication	3
Religion 103, 211, 212, 215 or 220	3
Science	8
BSAD 201, 202, 205, and 206	12
Electives (MATH 212 recommended)	<u>12</u>
Total	63-65

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 39.

## ASSOCIATE IN FINE ARTS DEGREE

The Associate in Fine Arts is designed for students planning to transfer to a senior college or university and major in music, art, drama or the fine arts. Students must carefully plan their program of study with a fine arts advisor. The following courses and subject concentrations are required for the Associate in Fine Arts Degree:

<u>Subject/Course Requirements</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101	3
SMC 101, 201 <sup>1</sup>	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2 or 3
Public Speaking or Oral Communication	3
Religion 103, 211, 212, 215, or 220	3
ARTS 201, DRAM 101, MUSI 201 (choose one outside of specific discipline) or ENGL 206	3
Science	8
ANTH 101, PSYC 101, PHIL 201, HIST 102 or HIST 112	6
ARTS, DRAM, MUSI to be chosen in consultation with advisor, within the student's discipline(s) of choice	15
Electives	3
<b>Total</b>	<b>63-65</b>

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 39.

## ASSOCIATE IN RELIGIOUS STUDIES DEGREE

The Associate in Religious Studies degree is designed for students who plan to transfer to colleges or universities to earn the baccalaureate degree. The degree also serves those students who plan to work as lay leaders in local church ministry. The following courses and subject concentrations are required for the Associate in Religious Studies Degree:

<u>Subject/Course Requirement</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
History or Social Science <sup>2</sup>	3
SMC 101, 201 <sup>1</sup>	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2 or 3
Public Speaking or Oral Communication	3
Religion 103	3
Religion 211	3
Religion 212	3
Religion 215	3
Religion 220,230,240, or Philosophy 201	3
Religion 220, 230,240 or Philosophy 201	3
Psychology 101	3
Science	8
Social Science <sup>2</sup>	3
Electives	<u>3</u>
Total	63-65

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 39.

<sup>2</sup>"Social Science" shall be interpreted to mean Anthropology 101; Economics (BSAD 201,202); Political Science 202,203; Psychology 201; Sociology 101,202,203; History 101,102,112,201,202,210,220,230 (other than that course used for History requirement).

## ASSOCIATE DEGREES IN CAREER PROGRAMS

The College enrolls some students whose employment goals, interests, abilities or other personal circumstances do not include plans for a baccalaureate degree. In order to respond to the special needs of these students and to the needs of the marketplace, the College has developed an associate degree career curriculum to help meet these educational needs in the fields of Criminal Justice.

### ASSOCIATE IN CRIMINAL JUSTICE DEGREE

ACJ degree prepares students either to enter one of the many career fields in criminal justice or law enforcement or to transfer to four-year degree programs in criminal justice. Students planning to transfer to a baccalaureate program in Criminal Justice should consult with their academic advisors and plan their courses in accordance with the transfer and articulation agreements which Spartanburg Methodist College has completed with colleges offering a baccalaureate degree in the discipline. The ACJ degree relies upon a strong core of liberal arts and social science courses and includes criminal justice courses essential to the student's success in the career field. The following courses and subject concentrations are required for the Associate in Criminal Justice degree:

<u>Subject/Course Requirement</u>	<u>Semester Hours</u>
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
SMC 101, 201 <sup>1</sup>	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2
Public Speaking or Oral Communication	3
Religion 103, 211, 212, 215, or 220	3
Science	4
Social Science <sup>2</sup>	6
Criminal Justice 101,112, 203, 212	12
Criminal Justice 110 or 210	3
Criminal Justice 202 or 220	3
Electives (to be chosen in consultation with advisor)	<u>7</u>
Total	63-65

<sup>1</sup>See catalog paragraph "Alternative Course Requirements" for transfer and non-traditional students' requirements, p. 39.

<sup>2</sup>"Social Science" shall be interpreted to mean Anthropology 101; Economics (BSAD 201,202); Political Science 202,203; Psychology 101,201; Sociology 101,202,203; History 101,102,112,201,202,210,220,230 (other than that course used for History requirement).

## **ELECTIVES AND COURSE SELECTION FOR DEGREES**

In areas where specific courses are not designated as required for the degree but are shown in the required area, students and advisors may select the most appropriate course for the planned major and intended transfer institution if transfer is anticipated. "Other Courses" (electives) should be carefully chosen in light of intended major and transfer institution. Students should take a foreign language, if needed, for their expected transfer institution and major or to meet admission requirements for a state college or university. Although 100 level remedial courses may not be used for elective credit for graduation at Spartanburg Methodist College, these courses are used to remove deficiencies and increase the chance of academic success; however, these courses ordinarily will not transfer to another college or university. Students who take these courses should take more than the minimum number of hours for graduation in order to transfer as juniors.

## **ALTERNATIVE COURSE REQUIREMENTS**

Students who transferred to Spartanburg Methodist College after having completed 24 or more credit hours at another accredited college or students classified as non-traditional students are exempt from the completion of the SMC 101-201 required sequence of courses. Because this exemption does not entail exemption of credit hours for these courses, students must earn an additional 2 hours through elective hours. During the first advisement session, students should plan these hours with their advisors.

## **TRANSITIONAL STUDIES PROGRAM**

Spartanburg Methodist College evaluates incoming students on the basis of academic performance and specialized tests and subsequently places them in the appropriate courses. Some students will be required to take transitional course work to improve their skills and increase their opportunity for success in college-level work. Students may appeal placement into transitional courses by written petition to Dr. Ben Sloop for Math placement or Dr. Bethany Perkins for English placement. Their decisions may be appealed to the Executive Vice President for Academic Affairs whose decision is final. Placement appeals must be supported by written documentation establishing the student's ability to do acceptable college work without completing the Transitional Studies courses.

Faculty work closely with Transitional Studies students to develop academic and study skills and achieve their potential. Tutorial support and individualized laboratories are available to help students with their academic skills. Students must meet Transitional Studies exit criteria prior to enrolling in English 101 and Math 103. These students are degree-seeking students.

Because of the preparatory nature of Transitional Studies courses, those numbered 100 do not add into the cumulative credit hour totals nor quality point totals for use toward graduation requirements. Transitional Studies courses do not transfer to senior colleges.

**CANCELLATION OF DEGREE PROGRAMS**

The College does not guarantee that a degree program will be continued if enrollment declines below the level necessary to sustain the program. When the College cancels a degree program, enrolled students are permitted to complete the program.



# ACADEMIC REGULATIONS

## ACADEMIC REGULATIONS

### ACADEMIC CALENDAR

Spartanburg Methodist College operates a nine-month academic year on a two-semester calendar. Each semester is approximately 15 weeks long plus a week of examinations. In fall and spring semesters, students normally take four or five major academic courses. Weekday classes on Monday-Wednesday-Friday normally meet for 50-minute periods. Tuesday-Thursday classes normally meet for 75-minute periods as do some Monday-Wednesday afternoon classes. Occasionally, classes are taught in one period of 165 minutes weekly. Under unusual circumstances, special courses may be taught at irregular times as recommended by the appropriate division chairperson and approved by the Executive Vice President for Academic Affairs.

The 11 o'clock hour on Mondays, Wednesdays, and Fridays has been set aside so that students and College personnel may attend various campus meetings and the College's weekly Chapel service. The Freshman-Year Experience and Sophomore-Year Experience seminars usually meet on Mondays at 11:00 A.M. During the first month of fall classes, SMC 101 meets on Mondays and Fridays.

### SUMMER COLLEGE CALENDAR AND CREDITS

Spartanburg Methodist College offers one four-week summer term. Normally, students may not carry more than two 3-hour or 4-hour courses and an activity course during the four-week term.

Students may attend summer classes at Spartanburg Methodist College or at another accredited college or university. Credit hours earned elsewhere may be transferred to the College with the prior transient approval of the Registrar and/or the Executive Vice President for Academic Affairs. Hours and quality points earned for such courses are not computed as a part of the student's grade point average at Spartanburg Methodist College. (See information on **Acceptance of Credits from Other Colleges, Universities, and Other Sources** in this catalog.) (Note: LIFE Scholarship recipients who wish to take summer courses at another college must consult with SMC's Office of Financial Aid regarding the impact of those courses on the SMC grade point average.)

### DEFINITION OF A CREDIT HOUR

A "credit hour" is defined as "*not less than one hour of classroom or direct faculty instruction (excluding final exams) and a minimum of two hours out of class student work and reflection time each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time not less than three weeks.*"

### TRANSIENT PERMISSION

A currently enrolled student may receive Transient Permission from the Registrar or Executive Vice President for Academic Affairs to take specified courses at another regionally accredited college or university. These courses fall under the policy concerning transfer credit. (See information on **Credits from Other Colleges and Universities** in this catalog-pg. 23).

## CLASSIFICATION OF STUDENTS

Students who have earned fewer than 24 semester hours of credit are classified as freshmen; those with 24 or more semester hours of course work are classified as sophomores.

During fall and spring semesters, full-time students are enrolled for 12 or more semester hours while students enrolled in fewer than 12 semester hours are considered part-time.

## CREDIT HOUR OVERLOADS

Requests to take more than 18 hours during a regular semester must be approved by the student's academic advisor and the Executive Vice President for Academic Affairs or Registrar. Overload hours are billed at the per semester hour rate and the appropriate charges are added to students' accounts (See information on **Overload Charges** in this catalog.) Approval is generally granted in those circumstances in which a student has a cumulative grade point average of 2.50 or higher.

## ON-CAMPUS ONLINE COURSE REQUIREMENTS

Traditional aged students may register for on-campus online classes. Consult with your advisor.

## AUDITING COURSES

Individuals may audit courses with the consent of the instructor and the Registrar upon completion of an application and payment of the application fee, payment of the designated audit fee and on a space available basis. Fees are not discounted for auditing. (See the current **Fees** section of this Catalog). Auditors may register on the last two days of registration.

Auditing a course consists of attending classes and listening. Completion of assignments, tests, and exams are not required. No credit is awarded for audited courses. Auditors may not receive academic credit via credit by examination for an audited course. No course may be audited more than once. The College reserves the right to determine whether a course is appropriate for auditing; no audits are permitted in studio courses or independent study-type courses.

## INDIVIDUALIZED COURSES

Under some circumstances, selected courses may be taught on an individualized basis. Such scheduling is rare and must be approved at least 30 days in advance by the instructor involved, the appropriate division chairperson, and the Executive Vice President for Academic Affairs.

## FINAL EXAMINATIONS

Final examinations are scheduled during the examination period by the Executive Vice President for Academic Affairs. **Attendance at final examinations is mandatory.** Make-up examinations are allowed only for emergency situations or situations beyond the student's control. Student requests for permission to take make-up examinations must be approved by the instructor of the course and the appropriate

division chairperson. **If a student's account has not been paid or arranged for before final examinations begin, the student will not be allowed to take final examinations.**

### GRADING SYSTEM

Grading is a matter of professional judgment of faculty members as long as it is done within the guidelines of the approved grading policy and in accord with the distributed syllabus. **Only the faculty member can change a grade once it has been assigned.** The College has an established academic grievance procedure in case of dispute about grading. (See information on **Academic Grievance Procedure for Students** in this catalog – pg. 53).

**The following grading system is used to assign grades based on academic performance and/or registration status:**

GRADE	QUALITY POINTS	MEANING
A	4	Excellent – 90 - 100
B	3	Good – 80 - 89
C	2	Satisfactory – 70 – 79
D	1	Passing but not satisfactory – 60 – 69
F	0	Failure – Below 60
W	Not applicable – Does not affect GPA	Withdrew from a course not later than the date specified in the College calendar as the last day to withdraw from a course with a “W”
WP	Not applicable – Does not affect GPA	Withdrew from a course while still passing <u>after</u> the date specified in the College calendar as the last day to withdraw from a course with a “W”
WF	Affects GPA as an “F”	Withdrew from a course while failing <u>after</u> the date specified in the College calendar as the last day to withdraw from a course with a “W”
FA	Affects GPA as an “F”	Assigned by an instructor at any time during the semester when a student misses more classes than the syllabus or College policy allows. FA grades remove the student from the class.
I	Not applicable – Does not affect GPA	See paragraph below for explanation of Incomplete
NC	Not applicable – Does not affect GPA	Designates an unsatisfactory level of performance (below 70) in selected classes

**Incomplete:** A designation of “I” will be given only when work is not completed because of illness or other acceptable circumstances beyond the student's control. An “I” is not given simply because an assignment was not completed or the student wanted more time to try to improve the grade. It is the responsibility of the student who receives a grade of “I” to make the arrangements to complete the missing

work. **The work must be completed and a grade turned in by the faculty member by the midpoint of the following semester as specified in the College calendar. If the work is not completed by that date, the faculty member will assign a grade of “F” for the course.**

**Quality Points and GPA:** Each letter grade is assigned a specific number of quality points (see chart on preceding page). The number of quality points awarded for each grade is multiplied by the number of credit hours for a course. For example, an “A” in a three-hour course would earn 12 quality points (3 hrs @ 4 qp = 12). To calculate a cumulative GPA, divide the total number of quality points earned by the total number of credit hours attempted.

### **DROPPING, ADDING, OR WITHDRAWING FROM A COURSE**

During the drop-add period and after consultation with their faculty advisors, students may drop courses without academic record (i.e. the courses are not listed on the transcript). Students may also add a course at this time by consulting with their advisors and registering for the additional course.

Students may withdraw from a course with a grade of “W” after the drop-add period so long as that withdrawal occurs by the selected date. The deadline for withdrawing from course work with a grade of “W” appears in the College calendar at the beginning of this catalog.

To withdraw from a course, students must first consult with their advisors and complete the Academic Petition Form. This form must be signed by the advisor, the instructor, and the student. Upon completion of the form, the student must turn it in to the Registrar’s Office for final signature and processing. Students who do not follow this procedure will receive a grade of “FA” for failure to attend classes. A request for the assignment of a grade of “W” for extenuating circumstances after the “W” date specified in the calendar requires written documentation from the student to the instructor. Final approval rests with the Executive Vice President for Academic Affairs.

After the “W” period ends, students may withdraw from a class with a grade of “WP” or “WF”. It is the responsibility of the instructor to assign the appropriate grade. Students should remember that a grade of “WF” is counted as an “F” when their GPA is computed.

When resident students withdraw or are withdrawn from a course during the semester and the number of cumulative semester hours in progress drops below 12 hours, students may not continue to reside in College housing without the approval of the Dean of Students. Students are advised that dropping below full-time enrollment may have a negative impact upon their financial aid package with the College. **Students contemplating reducing their load below 12 hours in a given semester should consult with a member of the financial aid staff before they drop any classes.**

### **REPEATING A COURSE**

There is no institutional restriction on the number of times that a student may take a course. However, a student may use a maximum of four repeat grades in the grade point average, whether the student repeats one course four times, two courses twice each, or in any other combination. Once a student has had the maximum four repeats, all attempts in any course shall be reflected in the student’s grade point

average. Courses must be repeated at Spartanburg Methodist College to gain a benefit from the repeat policy.

While a grade of “D” is a passing grade, students should note this grade indicates the lowest level of passing work and **most senior colleges and universities do not give transfer credit for courses in which the grade of “D” has been earned.** Students who plan to transfer should ascertain the transfer policy of the senior college or university of choice regarding acceptance of credit for which a grade of “D” has been earned in order to determine the desirability of repeating the course at Spartanburg Methodist College. Students should also determine whether the transfer college computes grade point averages for admission by using all semester hours attempted since this practice has an effect on grade point and admission decisions. A “D” grade represents unsatisfactory work and students are strongly encouraged to repeat the course. This advice is especially important for foundation courses which provide information necessary for satisfactory performance at the next course level.

### ACADEMIC HONORS

The **President’s Honor List** and the **Dean’s Honor List** are compiled at the end of each semester. Graduation with Honors is computed at the time of graduation. Courses numbered 100 or below are not counted in determining Academic Honors.

1. **President’s Honor List:** Students earn this honor by achieving a grade-point average (GPA) of 3.80 or better on a full course load (12 hours or above) with no grade lower than a “C”.
2. **Dean’s Honor List:** Students earn this honor by achieving a grade-point average (GPA) of at least 3.25 and no higher than 3.79 on a full course load (12 hours or above) with no grade lower than a “C”.
3. **Honor Graduates:** Graduating sophomores with superior overall grade-point averages (GPA) will graduate with honors as follows:
 

Summa Cum Laude	3.80 – 4.00
Magna Cum Laude	3.65 – 3.79
Cum Laude	3.50 – 3.64
4. **Phi Theta Kappa:** A national honor society for two-year colleges which stresses academic excellence, leadership, fellowship, and service. Students must have earned at least 16 hours toward an associate degree at Spartanburg Methodist College, have achieved a grade point average of 3.5 or higher, be of good moral character, and possess recognized good qualities of citizenship.
5. **Psi Beta:** A national honor society in Psychology for two-year colleges which promotes scholastic achievement, builds a sense of community and identity, enhances leadership skills, encourages research, provides greater opportunity for student-faculty interaction outside the classroom, and benefits the campus and community through programs and services. A GPA of 3.0 and having earned no less than a “B” in General Psychology (PSYC 101) and/or Developmental Psychology (PSYC 201), completion of at least 12 academic hours, and a high standard of personal behavior and integrity will merit one an invitation to Psi Beta.
6. **Sigma Kappa Delta:** A national honor society in English for two-year colleges which is dedicated to advancing the study of language and literature, developing skills in creative and analytical writing, and bringing students together with other outstanding scholars and professionals in the discipline. Students must have completed a

minimum of one college course (excluding developmental courses) in English language or literature, have no grade lower than a B in English, have a minimum grade point average of 3.3 (on a 4.0 scale) in general scholarship, and have completed at least one semester or two quarters of college course work for a cumulative total of twelve semester hours.

### CLASS ATTENDANCE POLICY

Absences from courses are discouraged because of their negative impact on student success. Each instructor's course syllabus states the maximum number of absences allowed for that course in alignment with the College's Class Attendance Policy. The College's policy is that **the total number of absences in a course may not exceed the equivalent of two weeks of class sessions. (See the chart below for number of allowed absences.)** Make-up work is at the discretion of the instructor and may carry a grading penalty or a higher level of performance. Students exceeding the number of allowed absences specified in the syllabus may be withdrawn from the course and assigned a grade of FA (failure due to absences) by the instructor. If extenuating circumstances exist, students may appeal in writing to the faculty member for reinstatement to the class in question. The burden of proof rests with the student. If the problem is not resolved at that level, the student may appeal to the instructor's division chair.

Students who register during the drop/add period, and therefore join a class late, will not be counted absent prior to their enrollment in the course. Students who enroll after classes begin (during the official drop/add period) are responsible for contacting faculty within one week of adding a class to make specific arrangements for making up class work missed during the drop/add period. Faculty will assist students who enroll during drop/add.

Academic success is directly related to attendance and participation in class; therefore, students are expected to attend all class sessions, laboratories and class-related functions of all courses for which they are enrolled. Absences for personal illness, for death of a member of the immediate family, for official representation of the College, or for performance compelled by higher civil or military authority should be discussed with the faculty member in advance of the classes being missed if at all possible. The discussion is critical for students involved in intercollegiate athletics and other scheduled College events which will take the student out of class. Students must make arrangements with the appropriate faculty member(s) for make-up course work. Make-up work will be arranged at the convenience of the faculty member as to time, place, and format.

**ALLOWABLE ABSENCES**

<b>CLASS MODEL</b>	<b>CLASS EXAMPLE</b>	<b>ABSENCES ALLOWED</b>
1	Traditional TR or MW classes (3 hrs)	4
2	Traditional MWF classes (3 hrs)	6
3	Traditional TR or MW classes with lab (4 hrs)	6
4	Traditional MWF classes with lab (4 hrs)	8
5	PE classes meeting TR for part semester	2
6	PE classes meeting MWF for part semester	3
7	PE classes meeting once per week	2
8	PHED 121 (2 hrs)	4
9	SMC 101	3
10	MATH 221/MATH 222 (4 hrs)	8

**SPARTANBURG METHODIST COLLEGE ONLINE DROP/ADD AND ATTENDANCE POLICY**

Spartanburg Methodist College students enrolled in online programs are expected to actively participate in online courses. Active participation is defined as posting a response to a discussion assignment or submitting a course assignment during the online week prior to Sunday at 11:59 PM (Eastern). Simply logging into the course does NOT fulfill attendance requirements.

The College reserves the right to administratively withdraw a student from individual course(s) for recorded nonparticipation during the first week of class. Nonparticipation means that a student has failed to participate during the first seven calendar days of an online course(s). If nonparticipation is noted at the end of the first week, a grade of W will be recorded. If the nonparticipation is noted afterward, the instructor will assign a grade of FA (failure due to absences).

An Administrative Course Withdrawal or a grade of FA will change the student's enrollment status in terms of credit hours attempted and therefore may affect the student's financial aid package. All students are encouraged to speak with the Financial Aid Office and/or the Business Office for counseling on changes to financial aid eligibility.

Drop/add dates for on-line courses are noted in the academic calendar. (Online ACJ students should refer to the Online ACJ Student Handbook at <https://www.smcc.edu/academics/degrees-and-programs/online-criminal-justice>.)

**NOTIFICATION OF SEMESTER GRADES**

Spartanburg Methodist College students are notified of their grades at the end of each academic term. Grade reports are mailed to the students via the United States Postal Service to their home addresses.



## ACADEMIC PROGRESS, PROBATION, AND SUSPENSION

### Standards of Academic Progress for Full-Time Students

The College's associate degree programs are planned for completion in two years by full-time students successfully completing 32 to 33 semester hours per academic year. Students who fail course work, take pre-college level courses, change degree objectives or areas, or fail to maintain the required grade point average may have to take additional course work and/or additional semesters of study during the summer or regular academic year.

Because some students take longer than two years to complete their course of study, the College allows full-time students up to three years to complete their degrees. Such students maintain satisfactory progress toward their degrees by successfully completing the number of hours specified for each enrollment period and by earning the required grade point average. Those requirements are set forth in the section entitled **Academic Probation** in this catalog.

### Standards of Academic Progress for Part-Time Students

Part-time students are required to meet the same academic standards required of full-time students, but part-time students have more time in which to meet the number of hours required for the desired degree. Since part-time students take less than a full academic load, the College permits such students five years in which to complete their degree programs. If additional time is needed, students must petition the Registrar in writing for an extension of time. Part-time students must earn minimum cumulative grade point averages as follows:

First Semester	1.00
Second Semester	1.30
Third Semester	1.55
Fourth Semester	1.75
Fifth Semester	1.90
Sixth and subsequent semesters	2.00

### Academic Probation

When the quality of academic work falls below the following grade point average and number of credit hours earned, based on the number of semesters of full-time enrollment, students are placed on academic probation for the next semester.

	Minimum Cumulative Semester Hours Earned	Cumulative Grade Point Average
First Semester	9	1.00
Second Semester	19	1.30
Third Semester	29	1.55
Fourth Semester	41	1.75
Fifth Semester	52	1.90
Sixth Semester	64	2.00

While on academic probation, students may be advised to take a reduced load and/or repeat courses as directed by the advisor, the Director of Academic Advisement, the Registrar, and/or the Executive Vice President for Academic Affairs. When the academic performance meets or exceeds the standards of the enrollment,

students are removed from probationary status and all restrictions previously imposed are removed.

### **Academic Suspension**

Students on academic probation who fail to earn the required minimum cumulative number of semester hours and grade point average in the next semester of enrollment are suspended for one semester. Full-time and part-time students who earn a first semester grade point average of 0.33 or below will be placed on academic suspension. If such students are pre-registered for classes for the next semester, that schedule of classes is canceled.

Suspended students may appeal for re-admission. Appeals must be submitted in writing to the Registrar or the Executive Vice President for Academic Affairs no later than the first day of classes for the semester in question. Students who are re-admitted must raise their GPA and number of earned hours to the appropriate levels in order to return for a subsequent semester; however, re-admitted students who do not meet the minimum semester hours and GPA requirements may enroll for a subsequent semester if they earn a 2.0 or higher GPA for that semester. Requirements for minimum cumulative semester hours earned and cumulative grade point averages appear in this section of the catalog. The College retains the right to impose additional conditions upon suspended students seeking re-admission. The decision of the Executive Vice President for Academic Affairs regarding appeals for re-admission is final.

Students who have been academically suspended may request permission to attend summer school at Spartanburg Methodist College in order to meet minimum academic standards. Such requests must be approved by the Registrar or the Executive Vice President for Academic Affairs.

### **DIRECTED WITHDRAWAL FROM THE COLLEGE**

The College reserves the right to direct the withdrawal of students who have been placed on academic and/or social probation (as defined in *The College Catalog* and/or *The Student Handbook*) or whose attitude or behavior is not in accord with the ideals and standards of the College. These circumstances are separate and distinct from sanctions imposed through the College discipline system. Under Directed Withdrawal, specific charges will not be necessary. Such evaluation may take place at any time.

Under the College discipline system, suspension or dismissal from the College may be imposed as sanctions for violations of College regulations. See *The Student Handbook* for a complete description of the discipline system.

Students directed to withdraw from the College may be eligible to transfer to the institution of their choice but are not generally eligible to return to Spartanburg Methodist College. The conditions of the directed withdrawal and the condition under which students may apply for re-admission, if re-admission is a possibility, may be set at the time of the withdrawal and/or at the time the application for re-admission is considered.

### **VOLUNTARY WITHDRAWAL FROM THE COLLEGE**

Students voluntarily withdrawing during a term must obtain a withdrawal form from the Registrar and return the completed form to the Office of the Registrar.

Students are responsible for making satisfactory arrangements for all financial obligations to the College, including the Business Office, Office of Financial Aid, Office of Student Development, and Library. Students failing to complete the withdrawal process will not be given an honorable withdrawal and grades of “FA” will be applied to all courses in progress when they leave.

Students will be allowed to withdraw from the College without academic penalty up to the date indicated on the College calendar, and the grade of “W” will be recorded on the student’s permanent record for each course. After the academic penalty period begins, grades will be recorded as “F”, “WP”, “WF”, or “FA”. Students who are forced to withdraw because of illness or other catastrophic circumstances may have grades of “W” recorded for all or some courses with the permission of the Executive Vice President for Academic Affairs. Written documentation must support appeals for “W” grades. Grades of “FA” earned prior to a medical withdrawal *may* not be reversed to grades of “W”. Students who withdraw and wish to return in a later term must apply for re-admission, and provide the College with a letter from a doctor to support readmission.

### STUDENTS CALLED TO ACTIVE MILITARY DUTY

The policy of Spartanburg Methodist College is to work with students called to active military duty on a case-by-case basis. If the student is able to complete the course work early, then the appropriate grades will be awarded. If the student is in good standing with the College and has a reasonable chance of completing that work upon returning to the College, the student will be awarded incomplete grades for the course work and given adequate time (under no circumstances longer than 12 months) to finish the work when the active duty is over. If it is not possible to complete the course work in a reasonable time to be defined solely by the College, then the College permits such students to withdraw without penalty and refunds to those students, tuition and fees paid from their own resources. Students wishing to utilize this policy should contact the Office of Academic Affairs at 587-4256.

### CONFIDENTIALITY OF PERMANENT RECORDS

Spartanburg Methodist College hereby informs students of the Family Educational Rights and Privacy Act of 1974 (**the “Buckley Amendment”**). This act, as amended, stipulates that all students, regardless of age, who are or have been in attendance at an institution of post-secondary education have the right to inspect and review their educational records within a reasonable period of time (not to exceed 45 days) after making a request for such a review. In addition, this act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Department of Education concerning alleged failures by the institution to comply with the act. Spartanburg Methodist College is in full compliance with the provisions of that legislation.

Although student records are considered confidential under this act, an exception is provided for directory information. Directory information, which may be released to the public at large, includes the following: name, address, email address, telephone number, cell phone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. **Students who prefer that Directory Information not be released must inform the Registrar’s Office to that**

**effect in writing no later than 30 days after the first day of the first semester of enrollment.**

**FERPA ANNUAL NOTICE TO REFLECT POSSIBLE FEDERAL AND STATE DATA COLLECTION AND USE:** As of January 3, 2012, the U. S. Department of Education’s FERPA regulations expand the circumstances, under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal – or – state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

**SPECIAL NOTE TO PARENTS:** Spartanburg Methodist College, in compliance with the Family Educational Rights and Privacy Act of 1974 (“**the Buckley Amendment**”), releases no personal information restricted by that Act without written consent of the student. This Act prohibits College officials from disclosing any records, including grade reports, academic standing, transcripts of records, or any other records, files, documents, and materials in whatever medium, that contain information directly related to the student and by which the student can be individually identified. Authorization for parental access to student records covered by the Act must be made in writing by the student and addressed to the Registrar of Spartanburg Methodist College. Exceptions to the student authorization for parental access may be made when the students are the legal dependents of their parents. Written verification of that dependency shall be required before any records are released.

Students who wish to inspect and review their records must request access to those records in writing with such requests to be addressed to the Registrar of Spartanburg Methodist College. Inspection and review of records must take place in the Registrar’s office. Access will ordinarily be granted within one week’s time of receiving the request. Should the inspection and review result in a request to amend the records, students must request such an amendment in writing and direct the appeal to the Registrar of Spartanburg Methodist College. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or

support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted for services (such as an attorney, auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official College committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. School officials have legitimate educational interests if they need to review an educational record in order to fulfill their professional responsibilities.

Amendments to The Family Educational Rights and Privacy Act in June of 2000 allow additional disclosure of certain disciplinary records without students' permission. Disclosure is allowed in situations involving crimes of violence and for violation of laws and campus policies related to alcohol and controlled substances. Disclosure is required in situations involving alleged sexual assault. See the Spartanburg Methodist College Student Handbook for more specific explanations.

### **TRANSCRIPTS**

All correspondence requesting transcripts must be addressed to the Registrar. A fee of \$5.00 is charged for each transcript. Any transcript issued to the student is clearly marked "Issued to Student." Official transcripts requested for other colleges, universities, or employers bear the College seal and are mailed directly to the designated institution or firm. **NO TRANSCRIPT WILL BE ISSUED FOR STUDENTS WHO ARE INDEBTED TO THE COLLEGE OR WHO HAVE UNRESOLVED DISCIPLINE SANCTIONS.**

### **ACADEMIC GRIEVANCE PROCEDURE FOR STUDENTS**

The Academic Grievance procedure is provided to resolve student grievances pertaining to academic matters resulting from actions of faculty members or administrators. Various circumstances may serve as legitimate grounds for student academic grievances. The list of academic grievances below is not all inclusive but provides examples of the types of complaints that might be appropriately grieved:

1. Errors in the calculating or recording of examination grades or the computation of final grades contrary to the faculty member's stated grading policy.
2. A faculty member's gross deviation from College policies in conducting classes, examinations, or grading.
3. A faculty member's failure to announce grading policies and attendance policies or changing such policies so that they are outside College policies.
4. Failure of a faculty member to grade, return, and discuss tests or assigned work prior to subsequent tests.
5. Discriminatory grading on the basis of conditions other than academic criteria.
6. Capricious, demeaning, or arbitrary actions by a faculty member that might markedly affect a student's performance.
7. Failure to provide appropriate academic advisement.

**Procedures for Redress:** Students who allege an academic grievance shall attempt to resolve the matter by informal discussion with the faculty member or administrator involved. If the outcomes of these discussions are not satisfactory, the complaint may be continued according to the following procedures:

1. The student **must** submit a written statement of complaint to the involved instructor or administrator no later than 30 days after the end of the semester in which the grievance occurs. This statement must describe the specific complaint the student is making. It must also include the change the student is seeking. Upon receiving the written complaint, the faculty member/administrator will schedule a conference with the student within seven days of receipt of the written complaint to attempt to resolve the grievance.
2. If a resolution of the problem is not achieved in Step 1 above, the student may pursue the grievance in writing to the division chairperson. (In the event that the instructor involved is also the division chairperson, the division chairperson should contact the Executive Vice President for Academic Affairs who will assign an alternative division chairperson to hear the appeal.) The division chairperson will attempt to resolve the issue with the instructor and student.
3. If still not satisfied that a fair and equitable solution has been reached, the student may direct the written grievance, together with the appropriate documentation, to the Executive Vice President for Academic Affairs. The Executive Vice President shall inform the student of the outcome of the petition in writing within seven class days from receipt of the student's complaint. The decision of the Executive Vice President is final.
4. A record of the grievances is maintained in the office of the Division Chair, the Executive Vice President for Academic Affairs, or the Dean of Students, depending on the level at which the grievance was resolved.

#### **GRIEVANCES OF ALLEGED DISCRIMINATION RELATING TO SEX, RACE, CREED, NATIONAL ORIGIN, AGE, OR PHYSICAL HANDICAP**

Spartanburg Methodist College is committed to equal opportunity for all students. Questions and/or concerns about alleged discrimination relating to race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any legally protected status should be referred to the Office of Academic Affairs, Ellis Hall, Room 225. The telephone number is (864) 587-4256.

#### **TITLE IX**

TITLE IX of the Education Amendments of 1972 states that, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." TITLE IX applies to all areas of campus life including athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services.

Inquiries concerning the application of Title IX should be directed to the following Title IX administrators:

**Coordinator:**

**Jenny Dunn**, Executive Director of Human Resources & Title IX Coordinator, 864-587-4271

Faculty, staff and community

**Deputy Coordinators:**

**Trina Gilliam**, Director of Residence Life and Student Conduct, 864-699-4631  
Students

**Dan Kenneally**, Women's Soccer coach, Student Athletic Retention Officer and Athletic Recruiter, 864-587-4270 or 864-266-0746  
Athletes

**GRIEVANCE PROCEDURE FOR ALLEGATIONS OF CHEATING, PLAGIARISM, OR INAPPROPRIATE ACADEMIC CONDUCT**

The Academic Judicial Board has the authority to hear cases involving:

1. Allegations of cheating, plagiarism or other inappropriate academic conduct in violation of the SMC Honor Code.
2. Allegations of inappropriate behavior in an academic setting.

**Procedures for Redress:** Before the Academic Judicial Board becomes involved, the faculty member and affected student(s) must first attempt to resolve any matter regarding dishonesty or other inappropriate behavior.

1. If a faculty member alleges the student to be guilty of a violation, the faculty member will discuss allegations with the student and may require extra work, assign a grade deemed appropriate, or will discuss allegations with the student and recommend to the Executive Vice President for Academic Affairs that the student be withdrawn from the course and assigned an appropriate grade. The faculty member must communicate this to the student in person and in writing. If the student accepts the faculty member's actions, the decision and consequences will be communicated in writing by the faculty member to the Division Chair and the Executive Vice President for Academic Affairs, so that a notation can be made in the student's file. No further action is necessary.
2. If the student disagrees with the faculty member's decision and wishes to pursue the matter further, the student must submit a written statement explaining the circumstances to the instructor and the Division Chair within 72 hours of being notified of the faculty member's decision (excluding weekends and holidays). In the event that the instructor involved is also the division chairperson, the division chairperson should contact the Executive Vice President for Academic Affairs who will assign an alternative division chairperson to hear the appeal.

3. The Division Chair will attempt to resolve the matter. This may include investigation of the incident and discussions with all parties involved. The Division Chair will communicate his/her decision to the student and faculty member in person and in writing. If the student accepts the decision of the Division Chair, the decision and consequences will be communicated in writing by the Division Chair to the Executive Vice President for Academic Affairs so that a notation can be made in the student's file. No further action is necessary.
4. If the student disagrees with the Division Chair's decision, the student must submit a written statement explaining the circumstances to the Executive Vice President for Academic Affairs. The Executive Vice President will refer the matter to the Chair of the Academic Judicial Board, who in turn will set a date and time for a hearing by the Academic Judicial Board. The hearing will be scheduled, and all parties notified, as soon as practicable.

NOTE: If a request for a hearing is received within the last 10 days of a semester, the student will receive an "Incomplete" for the course in question and the matter will be dealt with during the next semester.

5. The Academic Judicial Board will hear any testimony it deems necessary. This will normally include the accused student, the faculty member, and any witnesses to the alleged incident. Parents, attorneys, or others not directly involved in the case, are not permitted to attend the hearing or address the Board. When the Board is satisfied that it has heard all relevant information, all parties except members of the Board will be excused so that the Board may begin deliberations. The Board will determine, by simple majority vote, if the student is responsible for a violation. If found responsible, the Board may consult the student's file to determine if any previous violations have occurred, and may take such into account in determining consequences (sanctions). The Academic Judicial Board will verbally notify the student of its decisions at the conclusion of the hearing.
6. The Chair of the Academic Judicial Board will notify the Executive Vice President for Academic Affairs in writing of the Board's decisions within 24 hours of concluding the hearing (excluding weekends and holidays).
7. The Executive Vice President for Academic Affairs will notify the student in writing of the Academic Judicial Board's decisions. There is no appeal for the student beyond this stage. If the student has further concerns, they may be communicated to the Executive Vice President as information.
8. All records of the Grievance Process will be kept in the office of the Executive Vice President. The Executive Vice President for Academic Affairs will inform the faculty member submitting evidence of academic dishonesty of any previous violations on the part of that student.



# **COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

*Note: Not all courses are offered every semester.*

### ANTHROPOLOGY

**ANTH-101: CULTURAL ANTHROPOLOGY. 3 hours**

An introduction to the basic concepts, terminology, and research in cultural anthropology. Focus is upon cultural comparisons of social institutions in various societies from early preliterate to modern non-Western and Western societies.

### ART

**ARTS-201: ART APPRECIATION. 3 hours**

An introduction to the visual arts of the Western World with emphasis on artists and art produced from prehistoric to contemporary times. Course content also considers processes, vocabulary, and materials.

**ARTS-202: DRAWING I. 3 hours**

An introduction to the discipline of drawing and skills and techniques in a variety of drawing media. Emphasis on composition, design, and creative ideas. This course will meet for 1.5 hours for every 1 hour of credit granted.

**ARTS-203: DRAWING II. 3 hours**

An exploration of new skills and techniques in drawing while perfecting skills and techniques introduced in ARTS-202. This course will meet for 1.5 hours for every 1 hour of credit granted.

*Prerequisite: ARTS-202 or permission of instructor.*

**ARTS-204: PAINTING I. 3 hours**

An introduction to the discipline of painting and skills and techniques in a variety of painting media. Emphasis on composition, design, and creative ideas. This course will meet for 1.5 hours for every 1 hour of credit granted.

**ARTS-205: PAINTING II. 3 hours**

An exploration of new skills and techniques in painting while perfecting skills and techniques obtained in ARTS-204. This course will meet for 1.5 hours for every 1 hour of credit granted.

*Prerequisite: ARTS-204 or permission of instructor.*

**ARTS-206: FUNDAMENTALS OF TWO-DIMENSIONAL DESIGN. 3 hours**

This course is designed to help students develop creative answers to design problems using principles and elements of two-dimensional design such as balance, rhythm, scale/proportion, shape/volume, value/color, unity/variety, and illusion of space, etc. This course will meet for 1.5 hours for every 1 hour of credit granted.

**ARTS-207: DIGITAL PHOTOGRAPHY. 3 hours**

This course is a study of the principles, terminology, techniques, tools and materials of digital photography. Students are required to provide their own digital camera with manual settings, and a tripod. This course will meet for 1.5 hours for every 1 hour of credit granted.

**ARTS-208: DIRECTED STUDY IN STUDIO ART I. 3 hours**

An intense course in studio art in which students will be given the opportunity to further develop skills and explore various techniques in a selected medium. Projects will emphasize developing individual concepts and creative solutions to visual problems. This course will meet for 1.5 hours for every 1 hour of credit granted.

*Prerequisite: Arts 203 or ARTS 205 and permission of instructor.*

**ARTS-209: DIRECTED STUDY IN STUDIO ART II. 3 hours**

A continuation of intense course work in studio art. Students will further develop skills and explore techniques in a select medium. Students are only allowed to take this course if they cover different topics than those covered in ARTS 208. This course will meet for 1.5 hours for every 1 hour of credit granted.

*Prerequisite: ARTS 208 and permission of instructor.*

**ARTS-210: FUNDAMENTALS OF THREE DIMENSIONAL DESIGN. 3 hours**

An introduction to visual thinking and principles of three-dimensional design, including form, volume and space. This course will meet for 1.5 hours for every 1 hour of credit granted.

**ARTS-211: COMPUTER GRAPHICS I. 3 hours**

An introduction to the hardware and software used in creating graphic design and illustration. This course will meet for 1.5 hours for every 1 hour of credit granted.

**BIOLOGY****BIOL-101: PRINCIPLES OF BIOLOGY I. 4 hours**

An introduction to biological principles and techniques including the study of basic chemistry, cell structure, cell functions, inheritance, and introductory plant and animal anatomy and physiology. Emphasis on the cellular and sub-cellular level. Laboratory.

**BIOL-102: PRINCIPLES OF BIOLOGY II. 4 hours**

An introduction to basic biological principles and techniques including the study of basic plant and animal anatomy and physiology, animal behavior, and ecology. Emphasis on the organismal level. Laboratory.

*Prerequisite: BIOL-101 or permission of instructor.*

**BIOL-105: BIOLOGY, A HUMAN APPROACH. 4 hours**

An introduction to the anatomy and physiology of humans. Ten human systems and their interrelations are studied. Applications to health and disease are discussed. Laboratory.

*Prerequisite: BIOL-101 or permission of instructor*

**BIOL-106: ISSUES IN HUMAN BIOLOGY. 4 hours**

An introduction to the basic structure and function of humans from the molecular level to the organ system level including applications to health and disease. Topics also include issues of current interest in genetics, biotechnology, human impacts on the environment, and bioethics. This course is for non-majors and does not meet the pre-requisite for other biology courses. Laboratory required.

**BIOL-201: BOTANY.****4 hours**

A survey of the plant kingdom and an introduction to their classification, physiology, morphology, genetics, and ecology. The interrelationships between plants and humans, such as agriculture, horticulture, and genetic engineering, will also be explored. Laboratory work and field investigations required.

*Prerequisite: BIOL-101 or BIOL-102 or permission of instructor.*

**BIOL-202: ZOOLOGY.****4 hours**

A survey course including the protozoan and animal kingdoms from the simplest one-celled organisms to the mammals. Topics include cell division, development, morphology, physiology, and reproductive cycles. Emphasis on the taxonomic progression. Laboratory.

*Prerequisite: BIOL-101 or 102 or 105 or permission of instructor.*

**BIOL-203: INVERTEBRATE ZOOLOGY.****4 hours**

The study of invertebrate animals. Topics include principles of development, phylogeny, classification, morphology, physiology, and reproduction. Laboratory.

*Prerequisite: BIOL 101 or 102 or permission of instructor.*

**BIOL-205: ENVIRONMENTAL SCIENCE.****4 hours**

A course designed to incorporate fundamental biological and ecological principles (including energy production/flow/use, nutrient cycling, climax communities – terrestrial and aquatic, and population biology) into a study of the interrelationship between humans and the environment. These interrelationships include the study of pollution (air, soil, water), management of resources, ethics, and policy/decision making.

**BIOL-210: HUMAN ANATOMY and PHYSIOLOGY I.****4 hours**

The course will include a review of appropriate general and organic chemistry, cell structure, cell reproduction, and metabolism. The gross and microscopic anatomy and the physiology of the tissues (histology), the integumentary, skeletal, muscular, and nervous (including sense organs) systems of humans will be studied in depth. Emphasis will be placed on relationship between structure and function and interrelationships among organ systems in health disease. Laboratory required.

*Prerequisite: BIOL 101 or its equivalent or permission of the division chair after review of high school science coursework.*

**BIOL-211: HUMAN ANATOMY and PHYSIOLOGY II.****4 hours**

This course is a continuation of BIOL 210: Human Anatomy and Physiology I. The course will include a brief review of appropriate topics from BIOL 210. The gross and microscopic anatomy and the physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems of humans will be studied in depth. Emphasis will be placed on relationship between structure and function and interrelationships among organ systems in health and disease. Laboratory required.

*Prerequisite: BIOL 210 or its equivalent or permission of the instructor.*

**BIOL-230: MICROBIOLOGY.****4 hours**

An introduction to microorganisms, including their identification, structure, metabolism, genetics, and ecology. Emphasis on bacteria, viruses, and pathogenic microorganisms. Laboratory required.

*Prerequisite: BIOL 101 or permission of the instructor.*

**BUSINESS ADMINISTRATION****BSAD-105: BUSINESS COMMUNICATIONS. 3 hours**

Designed to prepare students to communicate effectively in the business community. Emphasis on the clear, concise style necessary to business writing. After a basic review of grammar, the course covers styles of business letters, memoranda, short reports, and oral reports. *Course not currently offered.*

**BSAD-201: PRINCIPLES OF MACROECONOMICS. 3 hours**

Provides a fundamental understanding of the economy as a whole. Introduces the student to facts, concepts, and analytical methods of economics in a free market system.

**BSAD-202: PRINCIPLES OF MICROECONOMICS. 3 hours**

Introductory analysis of economics of the individual units or markets in the economy. Emphasis is on market pricing, cost, and output determination within different market structures.

*Prerequisite: BSAD-201 or permission of instructor.*

**BSAD-205: ACCOUNTING I. 3 hours**

This course in fundamentals of accounting involves principles upon which the accountant relies to determine a firm's net income and financial position. Accounting I deals primarily with understanding the accounting cycle and applying understanding to sole proprietorships.

**BSAD-206: ACCOUNTING II. 3 hours**

A continuation of Business Administration 205. Accounting II deals with managerial and production accounting. Emphasis on partnerships and corporations. Requires more in-depth analysis than Accounting I.

*Prerequisite: BSAD-205 or its equivalent.*

**BSAD-219: BUSINESS SYSTEMS THEORY AND DESIGN. 3 hours**

An overview of computer-based management systems, the role of the computer in decision-making, and the flow of information from an input design perspective. Emphasis is placed on the theory and design of business systems rather than systems in general.

*Prerequisite: CSCI-217 or permission of instructor.*

**CHEMISTRY****CHEM-101: GENERAL CHEMISTRY I. 4 hours**

A study of the facts and principles of chemistry as related to an understanding of matter about us. Atomic structure is presented as a basis for the periodic nature of the elements and the resulting properties of compounds. Phenomena related to solids, liquids and gases are presented with an emphasis on problem solving. Laboratory with exercises that parallel text material.

*Prerequisite: MATH-103 or permission of instructor. (Recommended for majors in chemistry, physics, pre-med, and engineering.)*

**CHEM-102: GENERAL CHEMISTRY II.****4 hours**

A continuation of Chemistry 101. Redox reactions, solution chemistry, including acid-base equilibrium and solubility, thermodynamics, nuclear chemistry, and organic chemistry are some of the major topics. Laboratory exercises include qualitative analysis. Laboratory.

*Prerequisite:* CHEM-101 or its equivalent. (Recommended for majors in chemistry, physics, pre-med, and engineering.)

**CHEM-105: INTRODUCTORY CHEMISTRY I.****4 hours**

An introductory level course covering the fundamental concepts of chemistry. It is designed to provide a sound theoretical background and an understanding of the relationships of chemistry to society in general and the health-related professions in particular. Students will be exposed to the practical aspects of chemistry that relate to the health sciences and the environment. (Not recommended for majors in chemistry, engineering, pre-med, pharmacy, physical therapy, or bio-chemistry.)

*Corequisite:* MATH-103 or its equivalent.

**CHEM-106: INTRODUCTORY CHEMISTRY II.****4 hours**

A systematic study of organic compounds including their properties and reactions and their role in biochemistry, the chemistry of living systems. This course will include a review of inorganic chemistry concepts including structure of the atom, chemical bonding, physical and chemical properties and the periodic table, the states of matter, equilibrium, and energy changes.

**CHEM-201: PRINCIPLES OF ORGANIC CHEMISTRY I.****4 hours**

A study of fundamentals of organic chemistry which include the nomenclature, preparations, and reactions of hydrocarbons (both aliphatic and aromatic). Also included are studies of alcohol, ethers, and stereochemistry. Laboratory.

*Prerequisite:* CHEM-102.

**CHEM-202: PRINCIPLES OF ORGANIC CHEMISTRY II.****4 hours**

Continuation of Chemistry 201 includes interpretation of spectra, nomenclature, preparations, and reactions of aldehydes, ketones, amines, and carboxylic acid. Macro and biomolecular topics will also be covered. Laboratory.

*Prerequisite:* CHEM-201.

**COMPUTER SCIENCE****CSCI-101: INTRODUCTION TO COMPUTER SCIENCE.****3 hours**

Introductory course in computer literacy and computer appreciation with emphasis on personal and business applications. Topics include components of a business computer system, database management, file organization, word processing, and spreadsheets. Laboratory.

**CSCI-115: DIGITAL DESIGN FOR THE WEB.****3 hours**

An introductory course in Web design and publishing. The course includes the most important topics of HTML and DHTML, from creating multimedia Web pages with hypertext links, tables, frames, and forms, to using cascading style sheets and programming with JavaScript. Laboratory.

**CSCI-121: ALGORITHMIC DESIGN I.****3 hours**

Algorithmic design and testing using an appropriate language such as Java. Coverage includes problem solving, structured programming, vectors and arrays, and string processing. Laboratory.

**CSCI-130: INTRODUCTION TO VISUAL BASIC. 3 hours**

The Fundamentals of programming using Visual Basic. Topics covered will include visual user interface design, using controls, variables, constants, decision structures, loops, arrays and creating menus. (NOTE: This course does not satisfy the computer science requirement for graduation.)

**CSCI-215: NETWORKING. 3 hours**

Designing, installing, maintaining, and administering networks using Windows. Additional topics will include the advantages of networking; basics of local area networking, intranet systems, network security and firewalls. (NOTE: This course does not satisfy the computer science requirement for graduation.) *Prerequisite: CSCI-130.*

**CSCI-217: COMPUTER APPLICATIONS FOR BUSINESS. 3 hours**

Designed primarily for students interested in Business Administration for business applications, accounting, word processing, spreadsheets, and database management. This course is also designed for students in the career degree programs. Keyboarding skills required. Laboratory.

**CSCI-221: ALGORITHMIC DESIGN II. 3 hours**

Continuation of Computer Science 121. Rigorous development of computer algorithms. Linear data structures, trees, and more string processing. Laboratory. *Prerequisite: CSCI-121.*

**CRIMINAL JUSTICE****CRMJ-101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM.****3 hours**

A course not in law but about the law as a means of social control. Designed to bring a better understanding of how our criminal justice system works in the prevention, detection, prosecution, and punishment of crime, fair administration of justice, and restoration of offenders to the community. For the beginning student interested in a career in the criminal justice field.

**CRMJ-105: POLICE ETHICS. 1 hour**

Police conduct is examined as it relates to ethical principles. Includes the examination of ethical dilemmas pertaining to professional activities in the field.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-110: POLICE ADMINISTRATION. 3 hours**

Study of the modern law enforcement agency, its functions, structure, and operational techniques. Attention is given to general and specialized units, principles of organization, staff, budget, and control.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-112: INTRODUCTION TO CRIMINOLOGY. 3 hours**

Review of the extent of crime, types of crime, causes of crime, and the law enforcement officer's role in control of crime. Special attention to controversial issues in criminology with full discussion of different views.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-202: CRIMINAL EVIDENCE AND PROCEDURES. 3 hours**

Study of criminal evidence for police, types of evidence, criminal procedure in various courts, legal arrests and searches (constitutional requirements, etc.), court functions (indictments, grand and petit juries, etc.), and rights and duties of officers and citizens.

*Prerequisite or Corequisite: CRMJ-101 or permission of the instructor.*

**CRMJ-203: INTRODUCTION TO CRIMINAL LAW. 3 hours**

Study of the nature, types, and sources of criminal law. Classification and analysis of crime and criminal acts in general. Examination of selected specific criminal offenses.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-210: JUVENILE RELATIONS. 3 hours**

Examination of various theories relating to causal factors of juvenile delinquency and a study of the evolving juvenile justice system, to include law enforcement, courts, corrections, and prevention.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-211: COMMUNITY-BASED CORRECTIONS. 3 hours**

Survey of alternatives to incarceration which includes discussions on probation, parole, shock probation, work release, and other alternatives to incarceration. Discussions also address questions such as correctional philosophy, the legal implications of alternative systems and supervisory techniques.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-212: INTRODUCTION TO CORRECTIONS. 3 hours**

A review of the history of development of jails and prison systems. Introduction to prison management, operations, and programs, current methods of classification, treatment, security. Career opportunities in penology also discussed.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-213: COMMUNITY POLICING. 3 hours**

Survey of the subject ranging from theory and definition of community policing to the actual duties of the officer supervising and evaluating programs. Emphasis is placed on maintaining an immediate and effective police response to individual crime incidents and emergencies with the goal of exploring new proactive initiatives aimed at problem solving.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-214: VICTIMOLOGY. 3 hours**

An introduction to victims of crime, their roles as victims, their treatment by the criminal justice system, and their willingness to report crimes and to prosecute. Emphasis will be placed on the rights of the victim as well as victim compensation programs.

*Prerequisite or Corequisite: CRMJ-101 or permission of the program director.*

**CRMJ-220: INTRODUCTION TO FORENSIC SCIENCE. 3 hours**

An introductory course with emphasis on the terminology and techniques used in forensic science. Topics will include: physical evidence, fingerprint evidence, trace evidence, toxicological evidence, arson and explosive evidence, drug evidence, ballistics and DNA testing.

*Prerequisite: CRMJ 101 or permission of the department director and/or the instructor.*

**DRAMA****DRAM-101: DRAMA APPRECIATION. 3 hours**

Survey of the general function of theater as art, developing a basis for understanding, evaluating, and criticizing drama. This course includes units on such topics as theater history, acting, make-up, set construction, stage lighting, and play analysis.



- DRAM-102: INTRODUCTION TO ACTING.** **3 hours**  
Introduction to fundamentals of acting methods, styles, development of techniques and practices of acting. Speech and movement training included.
- DRAM-111: DRAMA WORKSHOP I.** **1 hour**  
Participation in the production of a play, either as actor or crew member.
- DRAM-112: DRAMA WORKSHOP II.** **1 hour**  
Continuation of Drama Workshop I.
- DRAM-113: DRAMA WORKSHOP III.** **1 hour**  
Continuation of Drama Workshop II.
- DRAM-114: DRAMA WORKSHOP IV.** **1 hour**  
Continuation of Drama Workshop III.
- DRAM-202: ORAL INTERPRETATION.** **3 hours**  
Exploration of the art of oral interpretation of literature, while training to communicate the world of literature to an audience.

### EDUCATION

- EDUC-101: INTRODUCTION TO TEACHING.** **3 hours**  
Designed to orient those considering a career in teaching to aspects of the public educational system, to the duties and roles of teachers, and to the requirements for teachers in South Carolina. Students will attend lectures and complete assignments on related topics, including current issues in education, techniques for classroom management, methods for teaching diverse learners, components of an effective lesson plan, etc. A primary component of this course is the EDUC 101 field experience where students and a cooperating teacher in a public school classroom in our area. Students are encouraged to be active participants in the teaching/learning process through the field experience and through cooperative learning activities that take place throughout the course. Students enrolled in this course must pass a SLED criminal history background check for which there is a nominal fee.

### ENGLISH

- ENGL-100: ENGLISH BASICS.** **3 hours**  
Provided for students who lack the basic writing skills needed for English 101. The course is designed to remove students' deficiencies and enhance chances for academic success through review and instruction in usage, syntax, punctuation, mechanics, and paragraph development, and to develop content-area reading skills and comprehension. *Placement is dependent upon established criteria.* (May not be used for elective credit toward graduation at SMC. Quality points for 100 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)
- ENGL-101: ENGLISH COMPOSITION I.** **3 hours**  
Instruction in the academic skills of English composition including a review of basic English grammar, spelling, and punctuation. By critically reading and utilizing the writing process of prewriting, writing, revising, and editing essays, students should increase the ability to use written language effectively. Library orientation is required.  
*Placement is dependent upon meeting established criteria or a grade of C or better in ENGL-100.*

**ENGL-102: ENGLISH COMPOSITION II. 3 hours**

Instruction in the critical/persuasive skills of English composition and an introduction to literature. By composing essays and a research paper in edited standard American English and in an acceptable format, students will demonstrate the ability to think critically and express themselves persuasively. For a review of basic grammar, spelling, punctuation, and exposition, students may be referred to the Writing Center at the discretion of the instructor.

*Prerequisite: ENGL-101 or its equivalent.*

**ENGL-201: BRITISH LITERATURE I. 3 hours**

Survey of British literature from the Middle Ages through the Eighteenth century with emphasis on historical movements, tracing the development of the thought of each period as expressed by representative authors.

*Prerequisite: ENGL-102 or its equivalent or permission of the instructor.*

**ENGL-201T: BRITISH LITERATURE I WITH SMC ABROAD 3 hours**

Survey of English Literature from its beginning through the New-Classical Period, with emphasis on historical movements, types of literature, principal authors, and outstanding works of each period. This course requires several readings and assignments prior to the embedded trip abroad to Great Britain for two weeks.

*Prerequisite: English 102 or its equivalent or permission of the instructor.*

**ENGL-202: BRITISH LITERATURE II. 3 hours**

Survey of British literature from the Romantic Period (c. 1785) to the present time, with emphasis on historical movements, tracing the development of the thought of each period as expressed by representative authors.

*Prerequisite: ENGL-102 or its equivalent or permission of the instructor*

**ENGL-203: AMERICAN LITERATURE I. 3 hours**

Survey of American Literature from Colonial times to the Civil War era with emphasis on historical periods, showing literary developments through representative authors and works.

*Prerequisite: ENGL-102 or its equivalent or permission of the instructor.*

**ENGL-204: AMERICAN LITERATURE II. 3 hours**

Survey of American Literature from the Civil War era to present with emphasis on historical periods, showing literary developments through representative authors and works.

*Prerequisite: ENGL-102 or its equivalent or permission of the instructor.*

**ENGL-206: CREATIVE WRITING. 3 hours**

Designed to develop perceptions, skills, and disciplines fundamental to writing short stories, poems, personal essays, and plays. Readings in contemporary literature are used chiefly as models. The literary magazine is compiled and published through this class.

*Prerequisite: ENGL-101 and permission of the instructor.*

**ENGL-210: READINGS IN WORLD LITERATURE. 3 hours**

Survey of literature of both western and non-western cultures from ancient to modern times. Literary works may be selected based on a thematic approach or a major authors approach.

*Prerequisite: English 102 or its equivalent or permission of the instructor.*

- ENGL-211: JOURNALISM WORKSHOP I.** **1 hour**  
The basics of writing for a newspaper with emphasis on news and feature articles, proofreading, and newspaper layout as well as the group dynamics of publishing a newspaper. The college newspaper is compiled and published through this class.
- ENGL-212: JOURNALISM WORKSHOP II.** **1 hour**  
Continuation of Journalism Workshop I. The college newspaper is compiled and published through this class.
- ENGL-213: JOURNALISM WORKSHOP III.** **1 hour**  
Continuation of Journalism Workshop II. The college newspaper is compiled and published through this class.
- ENGL-214: JOURNALISM WORKSHOP IV.** **1 hour**  
Continuation of Journalism Workshop III. The college newspaper is compiled and published through this class.

### ENGLISH AS A SECOND LANGUAGE

- ESL-099: ENGLISH AS A SECOND LANGUAGE I.** **3 hours**  
A writing course designed for non-native students. Primary emphasis is on the fundamentals of sentence and paragraph writing including an intensive review of basic grammar. Speaking and listening drills are included as a secondary focus. Laboratory. (May not be used for elective credit toward graduation from SMC. Quality points for 099 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)
- ESL-100: ENGLISH AS A SECOND LANGUAGE II.** **3 hours**  
English as a Second Language II is an intensive writing course designed primarily for non-native students who have achieved basic competency in English according to scores on the TOEFL but are not yet fluent in English. It is designed to help foreign students achieve a level of English language proficiency which will prepare them for success in English Composition. Various ESL techniques will be used to refine writing skills. Beginning with a concentrated review of English structure and pronunciation with stress upon common problems for non-native speakers, the course will emphasize logical development of ideas in essay construction. Minor emphasis is placed on speaking and listening skills. All non-native students are normally required to pass this course prior to taking English 101 unless an exception is made by the Vice President for Academic Affairs or Registrar. (May not be used for elective credit toward graduation from SMC. Quality points for 100 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)
- ESLR-099: ENGLISH AS A SECOND LANGUAGE READING I.** **3 hours**  
A reading class designed especially for non-native speakers of English, ESL Reading 099 develops reading comprehension skills and vocabulary in the English language in order to enhance opportunities for academic success. Focus is on building skills by involvement and experimentation with the English language. (May not be used for elective credit toward graduation from SMC. Quality points for 099 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)  
*Prerequisite: Non-native speaker of English.*

**ESLR-100: ENGLISH AS A SECOND LANGUAGE READING II.****3 hours**

Designed to further develop the ESL student's comprehension along with oral and written expression of the English language. Emphasis is on applying comprehension strategies and critical thinking to textbook passages. Designed to further enhance reading comprehension along with oral and written expression of the English language. (May not be used for elective credit toward graduation from SMC. Quality points for 100 level courses are not calculated into grade point averages. This course does not transfer to other colleges).

*Prerequisite: Non-native speaker of English; successful completion of ESLR-099.*

**FRENCH****FREN-101: ELEMENTARY FRENCH I.****4 hours**

An introductory course in modern standard French, designed to help students acquire basic conversational skills, understand grammatical patterns, and improve pronunciation. The course is intended for students who have had little or no experience in the study of French. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria. Course not currently offered.*

**FREN-102: ELEMENTARY FRENCH II.****4 hours**

A continuation of French 101, with continued emphasis on conversation, grammar, and pronunciation. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 101. Course not currently offered.*

**FREN-201: INTERMEDIATE FRENCH I.****4 hours**

An intermediate course in modern standard French, designed to help students acquire additional expertise in conversation, grammar, and pronunciation. Students are also introduced through lecture, class participation, and readings, to French geography, history, and culture. The course is intended for students with two or more years in the study of French. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 102. Course not currently offered.*

**FREN-202: INTERMEDIATE FRENCH II.****4 hours**

A continuation of French 201, with additional emphasis on conversation, grammar, and pronunciation. Lecture, class participation, and selected readings help students gain knowledge of geography, history, and culture. The course is intended for students who have successfully completed French 201, or who through previous experience, have developed sufficient expertise in French. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of FREN 201. Course not currently offered.*

**GERMAN****GERM-101: ELEMENTARY GERMAN I.****4 hours**

An introductory course in modern standard German, designed to help students acquire basic conversational skills, understand grammatical patterns, and improve pronunciation. The course is intended for students who have had little or no experience in foreign-language study. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria. Course not currently offered.*

**GERM-102: ELEMENTARY GERMAN II. 4 hours**

A continuation of German 101, with continued emphasis on conversation, grammar, and pronunciation. A one-hour-per-week laboratory is required. *Placement is dependent upon meeting established criteria or satisfactory completion of GERM 101. Course not currently offered.*

**HEALTH****HLTH-101: FIRST AID AND PERSONAL SAFETY. 3 hours**

Fundamental first aid techniques and practice are introduced including methods of handling specific wounds, respiratory emergencies, CPR, drug abuse cases, burns, etc. An opportunity to work toward American Red Cross First Aid/Adult CPR Certification.

**HLTH-201: HEALTH EDUCATION. 3 hours**

Study of the human body, personal and community health, safety and first aid, communicable diseases, and sanitation.

**HISTORY****HIST-101: HISTORY OF WESTERN CIVILIZATION I. 3 hours**

Broad survey of historical development of Western cultures, ideas, and institutions from prehistoric times through the Renaissance.

**HIST-102: HISTORY OF WESTERN CIVILIZATION II. 3 hours**

Broad survey of political, economic, social, cultural, and intellectual development of Western civilization since the Renaissance.

**HIST-112: MODERN WORLD HISTORY. 3 hours**

The study of political, social, economic and cultural developments in World History since 1500.

**HIST-201: HISTORY OF THE UNITED STATES I. 3 hours**

General survey of social, economic, political, and cultural development of the United States from colonial times to 1865.

**HIST-202: HISTORY OF THE UNITED STATES II. 3 hours**

General survey of social, economic, political, and cultural development of the United States from 1865 to the present.

**HIST-210: INTRODUCTION TO AFRICAN HISTORY 3 hours**

This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the pre-colonial, colonial, post-independence, and modern periods from about 1000 CE to present. Topics include tribal Africa, inner Africa and the Congo region, Dutch and English colonialism, slavery and the slave trade, Apartheid, and the modernization of African countries. (will not satisfy the 3-hour HIST requirement.)

**HIST-220: INTRODUCTION TO LATIN AMERICAN HISTORY 3 hours**

This course is a political, economic, and cultural analysis of the development and global impacts of Latin American countries from the pre-colonial period to present. (will not satisfy the 3 hour HIST requirement.)

**HIST-230: INTRODUCTION TO MIDDLE EASTERN HISTORY****3 hours**

The course analyzes the evolution of diverse social, political, economic, environmental, and cultural patterns in the Middle East. Emphasis is placed on the development of historical, geographical, and religious constructs and their impact on rural, urban, and global relationships from the development of Islam to present. (will not satisfy the 3-hour HIST requirement.)

**MATHEMATICS****MATH-100: BASIC ALGEBRA.****3 hours**

Begins with an intensive review of basic arithmetic concepts. Other topics covered include algebraic principles, including exponents; special products and factoring; linear equations and inequalities, and the rectangular coordinate system. Designed to help remove skill deficiencies and enhance chances for academic success. *Placement is dependent upon established criteria.* Students may be required to have intensive computer-assisted instruction as part of this course. (May not be used for elective credit toward graduation from SMC. Quality points for 100 level courses are not calculated into grade point averages. This course does not transfer to other colleges.)

**MATH-103: COLLEGE ALGEBRA.****3 hours**

Study of such topics as complex numbers, graphing, negative and rational exponents, algebraic expressions, systems of equations, quadratics, and fractional expressions. Math 103 is especially designed to support continuation in Mathematics 121. Helps remove algebraic skill deficiencies to enhance the likelihood of success in higher mathematics courses. *Placement is dependent upon meeting established criteria or satisfactory completion of MATH-100.*

**MATH-112: INTRODUCTORY STATISTICS.****3 hours**

Study of elementary probability and descriptive statistics. Correlation, regression, binomial and normal distributions, discrete and continuous random variables are also studied.

**MATH-121: ELEMENTARY FUNCTIONS I (PRE-CALCULUS I).****3 hours**

Study of concepts of functions, and graphs, polynomials of one variable, conic sections and properties, exponential and logarithmic functions. *Placement is based upon meeting established criteria or satisfactory completion of MATH-103.*

**MATH-122: ELEMENTARY FUNCTIONS II (PRE-CALCULUS II).****3 hours**

Continuation of Mathematics 121. Circular functions, trigonometric functions of rotations and angles, trigonometric identities and equations, inverse trigonometric functions, polar coordinates, vectors, and applications. *Placement is based upon meeting established criteria or satisfactory completion of MATH-103.*

**MATH-207: FINITE MATHEMATICS I.****3 hours**

Designed primarily for students of business, management, and social sciences. Topics include sets, percentages, and solving linear equations. Application includes such areas as solution of financial problems involving various interest rates and other related business topics.

**MATH-210: CALCULUS FOR BUSINESS AND SOCIAL SCIENCE.****3 hours**

A survey of the concepts of differential and integral calculus with applications from business, management, and social sciences. Topics include functions, linear models, limits, continuity, rates of change, derivatives of algebraic functions, optimization, exponential and logarithmic functions, anti-differentiation, and the fundamental theorem of calculus. (Not for majors needing MATH-221, such as Math Engineering and Pre-med, etc.). *Placement is based upon meeting established criteria or satisfactory completion of MATH-121.*

**MATH-212: ADVANCED STATISTICS.****3 hours**

The course is a continuation of Math 112. Topics include: estimation of parameters, formulation and testing of hypotheses, multiple and non-linear regression, contingency tables, analysis of variance, special distributions and an introduction to nonparametric statistics.

*Prerequisite: Math 112 with a minimum grade of "C".*

**MATH-221: CALCULUS I.****4 hours**

Study of such topics as limits, derivatives of basic rational and trigonometric functions, chain rule, differentials, implicit differentiation, and various applications of derivatives (related rates and max.-min. problems; curve sketching). Introduction to anti-differentiation, followed by the definite integral and some of its applications. *Placement is based upon meeting established criteria or satisfactory completion of MATH-121 and 122.*

**MATH-222: CALCULUS II.****4 hours**

Continuation of MATH-221. Further applications of definite integrals are covered, followed by thorough study of the natural logarithm function, exponential function, and calculus of inverse trigonometric functions. Various techniques of integration are examined, followed by improper integrals, L'Hospital's rule, indeterminate forms, sequences, and infinite series.

*Prerequisite: Satisfactory completion of MATH-221 or permission of the instructor.*

**MATH-223: CALCULUS III.****4 hours**

Covers analytic geometry and advanced calculus in both two and three dimensional space. It begins with a study of the four conic sections, the polar-coordinate system, then 3-space, and vectors. Applications include such topics as arc length, motion, continuity, gradients, directional derivatives, maxima and minima of functions of two variables, multiple integrals, volume, and surface area. *Prerequisite: Satisfactory completion of MATH-221 or permission of the instructor.*

**MATH-225: DIFFERENTIAL EQUATIONS.****4 hours**

An introduction to the study of first order and higher order equations and their applications to physical models. Topics include exact, series, and numerical solutions; solutions by means of Laplace transforms; and solutions of systems of differential equations.

*Prerequisite: Math 223 or permission of the instructor.*

**MUSIC****MUSI-101: CHORUS.****1 hour**

Choral ensemble acts as a representative of the college. The Chorus performs a variety of music for college functions, churches, and other activities locally and statewide.

<b>MUSI-102: CHORUS.</b> Continuation of MUSI-101.	<b>1 hour</b>
<b>MUSI-103: CHORUS.</b> Continuation of MUSI-102.	<b>1 hour</b>
<b>MUSI-104: CHORUS.</b> Continuation of MUSI-103.	<b>1 hour</b>
<b>MUSI-111: APPLIED VOICE.</b> Individual course of instruction designed to teach proper techniques of vocal production, diction, and effective performance along with building a vocal repertoire. Includes one 30-minute private lesson and one seminar type performance class per week. (May be repeated for four semesters for credit.) <i>Permission of the instructor.</i>	<b>1 hour</b>
<b>MUSI-112: APPLIED VOICE.</b> Continuation of MUSI-111.	<b>1 hour</b>
<b>MUSI-113: APPLIED VOICE.</b> Continuation of MUSI-112.	<b>1 hour</b>
<b>MUSI-114: APPLIED VOICE.</b> Continuation of MUSI-113.	<b>1 hour</b>
<b>MUSI-115: CLASS VOICE.</b> Introduction to the techniques of proper vocal production. Emphasis on learning to sing in various vocal styles. Includes regular seminar type performances for class.	<b>1 hour</b>
<b>MUSI-116: CLASS VOICE.</b> Continuation of MUSI-115.	<b>1 hour</b>
<b>MUSI-117: INSTRUMENTAL ENSEMBLE.</b> Instruction in various wind instruments, strings, and hand bells.	<b>1 hour</b>
<b>MUSI-118: INSTRUMENTAL ENSEMBLE.</b> Continuation of MUSI-117.	<b>1 hour</b>
<b>MUSI-119: INSTRUMENTAL ENSEMBLE.</b> Continuation of MUSI-118.	<b>1 hour</b>
<b>MUSI-120: INSTRUMENTAL ENSEMBLE.</b> Continuation of MUSI-119.	<b>1 hour</b>
<b>MUSI-121: APPLIED PIANO.</b> Individual instruction in piano. Includes one 30-minute private lesson per week. Instructor will select repertoire as well as scales and appropriate music theory exercises which suit the student's skill level.	<b>1 hour</b>
<b>MUSI-122: APPLIED PIANO.</b> Continuation of MUSI-121.	<b>1 hour</b>
<b>MUSI-123: APPLIED PIANO.</b> Continuation of MUSI-122.	<b>1 hour</b>



- MUSI-124: APPLIED PIANO.** **1 hour**  
Continuation of MUSI-123.
- MUSI-125: AUDITIONED CHORUS.** **1 hour**  
An auditioned choral ensemble, which will meet for rehearsals twice a week for a total of 2 1/2 hours. Preparing more challenging repertoire than the larger choral ensemble (SMC Singers), this ensemble will travel to more churches and other venues as representatives of the College than will be required of the larger group.
- MUSI-126: AUDITIONED CHORUS.** **1 hour**  
Continuation of MUSI-125.
- MUSI-127: AUDITIONED CHORUS.** **1 hour**  
Continuation of MUSI-126.
- MUSI-128: AUDITIONED CHORUS.** **1 hour**  
Continuation of MUSI-127.
- MUSI-130: MUSIC THEORY I.** **3 hours**  
This course is the study of diatonic harmony through writing and analysis. Aural, sightsinging, rhythmic, and keyboard skills are included.  
*Prerequisite: Permission of the instructor.*
- MUSI-131: MUSIC THEORY II.** **3 hours**  
This course is the study of diatonic harmony through writing and analysis. Aural, sightsinging, rhythmic, and keyboard skills are included.  
*Prerequisite: MUSI 130*
- MUSI-140: CLASS GUITAR.** **1 hour**  
Introductory classroom instruction in classical guitar technique, with an emphasis in both the proper technique and development of reading and interpretation of standard repertoire for the instrument.
- MUSI-141: CLASS GUITAR.** **1 hour**  
Continuation of MUSI-140.
- MUSI-142: CLASS GUITAR.** **1 hour**  
Continuation of MUSI-141.
- MUSI-143: CLASS GUITAR.** **1 hour**  
Continuation of MUSI 142.
- MUSI-150: APPLIED GUITAR.** **1 hour**  
Individual course of instruction in classical guitar technique, with an emphasis in both the proper technique and development of reading and interpretation of standard repertoire for the instrument. Includes 1 private 30-minute lesson per week.
- MUSI-151: APPLIED GUITAR.** **1 hour**  
Continuation of MUSI150.
- MUSI-152: APPLIED GUITAR.** **1 hour**  
Continuation of MUSI 151.

**MUSI-153: APPLIED GUITAR.****1 hour**

Continuation of MUSI 152.

**MUSI-201: MUSIC APPRECIATION.****3 hours**

Introduction to music, including vocabulary, history, and literature of music; designed to give an opportunity to develop appreciation of serious music.

**MUSI-203: ELEMENTS OF MUSIC.****3 hours**

Study of various elements of music necessary to enable the student to read music notation, understand basic choral structures, keys, and cadences in their written and keyboard applications.

**MUSI-230: MUSIC THEORY III.****3 hours**

This course is the study of diatonic harmony through writing and analysis. Aural, sightsinging, rhythmic, and keyboard skills are included.

*Prerequisite: MUSI 131 or permission of the instructor.***MUSI-231: MUSIC THEORY IV.****3 hours**

This course is the study of diatonic and non-diatonic harmony through advanced writing and analysis. Aural, sightsinging, rhythmic, and keyboard skills are included.

*Prerequisite: MUSI 131 or permission of the instructor.***PHILOSOPHY****PHIL-201: INTRODUCTION TO PHILOSOPHY.****3 hours**

An introduction to the main problems of philosophy and its methods of inquiry, analysis, and criticism. Works of important philosophers will be read and discussed.

**PHIL-211: CONTEMPORARY MORAL ISSUES.****3 hours**

The course addresses moral issues confronting men and women in contemporary society. Topics vary but may include discussion of problems related to abortion, sexual morality, drugs, euthanasia, war, social engineering, punishment of criminals, and free speech issues.

**PHYSICAL EDUCATION****PHED-101: BASIC OFFICIATING.****1 hour**Instruction in the rules and proper officiating procedures for football, basketball, baseball, softball, and volleyball. *Course not currently offered.***PHED-102: GOLF.****1 hour**

Instruction in golf history, skills, techniques, strategy, rules, and playing courtesies.

**PHED-103: TENNIS.****1 hour**

Instruction in tennis history, basic skills, techniques, rules, and playing courtesies of singles and doubles games.

**PHED-104: PHYSICAL FITNESS.****1 hour**

Mechanical techniques of running, execution of various lifts, and physiological benefits of a training program.

**PHED-105: ARCHERY.****1 hour**

Instruction in archery history, shooting, techniques, scoring, care of equipment, laws, and safety.

**PHED-106: FOLK AND SQUARE DANCE.****1 hour**

Introduction to various kinds of folk and square dances. Locomotor control, cultural understandings, and social interactions will be facilitated. *Course not currently offered.*

**PHED-107: TEACHING OF PHYSICAL ACTIVITIES FOR CHILDREN.****1 hour**

Instruction in games of low organization, lead-up games, relay games, rhythms, and movement activities. *Course not currently offered.*

**PHED-108: VOLLEYBALL.****1 hour**

Instruction in volleyball history, basic skills, techniques, rules, playing strategy, and values of participation.

**PHED-109: RACQUETBALL.****1 hour**

Mostly three-wall and some four-wall racquetball; history, basic skills, rules, strategy, and safety precautions. An additional fee may be charged. *Course not currently offered.*

**PHED-110: BASKETBALL.****1 hour**

Instruction in basketball history, basic skills, knowledge, techniques, rules, and playing strategy.

**PHED-111: SNOW SKIING.****1 hour**

Instruction in basic skills, knowledge, techniques, fundamentals, control of body movements, study of proper equipment, and safety. An additional fee will be charged. May not register for Snow Skiing and Snowboarding in the same semester.

**PHED-112: ADVANCED SNOW SKIING.****1 hour**

Development of advanced skills, knowledge, techniques, fundamentals, control of body movements, and safety. An additional fee will be charged. May not register for Snow Skiing and Snowboarding in the same semester. *Prerequisite: PHED-111*

**PHED-113: SOFTBALL.****1 hour**

Instruction in history, throwing and fielding techniques, proper footwork, pitching, hitting, and defensive position play for both slow-pitch and fast-pitch softball.

**PHED-114: BOWLING.****1 hour**

Instruction in bowling history, equipment, skills, techniques, scoring, rules, and playing courtesies. An additional fee may be charged.

**PHED-115: AEROBICS.****1 hour**

Strenuous fitness oriented activity course using various continuous dance routines with music. *Course not currently offered.*

**PHED-116: BEGINNING SWIMMING.****1 hour**

Instruction in basic water safety skills including four basic strokes, floating, and diving. American Red Cross swimming outline will be followed. An additional fee may be charged. *Course not currently offered.*

**PHED-117: LIFEGUARD TRAINING.****1 hour**

American Red Cross Course outline for lifeguard training will be followed; opportunity to work toward completion of lifeguard certificate. An additional fee may be charged. *Prerequisite: Advanced swimmer level skills or permission of instructor.* Note: For American Red Cross Lifeguard Training Certification, candidates must have current ARC First Aid/CPR, HLTH 101 (or equivalent) certifications by the end of the course. *Course not currently offered.*

**PHED-118: JOGGING.****1 hour**

A strenuous, fitness-oriented course designed to improve cardio-vascular fitness and running techniques, and to increase distance running. Instruction is given in proper stretching and warm-up and cool-down procedures, safety practices and self-evaluation for weight control, flexibility, and fitness improvement.

**PHED-119: SELF-DEFENSE.****1 hour**

Instruction in the basic techniques of self-defense including philosophy, mental attitude, physical conditioning, and practice of self-defense techniques. *Course not currently offered.*

**PHED-120: SOCCER.****1 hour**

Instruction in fundamental skills for game performance, history, rules, and strategy. Instruction in conditioning is included.

**PHED-121: WELLNESS.****2 hour**

Survey of concepts of lifetime physical fitness and health; topics include positive effects of exercise on the heart and blood vessels, obesity and proper diet, body mechanics, stress management and other contemporary health related problems.

**PHED-122: ANGLING.****1 hour**

Instruction in basics of angling including equipment selection, lures, bait, and description of various fish. Instruction includes casting and use of equipment. *Course not currently offered.*

**PHED-123: BACKPACKING/CAMPING.****1 hour**

Instruction offers practical and applied experience in group living and camp craft including camping trips and outdoor cooking, living in the out-of-doors; gear selection, map and compass reading, hiking, and first aid and safety procedures. *Course not currently offered.*

**PHED-124: BEGINNING DANCE.****1 hour**

Introductory course designed to expose students to a variety of dances including jazz, ballroom, shag, line, and country/western dances. The class introduces modern dance technique and movement improvisation. *Course not currently offered.*

**PHED-125: YOGA.****1 hour**

Basic Yoga class appropriate for all fitness levels. Improves posture, core strength, overall muscle tone, flexibility, and concentration.

**PHED 127: SNOWBOARDING.****1 hour**

Emphasis on basic knowledge and skills of snowboarding, techniques, fundamentals, control of body movements, use of equipment and safety concerns. An additional fee will be charged. May not register for Snowboarding and Snow Skiing in the same semester.

**PHED-128: ADVANCED SNOWBOARDING. 1 hour**

Emphasis on advanced knowledge and skills of snowboarding, techniques, fundamentals, control of body movements, use of equipment and safety concerns. An additional fee will be charged. May not register for Snowboarding and Snow Skiing in the same semester. *Pre-requisite: PHED 127.*

**PHED-150: TAPING AND WRAPPING FOR ATHLETIC INJURIES. 1 hour**

Introduction to basic taping and wrapping techniques used in the prevention and treatment of athletic injuries. Techniques used for the upper and lower extremities are covered. No previous athletic training experience required. This course does not satisfy the PHED requirement for graduation. *Course not currently offered.*

**PHYSICAL SCIENCE****PSCI-101: ASTRONOMY AND PHYSICS. 4 hours**

An introduction to astronomy and physics. Topics in astronomy include the measurements of time and space, the solar system, sun, stars, and galaxies. Topics in physics include mechanics, electricity and magnetism, waves, sound, and light. Integrated laboratory work.

**PSCI-102: METEOROLOGY AND CHEMISTRY. 4 hours**

An introduction to meteorology and chemistry. Topics in meteorology include the structure of the atmosphere, winds, clouds, air masses, fronts, storm systems, and climate. Topics in chemistry include the elements, periodical chart, chemical compounds, chemical reactions, and radioactive elements. Integrated laboratory work.

**PHYSICS****PHYS-101: INTRODUCTORY GENERAL PHYSICS I. 4 hours**

An introductory course designed to accommodate students not majoring in pure science or engineering. Topics covered are mechanics, sound, and heat. Laboratory. *Prerequisite or Corequisite: MATH-122, or high school trigonometry, or permission of instructor.*

**PHYS-102: INTRODUCTORY GENERAL PHYSICS II. 4 hours**

Continuation of PHYS-101. Topics covered are electricity, magnetism, light, and modern physics. Laboratory. *Prerequisite: PHYS 101 or permission of instructor.*

**PHYS-222: MECHANICS AND WAVE PHENOMENA. 4 hours**

Calculus-based physics designed to accommodate science majors and engineering students. Topics covered: Vectors, laws of motion, rotation, vibratory and wave motion. Laboratory. *Prerequisite: MATH-221 or permission of instructor. Corequisite: Math 221 with permission of instructor.*

**PHYS-223: ELECTRICITY AND MAGNETISM, OPTICS, AND MODERN PHYSICS. 4 hours**

Continuation of PHYS-222. A second semester calculus-based physics course to accommodate science majors and engineering students. Physics principles are emphasized as is their application in problem solving. Topics covered: electricity, magnetism, electromagnetism, optics, and modern physics. Laboratory. *Prerequisite: PHYS-222.*

**POLITICAL SCIENCE**

**POLS-202: AMERICAN NATIONAL GOVERNMENT. 3 hours**  
Introductory survey of American government. Emphasis on topics in American politics, public opinion, political parties, elections, congressional presidential politics, judicial politics, and the Constitution of the United States.

**POLS-203: STATE AND LOCAL GOVERNMENT. 3 hours**  
Introduction to state government with emphasis on legislative, executive, and judicial branches; state constitutions; local governments and their relationship with state government. Particular emphasis is given to South Carolina.

**PSYCHOLOGY**

**PSYC-101: GENERAL PSYCHOLOGY. 3 hours**  
Introduction to facts, principles, and scientific approaches in study of behavior. Emphasis on basic terminology.

**PSYC-107: HUMAN POTENTIAL SEMINAR. 1 hour**  
Objectives are to help students become more self-affirming, self-motivating, and self-determining. Exploration of the means by which a student's self-concept, value awareness, and self-motivation may be strengthened.

**PSYC-201: DEVELOPMENTAL PSYCHOLOGY. 3 hours**  
Introduction to life-span developmental psychology, providing an overview of the physical, cognitive, emotional, and social developmental changes from conception to senescence with applications of these changes as they relate to the study of psychology or the teaching of children, youth, or adults.  
*Prerequisite: PSYC-101.*

**RELIGION**

**RELI-103: INTRODUCTION TO RELIGIOUS THOUGHT. 3 hours**  
Introduction to the nature and definition of religion as a dimension of human life. Examines various concepts, experiences, and practices which are manifestations of the impact of religion within culture.

**RELI-211: OLD TESTAMENT. 3 hours**  
Introduction to the literature of the Old Testament. Attention to the meaning of literature at the time of writing, the effect of the material on the development of Judaism and Christianity, as well as an interpretation of meaning and significance for the present day.

**RELI-212: NEW TESTAMENT. 3 hours**  
Introduction to the literature of the New Testament involving a close study of the birth of Christianity and the Church. The New Testament is studied in light of its relation to the Old Testament and relevance to the 21st century.

**RELI-215: WORLD RELIGIONS. 3 hours**  
An introduction to the major religions of the world, including but not limited to Judaism, Christianity, Islam, Hinduism, and Buddhism. Attention will be given to the beliefs, practices, history, and sociology of each, with emphasis being placed on the religion's function in culture.

**RELI-220: THE LIFE OF JESUS.****3 hours**

A study of the portrait of Jesus of Nazareth as given in the Synoptic Gospels, the Gospel of John and in consideration of the extra-biblical material. His acts and teaching will be analyzed in relation to the 1<sup>st</sup> century through the 21<sup>st</sup> century.

**RELI-230: INTRODUCTION TO CHRISTIAN FAITH.****3 hours**

The major convictions/doctrines of the Christian faith are examined historically, systematically and biblically. Relation to their relevancy for the 21<sup>st</sup> century will be explored as well. (Will not satisfy the 3-hour RELI requirement.)

**RELI-240: HISTORY OF CHRISTIANITY.****3 hours**

A general survey of the Christian Church from the days of Christ and the Apostles to the present day. Great leaders, movements, and councils will form the backdrop of the overview. (Will not satisfy the 3-hour RELI requirement.)

**SOCIOLOGY****SOCI-101: INTRODUCTORY SOCIOLOGY.****3 hours**

An introduction to concepts and principles of sociology. Emphasis placed on using the sociological perspective to observe and make sense of the social world.

**SOCI-202: SOCIAL PROBLEMS.****3 hours**

An examination of a variety of social problems experienced in contemporary society. Topics include problems of inequality, families, and education.

*Prerequisite: SOCI-101.*

**SOCI-203: SOCIOLOGY OF THE FAMILY.****3 hours**

An exploration of courtship, marriage, and families. Emphasis placed on understanding and appreciation of the diversity of family life.

*Prerequisite: SOCI-101.*

**SPANISH****SPAN-101: ELEMENTARY SPANISH I.****3 hours**

An introductory course in modern standard Spanish, designed to help students acquire basic conversational skills, understand grammatical patterns, and improve pronunciation. The course is intended for students who have had little or no experience in foreign-language study.

*Placement is dependent upon meeting established criteria.*

**SPAN-102: ELEMENTARY SPANISH II.****3 hours**

A continuation of SPAN-101, with continued emphasis on conversation, grammar, and pronunciation.

*Placement is dependent upon meeting established criteria or satisfactory completion of SPAN 101.*

**SPAN-201: INTERMEDIATE SPANISH I.****3 hours**

An intermediate course in modern standard Spanish, designed to help students acquire additional expertise in conversation, grammar, and pronunciation. Students are also introduced, through lecture, class participation, and readings, to Spanish geography, history, and culture. The course is intended for students with two or more years in the study of Spanish.

*Placement is dependent upon meeting established criteria or satisfactory completion of SPAN 102.*

**SPAN-202: INTERMEDIATE SPANISH II.****3 hours**

A continuation of SPAN-201, with additional emphasis on conversation, grammar, and pronunciation. Lecture, class participation, and selected readings help students gain additional knowledge of geography, history, and culture. The course is intended for students who have successfully completed SPAN-201, or through previous experience, have developed sufficient expertise in Spanish.

*Placement is dependent upon meeting established criteria or satisfactory completion of SPAN 201.*

**SPEECH****SPCH-103: ORAL COMMUNICATION.****3 hours**

A study of major concepts of verbal communication with examination of verbal skills necessary for competent student work as it applies to areas such as lectures, discussion, reports, seminars, and forums. Interpersonal and group communication experiences underscore student participatory approach to the subject.

**SPCH-201: PUBLIC SPEAKING.****3 hours**

Introduction to basic principles of voice control, diction, and effective communication. Each student prepares and presents a series of short extemporaneous speeches along with a series of impromptu speeches that helps the student become a more competent speaker. At least one prepared speech will be video-taped to encourage self-analysis.

**SPORT MANAGEMENT****SPMG-210: INTRODUCTION TO SPORT MANAGEMENT. 3 hours**

An overview of the field of sport management with emphasis placed on history, philosophy, ethics, program evaluation, current trends, and career opportunities.

**SPMG-220: SOCIAL ISSUES IN SPORT.****3 hours**

An introduction to the concept of sport in society. This course examines issues and patterns of social behavior with regards to sport and leisure including the ethics, psychology and behavior in sport, sport as an American and international institution, and sport as portrayed in popular culture including art and literature.

**HUMANITIES****SAS 101: STRATEGIES FOR ACADEMIC SUCCESS.****1 hour**

A course designed to support students in recovering academically at SMC. The primary focus of the course will be on skills that promote academic and personal success. Topics will include self-assessment, motivation, goal-setting, time management, research and study skills, and campus resources. Students will develop and follow a learning plan to address their particular challenges and needs. *This course is offered in the spring semester only and may not be offered every year.*

**SMC-101: THE FRESHMAN YEAR EXPERIENCE.****1 hour**

The seminar course is designed to help students make a successful transition to challenges of the college environment, to lay the foundation for a successful social and academic experience in college, to develop a sense of the purpose and values of Spartanburg Methodist College, to develop an appreciation of the liberal arts as a foundation for life and learning and of the role of faith in life. This course is not offered in summer school.



**SMC-120: ORIENTATION TO ON-LINE LEARNING. 3 hours**

This course is an introduction to learning in the online environment. Topics include the learning management system, library resources, and other support mechanisms within the program. This course will also include an introduction to SMC policies and procedures relevant to the online degree program.

**SMC-201: THE SOPHOMORE YEAR EXPERIENCE. 1 hour**

An expansion of SMC-101 with emphasis on the sophomore year. This course is not offered in summer school.

**INDEPENDENT STUDIES****INDP-250: INDEPENDENT STUDY. 1-4 hours**

Special contract course composed of significant travel, research, or in-depth directed study arranged with the individual instructor. All projects must be *approved in advance by the Academic Affairs and Curriculum Committee* which will assign credit up to four semester hours for each project approved for independent study credit and by the Executive Vice President for Academic Affairs & Student Development who assigns instructional duties. A maximum of four semester hours of Independent Study credit may be applied as electives toward degree requirements.

**INDIVIDUALIZED STUDIES.**

Occasionally circumstances may warrant that an approved course offering be taught on an individual basis; such scheduling is rare. Individualized Studies must be approved at least 30 days in advance by the instructor involved, the division chairperson, and the Executive Vice President for Academic Affairs & Student Development.





**FINANCES AND  
FINANCIAL AID**

## FINANCES AND FINANCIAL AID

Spartanburg Methodist College provides quality educational experiences at a reasonable cost. Only part of the cost of a student's education is paid through tuition and fees. The remaining funds are provided in financial aid through support of the South Carolina Conference of The United Methodist Church, gifts from Trustees, friends, industry, and alumni of the College as well as from the College's endowment income and tuition grants from various state and federal programs. The cost to the student is kept as low as possible through careful management of all of the resources available. Spartanburg Methodist College has a comprehensive financial aid assistance program and works with students to obtain grants, scholarships, and other forms of aid. The College believes that its costs are competitive with those of other private institutions of higher education in the state of South Carolina. The various charts below list the fees full-time students will incur for the 2018-2019 school year. Information on costs for part-time students is also included in this section of the catalog.

### FEES FOR THE 2018-2019 ACADEMIC YEAR

EXPENSES	FIRST TIME, FULL-TIME RESIDENTIAL STUDENTS	FIRST TIME, FULL- TIME NON- RESIDENTIAL STUDENTS
TUITION	\$15,750	\$15,750
ROOM/BOARD	\$9,375	N/A
TECHNOLOGY FEE	\$200	\$200
STUDENT ACTIVITY FEE	\$150	\$150
HEALTH FEE	\$200	\$200
CAPITAL IMPROVEMENT FEE	\$710	\$710
<b>TOTAL</b>	<b>\$26,385</b>	<b>\$17,010</b>
APPLICATION FEE	\$25	\$25
ENROLLMENT/MANAGEMENT FEE (ONE TIME)	\$200	\$200
ORIENTATION FEE (ONE TIME)	\$90	\$90
ID CARD FEE	\$25	\$25
PARKING PERMIT	\$30	\$30
KEY/LOCK DEPOSIT (REFUNDABLE)	\$100	NA
ROOM DAMAGE DEPOSIT (REFUNDABLE)	\$100	NA
<b>TOTAL</b>	<b>\$570</b>	<b>\$370</b>
<b>GRAND TOTAL</b>	<b>\$26,955</b>	<b>\$17,380</b>

FULL-TIME, RETURNING RESIDENTIAL STUDENTS		FULL-TIME, RETURNING NON- RESIDENTIAL STUDENTS	
<b>Tuition</b>	<b>\$15,750</b>	<b>TUITION</b>	<b>\$15,750</b>
<b>Fees</b>	<b>\$1,315</b>	<b>Fees</b>	<b>\$1,315</b>
<b>ROOM/BOARD</b>	<b>\$9,375</b>		
<b>TOTAL</b>	<b>\$26,440</b>	<b>TOTAL</b>	<b>\$17,065</b>

**PLEASE SEE BELOW FOR ADDITIONAL FEES THAT MAY APPLY.  
SEE WEBSITE FOR THE MOST CURRENT TUITION AND FEE  
SCHEDULE.**

### **OTHER ESTIMATED EXPENSES**

Students and their families are reminded that the charts above are provided for planning purposes. Students may reasonably estimate the cost of books and supplies at \$800.00 per semester. Since the charts above do not include any estimates for personal spending money and transportation, including such items in budgeting for the year is recommended. Questions about the costs of attending Spartanburg Methodist College may be addressed to the Business Office.

Major medical hospitalization insurance is not provided. Each student is urged to check family insurance plans to insure adequate extended coverage.

### **APPLICATION FEE AND DEPOSITS**

A non-refundable application fee of \$25 is required of all students applying for admission and re-admission. Students planning to enroll as commuters must make a deposit of \$50 before they begin classes to reserve their space in the classes. Students planning to live in the residence halls must make a deposit of \$100 before they begin classes to reserve their place in the residence hall and their place in the classes. If prospective students decide at a later date not to enroll, the payment will be refunded if written notification is received by the Vice President for Enrollment prior to June 1 preceding the fall semester or October 1 preceding the spring semester. The advance deposit will not be refunded to the student past these dates.

### **OVERLOAD CHARGES**

The tuition that full-time students pay covers up to 18 hours per semester. All hours attempted are counted. Withdrawal from a course after the drop-add period does not decrease the total hours attempted. When the total number of attempted hours goes above 18 hours in any given semester, students are charged \$425 per semester hour above 18.

Tuition charges for extra courses may be appealed by the student if the College limited the number of courses in which the student enrolled during a previous semester. Appeals should be in writing and directed to the Business Office where consultation with appropriate personnel will be made before a decision is rendered.

### **OTHER SPECIAL FEES**

Special fees as follows may be applicable:	
Late registration	\$100
Background check fee for EDUC 101	\$8
Bowling course fee PHED114	\$54
Graduation	\$50
HLTH 101-American Red Cross Cert. Fee	\$27
Individual music lesson fee	\$300
Replacement ID card (First card \$15.00)	\$15
Returned check due to insufficient funds	\$30
Replacement of broken room key	\$25
Replacement of lost room key(s)	\$100
Science lab fee	\$25

## ONLINE ACJ PROGRAM FEES

Please refer to the Online ACJ Student Handbook (<https://www.smesc.edu/academics/degrees-and-programs/online-criminal-justice>) or contact Director Angelia Turner ([turnera@smesc.edu](mailto:turnera@smesc.edu)) or Financial Aid Director Chris Roberson ([robersonc@smesc.edu](mailto:robersonc@smesc.edu)).

## CHARGES FOR PART-TIME STUDENTS

Students taking fewer than 12 semester hours in the fall or spring semester are considered part-time students and are charged as follows in 2018-2019:

**Tuition** **\$425 per semester hour**

## HOUSING DAMAGE DEPOSIT

All residential students must pay a damage deposit of \$100.00. If there is no damage to the room during the academic year, the original \$100.00 will be credited to the student's account. This deposit, less appropriate damages and excessive maintenance charges, will be refunded within sixty (60) days after the receipt of a written request from the student.

## PAYMENT OF ACCOUNTS

A preliminary bill will be mailed to students/parents who have paid a deposit for the upcoming term. Preliminary bills are mailed in July for fall semester and in December for spring semester. Thereafter, preliminary bills are sent to students/parents as deposits are paid. Preliminary bills are based on the financial aid in place when bills are mailed; therefore, it is important for students and parents to complete and return to the College all the required financial aid paperwork. Financial aid awards will be shown both on a financial aid award letter, which must be signed and returned, and on the preliminary bill. Students and parents should be alert to all paperwork regarding all financial aid and preliminary bills.

The College requires full payment of tuition and fees upon registration at the beginning of each semester unless a payment agreement is approved by the Executive Vice President for Business Affairs. In addition to financial aid awards and checks, students may pay their bills with American Express, Discover Card, Visa or Mastercard. No student will be admitted to classes until arrangements concerning settlement of financial obligations have been made with the Business Office. (See "Monthly Payment Plans" below.)

**No student may take final examinations in any course until all accounts have been cleared with the Business Office. Students who cannot pay the account in full must make satisfactory arrangements for payment of the account at least one week prior to the scheduled examination date. A degree will not be awarded to students with unpaid financial accounts. Students and former students with unpaid accounts or with Federal loan notes in default will not receive transcripts of their academic records until those financial obligations have been met.**

## MONTHLY PAYMENT PLAN

Spartanburg Methodist College has contracted with FACTS Management Company to provide a monthly payment plan to assist students and their families with managing their financial resources to pay for the student's education. For a small

enrollment fee each semester, students and families may select bank draft or credit card payment options. Because FACTS is not a loan program, no interest is charged on the payment plan. Students and families must make an up-front payment prior to the beginning of the semester when the payment plan is implemented. For more information on the payment plan option, please contact the Business Office.

Payment plans that fall into default may be assessed a late-payment fee for each payment missed. Payment plans that continue in default may result in the dismissal of the student from the College. Although the College and FACTS will make every effort to ensure the complete payment of all outstanding accounts, accounts which are delinquent for six months or longer will be turned over to an outside collection agency.

## REFUNDS

All notifications of cancellation prior to registration must be made in writing to the Registrar who will notify the Business Office and the Office of Financial Aid. Payments on tuition and fees less deposits will be refunded when notification of cancellation is received by the Business Office. All room and board payments less the deposit will be refunded if written notification is received by the Business Office prior to moving into a residence hall. ***Students who are involuntarily removed from the College and/or Residence Halls are not entitled to refunds.*** All financial aid resources will be refunded to their source if the student cancels the registration before classes begin.

A later refund of any portion of the tuition, room and board for any semester will be made only in case of official withdrawal from the College through the Office of the Registrar. Calculations for tuition refunds will commence on the first day of class. Withdrawals up to the end of the drop/add period qualify for a full tuition refund. However, room and board refunds are always computed according to the following schedule.

### REFUND POLICY FOR STUDENTS WITHOUT TITLE IV FEDERAL AID FOR TUITION and ALL ROOM AND BOARD REFUNDS

#### FALL OR SPRING SEMESTERS

<b>Length of Enrollment: (weeks run Wednesday to Tuesday)</b>	<b>Percentage of Tuition, Room/Board fees refunded:</b>
1 <sup>st</sup> week of class	100%
2 <sup>nd</sup> week of class	75%
3 <sup>rd</sup> week of class	50%
4 <sup>th</sup> week of class	25%
After 5 <sup>th</sup> week	0%

#### SUMMER SESSION

<b>Length of Enrollment:</b>	<b>Percentage of Tuition, Room/Board fees refunded:</b>
After 2 class meetings	75%
After 4 class meetings	50%
After 6 class meetings	25%
After 7 or more class meetings	0%

## **REFUNDS TO STUDENTS RECEIVING TITLE IV FEDERAL FINANCIAL AID**

### **FALL AND/OR SPRING SEMESTERS**

Spartanburg Methodist College adheres to the U.S. Department of Education refund policies on Federal Title IV Assistance for students who withdraw before the sixty percent (60%) completion point of any semester.

All other non-federal financial aid resources and institutional charges will be calculated at the same percentage as federal funds at the time of withdrawal. A student's withdrawal date is defined as the actual date the student submits the completed withdrawal form to the Registrar's Office. A federal aid recipient who does not officially withdraw from a term is considered to be withdrawn if the student does not compete all days he/she is scheduled to complete or receives failing grades in all courses for non-attendance. In such cases, the last day of academic attendance or attendance at an academically-related activity will be used for calculating the amount of aid to be returned, and the student will not be eligible for a refund based on the College's refund policy.

The federal refund calculation mandates the order in which federal sources (Title IV funds) are refunded. Therefore, the order in which all Title IV funds are refunded is as follows:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants (when a return is required)
5. Federal Supplemental Educational Opportunity Grants (FSEOG) (when a return is required)
6. All other Title IV programs

The order in which all other sources, such as institutional, state, outside, and parent/student payments are refunded is as follows:

1. Institutional
2. State
3. Outside scholarship, loans, etc.
4. Student and/or parent payments

Copies of these refund policies may be viewed in the Office of Financial Aid during normal business hours, Monday-Thursday, 8:00 – 5:00 and Friday, 8:00 – 1:30 during the academic year.

### **Types of Financial Aid Available and Application Procedure**

Spartanburg Methodist College students may qualify for financial assistance on a financial need basis and/or a merit basis. Financial need is defined as the difference between the budgeted cost of education and the amount of resources the student and/or the family can be reasonably expected to contribute for college expenses as determined by filing the Free Application for Federal Student Aid (FAFSA).

Aid to students with financial need comes in three forms: (1) grants and scholarships which do not have to be repaid; (2) loans which do have to be repaid but



at attractive interest rates; and (3) work or campus service through which students make direct contribution to their own education. These three types of aid are usually combined to make up an “aid package” which the student and a College financial aid counselor build together to meet the individual’s need.

The College also provides merit based academic scholarships to students based on high school GPA, class rank, and SAT/ACT scores. The criteria for scholarships vary, but most require recipients to maintain specific grade-point averages, as indicated in the subsequent section on the **Requirements to Retain Academic and Other Institutional Grants** in this catalog. Good citizenship is also required to maintain any College scholarship.

### **Summer School**

Loans and work study are the primary forms of financial assistance available for use in summer school. Other grants and scholarships may be available based on individual circumstances. Students interested in pursuing aid for summer school should contact the Office of Financial Aid.

### **Eligibility Requirements and Determination of Need**

Students must apply and be accepted for admission to one of the regular College programs in order to qualify for financial assistance. Students who are either part-time, enrolled in a special non-degree program, transient from another institution, or provisionally admitted under a waiver of regular College academic standards do not normally qualify for Federal Loan or institutional financial aid programs. Each student in these categories should check with the Office of Financial Aid regarding eligibility. The application for financial aid must be completed on an annual basis.

Students applying for need-based financial aid must file a Free Application for Federal Student Aid (FAFSA). This form may be obtained from a high school guidance office, the College’s Office of Financial Aid, or on-line at [www.fafsa.gov](http://www.fafsa.gov). **Responsibility for obtaining and filing the FAFSA and providing correct information belongs solely to the student and/or the family.** Eligibility for federal aid programs, (Pell Grants, Supplemental Grants, College Work-Study, and Direct Student Loans), is established by the FAFSA. Since these awards and loans cannot be made without a need analysis, interested students should complete the application early in the admissions process before the student enrolls. The amount of financial aid will be determined by the regulations of the aid source and the student’s qualifications for each aid program.

**Federal regulations define eligibility for student assistance in all federal programs as follows: (These regulations are listed in Step Seven on the FAFSA and are agreed to by signing the application):**

1. Student must use federal and/or state student financial aid to pay the cost of attending an institution of higher education;
2. Student is not in default on a federal student loan or has made satisfactory arrangements to repay it;
3. Student does not owe money back on a federal student grant or has made satisfactory arrangements to repay it;
4. Student will notify the school if he/she defaults on a federal student loan;
5. Student will not receive a Federal Pell Grant from more than one school for the same period of time; and

6. Student and parent authorize the U.S. Secretary of Education to verify information reported on the FAFSA with the IRS and other federal agencies.
7. Student and parent certify that the use of a Federal Student Aid ID (FSAID) is related to federal student aid programs only and has not been disclosed to anyone else.

## **FEDERAL GRANTS**

**The Federal Pell Grant Program** is the largest of the federal student aid programs in terms of dollars appropriated and the number of students served. The amount of the grant, which is not to be repaid, is determined by the student's need as established by the student's completion of the Free Application for Federal Student Aid. Application must be made directly to the Federal Pell Grant Program through the FAFSA. Amounts may vary from year to year according to the appropriations by Congress. The maximum grant in 2018-2019 is expected to be \$5,920. Qualified applicants may be enrolled on a full-time or part-time basis.

**The Federal Supplemental Educational Opportunity Grant (SEOG) Program** provides additional need-based grants to low-income undergraduate students with exceptional financial need. Federal Pell Grant recipients with the lowest Expected Family Contribution (EFC) receive priority for SEOG funds. Availability of grants is subject to federal funding and are therefore subject to change or elimination based on annual institutional allocation.

## **SOUTH CAROLINA GRANTS AND SCHOLARSHIPS**

**The South Carolina Tuition Grants Program:** The South Carolina Tuition Grants Commission makes grants on the basis of academic merit and financial need. The number of awards and amount depends on the annual appropriation by the South Carolina General Assembly. SC Tuition Grants are available to full-time students who are accepted and registered at an accepted independent institution of higher learning in South Carolina. Students must apply for this grant as early as possible after January 1. Applicants must (1) have been a South Carolina resident for one year, (2) be in the upper three fourths of their high school class or score at least 900 on the SAT or 19 on the ACT, (3) earn a 2.0 on the Uniform Grading Scale, and (4) demonstrate financial need. If applicants are 22 years of age or older, the only criteria is state residency and need. Students must re-apply each year for the Tuition Grant. Also, returning students must have earned at least 24 hours of credit the prior year in order to be eligible the second year. Students must be registered for twelve or more hours each semester to receive the SC Tuition Grant.

Application for this grant is made by completing the Free Application for Federal Student Aid (FAFSA), and listing Spartanburg Methodist College as the first private college on the application. Completed FAFSA information must be received by the Federal Central Processor by June 30 each year in order to be funded for the ensuing academic year.

**LIFE Scholarship:** The LIFE Scholarship Program is administered by the S.C. Commission on Higher Education. Eligible students must be a South Carolina resident at the time of high school graduation and at the time of enrollment at the College. To qualify for the scholarship for the freshman year, recipients are required to graduate from a South Carolina high school (or an approved home school program) with at least a cumulative 3.0 grade point average on the SC Uniform Grading Scale. Renewal for subsequent academic years requires the student to earn an average of 30

credit hours (non-remedial) for each academic year in college and attain a cumulative grade point average of 3.0 or higher.

A LIFE GPA must be calculated for all students for the purpose of awarding the LIFE Scholarship. The LIFE GPA must include all grades and credit hours earned at any eligible institution (in-state and out-of-state), including courses that do not transfer based on the institution's policy and college courses taken while in high school. The LIFE GPA must not include continuing education courses, non-degree credit courses for an associate's degree or higher and remedial/developmental courses.

Steps for calculating the LIFE GPA:

1. Convert all grades earned at an eligible institution to a 4.0 scale based on each institution's grading policy where the grades earned = Grade Points.
2. Multiply the Grade Points by Attempted Credit Hours = Quality Points (QP)
3. Divide the total quality points by the total number of attempted credit hours = LIFE GPA
4. LIFE GPA Formula:  

$$\frac{\text{Grade Points} \times \text{Attempted Credit Hours} = \text{QP}}{\text{Total Attempted Credit Hours}} = \text{LIFE GPA}$$

The LIFE GPA may or may not be equivalent to your cumulative GPA earned at Spartanburg Methodist College. The LIFE GPA will be calculated only for the purposes of determining LIFE eligibility and will have no effect on academic standing or graduation requirements.

Students wishing to be notified of their LIFE GPA may contact the Office of Financial Aid during regular business hours throughout the year.

**S.C. Lottery Tuition Assistance Program (LTAP):** Financial assistance is available from LTAP for South Carolina students attending Spartanburg Methodist College on at least a half-time basis (six credit hours per semester). After attempting 24 credit hours, the student is required to earn at least a cumulative 2.0 grade point average to retain LTAP from one academic year to the next. Award amounts will vary from year to year. Students interested in such scholarships should contact the Spartanburg Methodist College Office of Financial Aid at (864) 587-4000 or toll-free at (800) 772-7286.

## FEDERAL LOAN PROGRAMS

**Federal Direct Subsidized/Unsubsidized Loan:** This program provides a federally insured student loan to students who qualify. A family must file a FAFSA to establish need and determine eligibility for a Federal Direct Loan. Students who qualify may borrow up to \$3,500 in a subsidized loan as a freshman and up to \$4,500 in a subsidized loan as a sophomore. An additional \$2000 in unsubsidized loan funds per year are available for both freshman and sophomores. This loan becomes payable 6 months after the student has graduated from college or ceases to be enrolled at least on a half-time basis (6 hours). The loan is payable on a monthly basis, with the minimum payment being \$50. *The interest rate on both subsidized and unsubsidized loans first disbursed on or after 7/1/2017 and before 7/1/2018 is 4.45%. Loan origination fees of 1.066% for loans first disbursed on or after 10/01/2017 and before 10/01/2018 will be deducted from each loan disbursement.* First-time loan borrowers are required to complete entrance counseling sessions and promissory notes

online at [www.studentloans.gov](http://www.studentloans.gov). Borrowers are required to complete exit counseling sessions online at [www.studentloans.gov](http://www.studentloans.gov) before they leave college. The counseling sessions are required by federal regulations. Counseling sessions educate borrowers of the rights and responsibilities, deferments, repayment obligations, cancellations, and total indebtedness. Students who default on loans are referred to the Department of Education by the loan servicer for collection. Independent and dependent students who have been denied a PLUS loan may apply for an additional unsubsidized loan of up to \$4,000 per year from this program. Information regarding applying for a Federal Direct Loan is available in the Spartanburg Methodist College Office of Financial Aid.

**Federal Direct PLUS Loan:** PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay educational expenses. A parent may borrow the difference between the cost of attendance minus all other financial aid awarded. Parents will apply for a loan online at [www.studentloans.gov](http://www.studentloans.gov). A credit check will be performed during the application process. Parents will be required to sign a promissory note. Parents who have qualified for a PLUS loan by documenting extenuating circumstances or obtaining an endorser must also complete online counseling. *The interest rate is fixed at 7% for loans first disbursed on or after 07/01/2017 and before 07/01/2018. Loan origination fees of 4.264% for loans first disbursed on or after 10/01/2017 and before 10/01/2018 will be deducted from each loan disbursement.* Repayment usually begins 60 days after the final disbursement date of the loan, unless the parent requests a deferment or forbearance with the loan servicer while the student is enrolled at least half-time. PLUS loan information is available in the Office of Financial Aid.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS FOR RETAINING FEDERAL, STATE, AND INSTITUTIONAL FINANCIAL AID**

**Satisfactory Academic Progress (SAP)** is defined as a rate of student course completion determined using a time frame, in addition to qualitative measures and quantitative measures,

#### **TIME FRAME**

A student, either full-time or part-time, will not be permitted to receive federal aid after exceeding 150% of the published length of his or her degree program. For example, if enrolled in an associate degree program that requires 64 credit hours to complete, the student could receive federal student aid for no more than 96 attempted credit hours (64 credit hours times [x] 150% = 96 attempted credit hours). A student who exceeds the maximum time frame for his or her degree program will not be eligible for federal aid.

#### **QUALITATIVE STANDARD**

SAP requirements to retain federal, state, and institutional sources of financial aid for full-time students is determined by the following standards of semester hours earned and cumulative grade point average:

<b>Year of Enrollment</b>	<b>Maximum Number Cumulative Semester</b>	<b>Cumulative GPA</b>
1 <sup>st</sup> Year	19 hours	1.30
2 <sup>nd</sup> Year	41 hours	1.75
3 <sup>rd</sup> Year	64 hours	2.00

Semester hours include Transitional Studies courses successfully completed.

### **QUANTITATIVE STANDARD**

The minimum completion rate requires you to earn at least 67% of the cumulative credit hours attempted. This percentage is calculated by dividing the number of earned credit hours by the number of attempted hours. (Earned / Attempted = Completion Rate). Attempted credit hours include those for degree-related courses, Transitional Studies courses, remedial courses, withdrawals, repeated course, incomplete and failed courses. All transfer hours accepted by SMC will be counted in calculations for both earned and attempted hours. Summer hours are included. Courses which are dropped during the regular Drop/Add periods, reflected on the academic transcript as a "W", are not counted.

SAP to retain aid for less than full-time students will require successful completion of 100 percent of work attempted each semester.

The academic transcripts of all students receiving financial aid will be reviewed for SAP at the end of each academic year. Students will be notified in writing at the end of academic year when their status changes to unsatisfactory progress, and consequently Financial Aid Suspension.

### **FINANCIAL AID SUSPENSION**

Students who do not meet the SAP criteria at the end of an academic year will no longer be eligible for aid and are placed on Financial Aid Suspension. Students who fail to meet the SAP standards are not eligible for any type of aid including federal, state, or institutional grants, scholarships, work-study and loans until such time as they meet the standards or are approved through the appeal process.

### **APPEALS TO SAP DECISIONS**

All students who are denied aid due to failure to maintain SAP may appeal in writing to the Office of Financial Aid. Written statements from the students are required to be submitted within 30 days of the date of suspension notices. An appeal statement must cite the reason(s) or extenuating circumstances that may have contributed to the student's inability to make academic progress and also what has changed in the student's situation that will allow for satisfactory progress during the next term. Students are also asked to submit supporting documentation along with the letter of appeal to verify the reason for unsatisfactory progress. Supporting documentation can include: medical records, doctor's letter, court documents, employer letter, death certificate, obituary, or another third-party letter. Third-party letters must be on official office or company letterhead. The decision of the Appeals Committee will be returned to the student in writing within 10 business days. Students who have approved appeals will be placed on Financial Aid Probation.

## FINANCIAL AID PROBATION

Suspended students with approved appeals will be placed on Financial Aid Probation for one academic semester. During the probationary period, students will be eligible for federal, state, and institutional aid. The academic transcript will be reviewed at the end of the probationary term for each student placed on Financial Aid Probation. During the probationary period, students must earn a term GPA of at least a 2.0 and must complete 100% of the attempted hours. Students who do not meet the probationary requirements at the conclusion of the probationary term will be placed on Financial Aid Suspension until Satisfactory Academic Progress is made.

### REQUIREMENTS TO RETAIN ACADEMIC AND OTHER INSTITUTIONAL GRANTS

Spartanburg Methodist College academic scholarship programs require students to pass 12 hours of course work each semester and meet the specified GPA levels each academic year to retain scholarship assistance. Students who fail to meet the required standards may lose their scholarship entirely, or the amount of those awards may be reduced.

SMC Academic Scholarships – 2.70 GPA  
All Other Institutional Grants – 2.00 GPA

Athletic, leadership, and other service awards require satisfactory participation in the program through which the award was made in order for it to continue. Athletic scholarships also require students to meet academic requirements set by the National Junior College Athletic Association. Students who lose their athletic eligibility also lose their athletic scholarships at the same time. All aid from Spartanburg Methodist College sources requires good citizenship established by compliance with the Standards of Conduct and other behavioral expectations described in *The Student Handbook*.

Written appeals regarding loss or reduction of financial aid from College sources must be made within 30 days following notification by the Office of Financial Aid. Appeals will be reviewed by a committee consisting of the Vice President for Enrollment, Executive Vice President for Business Affairs, and the Director of Financial Aid. Committee decisions are final.

### WORK AND SERVICE PROGRAMS

**The Leadership Service Program:** The College Leadership Service Program recognizes the contributions of the many students who participate in organized groups and/or activities with scholarship assistance. These groups include Presidential Ambassadors, Pioneer Peers, Resident Assistants, the vocal and musical ensemble programs, the drama program, the newspaper staff, and the athletic training program.

**The College Work-Study Program:** The College Work-Study Program, administered through the Office of Financial Aid, provides employment opportunities for students to assist them in meeting the costs of education and gaining valuable work experience. Positions are available both on and off campus including several community service positions with human service agencies in the Spartanburg area. Priority in placement is given to qualified students with demonstrated financial need.

However, students with certain skills or abilities but without demonstrated financial need may also qualify for work-study positions.

Work-study awards designated on students' financial aid award letters represent the maximum amount that students may earn through the work-study program during the term. Eligible students are referred to supervisors based upon the skills, experience, and abilities possessed and the student's availability and willingness to fill the position. A referral is not a guarantee of a job. Supervisors hire and retain student workers based upon their evaluation of the student's abilities and performance. Completion of an IRS Form W-4, an I-9 Employment Eligibility Verification Form and a Work Authorization Form are required before a student can begin work. The College also participates in E-Verify. Most students with financial need as determined by the Free Application for Federal Student Aid (FAFSA) are funded by the Federal College Work-Study Program. Others are funded by the College.

In addition to the more than 70 positions available through the Work-Study program, the Office of Student Work also maintains a listing of jobs available to students in local industry and business. This listing is continuously updated and includes a wide variety of work opportunities.

## OTHER RESOURCES FOR STUDENTS

**Veterans Education and Dependents Benefits** are available to qualified veterans and dependents and also dependents of deceased or disabled veterans. Application forms may be obtained online at [www.va.gov](http://www.va.gov), or at local Veterans Administration offices.

**Vocational Rehabilitation** is a service to develop the working skills of handicapped persons who have reasonable expectations of becoming employed. Such persons may apply for financial aid to attend Spartanburg Methodist College. Students who might qualify for vocational rehabilitation aid to attend college should contact the Office of Vocational Rehabilitation in their respective county for additional information.

## ENDOWED PROGRAMS AND FACILITIES

The College has several programs supported by the generosity of friends and businesses. These endowed programs are described below.

**The Francis DeWitt and Elizabeth Hughston Benson Library Endowment:** Established in 2007 by Susan Benson Royer and Frank Alexander Benson in memory of their parents, Mr. Francis DeWitt Benson, class of 1937 and Mrs. Elizabeth Hughston Benson. This fund provides annual support for the purchase of books for the Marie Blair Burgess Library.

**The Jesse L. Bridges Endowment:** Established in 1986 by the generous gift of the late Jesse L. Bridges, a former Spartanburg Junior College student, this endowment funds the maintenance of the Jesse L. Bridges Arena.

**The Business Administration Program Endowment:** This endowment was established in 1985 and 1986 by businesses, foundations, and individuals in the

Spartanburg area. The Inman-Riverdale Foundation provided the basic grant as a challenge to other contributors who are interested in providing long-term strength to the business administration program. This endowment sustains academic quality in the faculty and curriculum of the Business Administration Program.

**The Edgar H. Ellis Religious Life Program Endowment:** This endowment was established in 1999 by the generous gifts of The Reverend Dr. Edgar H. Ellis. This endowment sustains the faculty, curriculum, and programmatic needs of the College's Religious Life program.

**The Archie Vernon and Margaret Wannamaker Huff Faculty Endowment:** This endowment was established in 1970 by Dr. and Mrs. A. V. Huff, Jr., in memory of his father and mother. The investment income from this fund helps support the A. V. Huff, Sr., Faculty Prize, awarded annually to an instructor exemplifying outstanding professional qualifications and teaching ability. The cash award must be used for educational travel or study.

**The James C. Keisler Entrepreneurship Endowment:** This endowment was established in 2017 by Dr. Jonathan Keisler and his wife, Dr. Leanne Wickliffe-Keisler, in memory of his grandfather, who was a farmer and entrepreneur in rural Lexington County, SC. This fund provides annual support for entrepreneurship programs at Spartanburg Methodist College.

**The Leland L. and Nell B. Larrabee Endowment:** This endowment was established in 1977 from the estate of Leland L. Larrabee to support the educational program by assisting Spartanburg Methodist College to maintain its best teachers and attract outstanding new teachers.

**The Lofton Family Endowed Fund:** Established with generous contributions from Dr. Paul S. Lofton, Jr. and his family and friends upon his retirement from SMC in 2007. Dr. Lofton's career impacted many students at SMC where he was a professor of history for thirty years. Awards from this fund may be made available to worthy students to help defray expenses related to participating in trips sponsored by the history department at the College. Determination for the awards is made by the SMC history faculty.

**The Alex and Louise James Math and Science Endowment:** This endowment was established in 1990 by Alex and Louise James. Funds continuously upgrade the College's math and science programs to assure state-of-the-art training.

**The Vera Davis Parsons Memorial Endowment:** This endowment was established by the Board of Trustees with the unrestricted gifts from the family of the late Vera Davis Parsons. Income supports maintenance of the two buildings (William Milton Davis Mission Chapel and Vera Davis Parsons Residence Hall) for which she provided funding while serving as a trustee from 1972 until her death in 1981.

**The Margaret Bethea Roper Endowment:** This endowment was established in 1988 by a generous bequest of the late Margaret Bethea Roper, a faithful member of the Washington Street United Methodist Church, Columbia, South Carolina. It is managed by NCNB Trust Group and provides general support for College programs.



**The W. H. and Hazel Sory Endowment:** This endowment was funded by the late W. H. and Hazel Sory of Hartsville, South Carolina, as a legacy in the estate of Mr. Sory. Income provides general support for the College's various programs.

**The William G. Willard Residence Hall Endowment:** This endowment was established in 1986 by contributions of Mrs. William G. Willard in memory of her husband who served as Trustee of the College and was active in the College's building and fund-raising programs during the 1960's.

### ENDOWED SCHOLARSHIPS

Through generous gifts and bequests of scholarship funds by alumni and friends of the College, several endowed scholarships have been established for qualified students. These scholarship funds have a minimum balance of \$10,000.00 each and awards from these funds are supported by income from the endowed funds. The awards are given in accordance with guidelines established for each endowed scholarship.

Scholarships are awarded for one year and must be used exclusively for the payment of College fees. Recipients may apply for a renewal of the scholarship for the succeeding year. All scholarship awards are proffered at the discretion of the College.

**The Warren H. Abernathy Americanism Scholarship:** This scholarship is made possible by the J. P. Gaty Charitable Trust Foundation at the recommendation of the late U.S. Senator Strom Thurmond to honor Mr. Abernathy, who was an alumnus of Spartanburg Methodist College. The award is given annually to a needy and worthy student who submits the best paper on the topic "Advantages of American Free Enterprise Over Communism or Socialism," as judged by a committee at the College.

**The Aiken Family Endowed Scholarship:** Established in 2003 by Mr. Charles W. Aiken in honor of Lou and Alex James, longtime friends of Mr. Aiken and trustees at Spartanburg Methodist College. Annual awards from this fund are made to needy and worthy students who demonstrate academic promise.

**The William E. Andrews Endowed Scholarship:** This scholarship was created in 1993 by gifts from the Reverend William E. Andrews, Spartanburg Methodist College alumnus, Class of 1935. Awards from this fund are made to worthy students with high financial need.

**The Atkins Family Endowed Scholarship:** The Atkins Family Endowed Scholarship has been established by Robert D. Atkins and Susan C. Atkins. Awards from this fund are made annually to students of high academic promise and strong moral character. The award will provide them with the financial aid to achieve their goals of a higher education.

**The Atkins/Miller Family Endowed Scholarship Fund:** Established in 2002 by twin sisters, Lucile Atkins Miller and Louise Atkins, members of the Class of 1949. Annual awards are made to needy and worthy students from Spartanburg County with preference to those eligible to play on Spartanburg Methodist College's women's basketball team.

**The Neetumn G. and Homerene Bagwell Endowed Scholarship:**

Established in 2005 through a generous gift from the testamentary trust of Mr. Neetumn G. Bagwell of the class of 1938. Awards from this fund are made annually to worthy and needy students who show academic promise.

**The Vic Bailey, Jr., Honorary Scholarship:** This scholarship was created in 1999 by the family and friends of Mr. Vic Bailey, Jr., to honor his service to the Spartanburg region and his outstanding business accomplishments. Annual awards from this fund are used to help high-need students from Spartanburg County high schools who demonstrate academic promise.

**The Jesse Rutledge Baker Memorial Scholarship:** This scholarship was established by the late Mr. and Mrs. E. R. Baker in memory of their son. This scholarship is awarded annually to a student of exceptional need and academic ability.

**The Earl and Debra Chambers Baker Memorial Scholarship:** This scholarship was established in 1994 by the family and friends of Debra L. Chambers Baker, Class of 1977. The family and friends have continued to strengthen the fund through the years, especially in 2003 in memory of Earl L. Baker, also Class of 1977. Annual awards are given to female students majoring in journalism with first preference going to persons from Anderson, Greenville, or Spartanburg counties.

**The Ruth Searcy Ballard '52 Scholarship Fund:** This scholarship was established in 2016 by Ted Ballard, to honor the memory of his beloved wife of 60 years. Both Ruth and Ted are graduates of Spartanburg Junior College. Awards will be made annually with first preference to a qualified student from Rutherford County, North Carolina or Spartanburg County, South Carolina. Second preference will be for a student aspiring for a liberal arts and/or business-related career who demonstrates high financial need. Additional consideration may be given to a student who desires to pursue a military career, has served, or is serving active duty in the military, or has a parent currently serving in the U.S. Armed Forces.

**The Ballenger Family Scholarship:** This scholarship was established in 1986 by the generous gifts of Mrs. Jane Ballenger May to honor the Ballenger family, owners and operators of the Y. C. Ballenger Electric Co. of Spartanburg. Scholarship awards are provided to needy and worthy students with academic promise.

**The James L. Belin Endowed Scholarship:** This scholarship was established in 1986 by the James L. Belin Trust to provide scholarships for students with high promise and financial need from the Waccamaw Neck area of South Carolina. Preference is given to students related to a church in the Methodist tradition as understood by the late Mr. Belin in 1858.

**The Paul Black Memorial Scholarship:** This scholarship was established in 1985 by Mrs. Anna M. Black, Mr. and Mrs. Stanley W. Baker, and Mr. and Mrs. Roger Habisreutinger and is awarded annually to needy students with academic promise.

**The Anna M. Bock Endowed Scholarship:** This scholarship was established in 1997 by the generous contribution of the George W. Bock Charitable Trust in memory of Anna M. Bock, Mr. George Bock's mother. Annual awards from this fund go to students who have demonstrated high financial need and academic promise.

**The Bill G. Bowers, Sr. and Elizabeth F. Bowers Endowed Scholarship:**

This scholarship was established in 1998 by the family and friends of Bill and Lib Bowers on the occasion of their 50<sup>th</sup> wedding anniversary. Scholarships are awarded annually to needy and worthy students who show academic promise.

**The Michael E. Bowers and Ella Mae Ackerman Bowers Endowed Scholarship:** This scholarship was established in 1987 and provides scholarship assistance to needy and worthy students.

**The Sophie S. Brannon Memorial Endowed Scholarship:** This scholarship was established in 1994 by James E. Brannon of Spartanburg, South Carolina, Class of 1944, in memory of his wife. Scholarship awards are made annually to deserving, needy students with academic promise.

**The Bridges Family Endowed Centennial Scholarship:** Established in 2012 by Margaret Moss Bridges in honor of her husband Jesse L. Bridges, a former student and Trustee of the College. Awards are made to no more than five Spartanburg County students annually based on academic promise first and financial need second.

**The Jean Casey Brittain Scholarship:** This scholarship was created in 1991 by the generous gifts of Jean and Tom Brittain, to honor Jean Casey Brittain. Scholarship assistance is used to help students from the Epworth Children's Home.

**The Thelma Kiser Brooks Endowed Scholarship:** This scholarship was created in 1985 by former classmates and friends of Thelma Kiser Brooks, Class of 1938. Awards are made to needy and worthy students with high financial need.

**The Katherine J. "Kit" Brown Memorial Endowed Scholarship Fund:** Established by her family and friends in 2006 to honor the memory of this former honor student and employee of Spartanburg Methodist College. Awards from this fund are made to worthy students who demonstrate high academic promise and financial need.

**The Walter J. Brown Memorial Scholarship:** This scholarship was created in 1997 by the family, friends, and business colleagues of Mr. Walter J. Brown. Mr. Brown, a native of Georgia, spent over 50 years of his life serving his beloved Spartanburg area. He was the founder of the Spartan Radiocasting Company, known today as Spartan Communications, Inc. Scholarship awards from this fund go to Spartanburg County high school students who have demonstrated academic ability and financial need.

**The Buchheit Family Scholarship:** This scholarship was established in 1978 by family and friends in memory of Mr. Philip A. Buchheit, long-time friend and Trustee of the College. Mr. Buchheit served as Board Chair for several years. The family and friends have continued to strengthen the fund through the years, especially in memory of William Carmage Buchheit in 1992. Awards are made annually to students who show need and promise.

**The George Ernest Burwell Memorial Endowed Scholarship:** This scholarship was established from a generous bequest by The George Ernest Burwell, Jr., Trust and is awarded each year to a needy student with academic promise.

**The David English Camak Scholarship:** This scholarship was established in 1989 by The David English Camak Society in memory of Dr. David English Camak, the founder of Textile Industrial Institute, now Spartanburg Methodist College. The Camak Society is composed of ministers of the South Carolina Annual Conference and friends statewide who appreciate the great work accomplished by Dr. Camak during his service to the South Carolina Annual Conference. Awards are made to needy and worthy students with a preference to students from communities that surround the churches served by Dr. Camak.

**The Jule (Kelly) and DeArmond Canaday Endowed Scholarship:** This scholarship was established in 1987. Annual awards are given to deserving students with high financial need. The Reverend DeArmond E. Canaday served as the first Director of Planned Giving at Spartanburg Methodist College.

**The A. G. Carter Endowed Scholarship:** This scholarship was established in 1990 by former students and friends in memory of Dean A. G. Carter who devoted over 40 years of service to Spartanburg Methodist College as an instructor, administrator, alumnus, and special friend to thousands of students. Each year, awards from this fund are given to needy and worthy students.

**The Case-Gaul Athletic Scholarship:** This scholarship was established in 1994 by Mr. and Mrs. C. Sterling Case in honor of their parents, Mr. and Mrs. W. F. Case and Mr. and Mrs. William G. Gaul and other family members. Awards from this fund go to worthy student-athletes who demonstrate high financial need. First preference is given to student-athletes participating in basketball, baseball, or golf.

**The Martha Duckworth Cavin Endowed Scholarship:** This scholarship was created in 1996 by friends and family members in honor of and in memory of Martha Duckworth Cavin. The income from this fund provides scholarships for the children of ministers who attend Spartanburg Methodist College.

**The Martha C. Chapman Endowed Scholarship Fund:** Established in 2005 by Marsha and Jimmy Gibbs in honor of Martha C. Chapman. Awards from this fund are made to worthy students who demonstrate high financial need.

**The Chesterfield County Endowed Scholarship:** This scholarship was created in 1988 by the generous gifts of the Malloy Foundation of Cheraw, South Carolina, and strengthened by gifts from Mr. Jimmie Crawford and B. C. Moore and Sons, Inc., also from the Cheraw, South Carolina, area. Awards are made annually to deserving students from the Chesterfield area.

**The Class of 1938 Endowed Scholarship:** The Textile Industrial Institute Class of 1938 raised the funds in the years 1983–1986 to endow a scholarship in recognition of their class. A scholarship is awarded annually to a needy and worthy student with academic promise.

**The Class of 1941 Endowed Scholarship:** This scholarship was created in 1991 by members of the Class of 1941. Scholarship awards are made annually to deserving students with high need.

**The Class of 1948 Endowed Scholarship:** This scholarship was established in 1998 by a generous challenge gift from Cliff and Laura Odom to honor

the members of the Class of 1948 as they celebrated their 50<sup>th</sup> class reunion. Awards are given to worthy and deserving students with academic promise.

**The David A. Clyburn, Sr. Memorial Scholarship:** Established by the Clyburn family along with friends and churches he served during his ministry, this scholarship is in memory of Reverend David A. Clyburn, Sr., who served the South Carolina Conference of the Methodist Church from 1930 until his death in 1955. Awards are made annually to worthy students with preference given to pre-ministerial students or students majoring in another area of Christian service.

**The Lewis M. Clyburn Scholarship:** This scholarship was established by a legacy from the estate of the late Lewis Clyburn, a native of the Hopewell Community of Lancaster County. Awards are made annually to students selected by the College with preference given to persons from Lancaster County.

**The Brooks and Virginia Connor Scholarship:** This scholarship was established by Virginia H. Connor in 1989 and is awarded annually to a needy and worthy student with academic promise.

**The Crenshaw Athletic Scholarship:** This scholarship was established by Mr. and Mrs. Olin Crenshaw, Class of 1938, of Conway, South Carolina, and is awarded annually to outstanding scholar-athletes in baseball, golf, and basketball.

**The Lila Earle and Sidney R. Crumpton Endowed Scholarship Fund:** Established in 2007 by a generous bequest of Chaplain (Colonel) Sidney Randolph Crumpton (1908-2005), a long-time minister in the SC United Methodist Conference. Awards from this fund are made to student with demonstrated need and proven academic promise.

**The Dr. Wayne A. and Rev. Dorothy N. Culp Endowed Scholarship:** This scholarship was established in 2013 by Dr. Wayne A. and Rev. Dorothy N. Culp. Dr. Culp served as the Academic Dean of Spartanburg Methodist College 1977 to 1981. Awards are made annually to students showing high financial need, with outstanding character and academic promise

**The Harry and Mariana Camak Daniel Endowment:** This endowment was established in 1991 by the generous bequest of the late Harry and Mariana Camak Daniel. The Daniels are the son-in-law and daughter of Dr. David E. Camak, the founder of Spartanburg Methodist College. Scholarship awards from this fund are to needs and worthy students who demonstrate academic promise.

**The Olga George Darden Memorial Scholarship:** This scholarship was established in 1972 by Mr. and Mrs. Sam A. George of Lexington, South Carolina, and endowed by contributions from the George family and Dr. Colgate Darden. Awards are made each year to worthy students with academic promise.

**The Lacy and Betty Davis Endowed Scholarship Fund:** Established in 2007 by Pride Masonry of Gaffney, Inc. First preference of these awards will be to help students on the basis of financial need, outstanding character, and academic merit. Second preference will be to help students who are the children of, or employees of, Pride Masonry and third preference will be to help students who are residents of Chesterfield County, South Carolina.

**The Bishop Cyrus Dawsey Scholarship:** This scholarship was created in 1966 in honor of United Methodist Bishop Dawsey. This scholarship provides assistance to persons preparing for the United Methodist ministry.

**The Norris C. Dockins Family Endowed Scholarship Fund:** Established in 2007 through a generous bequest of Mr. Norris C. Dockins, President of the Freshman Class of 1947. The fund honors the memory of Mr. Dockins and his father, Benjamin Dockins, as well as his sister, Genelia Dockins Ivester, and his brothers, Charlie Dockins and J.C. Dockins. Awards from this fund are made to deserving students who demonstrate high academic promise and financial need.

**The Martha L. Dockins and Freshman Class of 1947 Memorial Endowed Scholarship:** This scholarship was established in 1997 by Mr. Norris C. Dockins in memory of his mother, Mrs. Martha L. Dockins, and to honor his fellow members of the freshman Class of 1947. Awards are given annually to students of good character and high academic standing with preference to students from Anderson County, South Carolina, with an interest in American History.

**The Martha L. Dockins and Hassie D. Campbell Memorial Endowed Scholarship:** This scholarship was established in 2000 by Mr. Norris C. Dockins to honor the memory of his mother, Mrs. Martha L. Dockins and the mother of Mrs. Ruth Campbell Aiken, Mrs. Hassie D. Campbell. The fund will support scholarship awards for students of good character and high academic standing with preference to students from Anderson County, South Carolina, with an interest in American History.

**The Gaynelle Doty Endowed Scholarship:** This scholarship was established by Gaynelle Doty of Bat Cave, North Carolina, with a generous gift in 1984. Awards are made annually to needy and worthy students.

**The Duncan Memorial United Methodist Church Endowed Scholarship Fund:** Established in 2006 by the members and friends of the Mother Church of Spartanburg Methodist College. Awards from this fund are made to worthy students who demonstrate high financial need with preference to those pursuing Christian related vocations.

**The Ellenburg Family Athletic Scholarship:** This scholarship was established in 1997 in memory of Guy C. Ellenburg and in honor of Thelma K. Ellenburg. Scholarships generated from this fund help student-athletes who have demonstrated academic potential and have high financial need.

**The Iris Clardy Ellis and Loraine Ellis Memorial Scholarship:** This scholarship was established in 1998 by the Reverend Dr. Edgar H. Ellis in memory of his wife and daughter. Other friends and churches have also contributed to this fund. Awards are given annually to needy students with academic promise.

**The Thomas F. Evatt, Jr., Endowed Scholarship:** This scholarship was established in honor of the Reverend Thomas F. Evatt, Jr., by Harry Heath and Manetta Mills of Lando, South Carolina. Other friends and churches served by Reverend Evatt have contributed to the fund. Income is used to help needy and worthy students pursue their college education.

**The Dr. John S. Featherston Endowed Scholarship:** This scholarship was established in 1984 by Dr. Featherston. Awards are made annually to needy students with academic promise.

**The Fields-Ammons Scholarship:** This scholarship was established by Dr. and Mrs. George D. Fields, Jr., (Spartanburg Methodist College president from 1976 – 1997) in memory of their late parents: Elena W. Fields and George DeWitt Fields, Sr., and Jesse Grier Ammons and Ava Claude Epps Ammons. Awards are made each year to needy and worthy students with preference given to students from Darlington County, South Carolina, and DeKalb County, Georgia, or students from a county adjoining these two.

**The Emily McEachern Fincher Endowed Scholarship Fund:** Established in 2001 through a bequest of Mr. Herbert B. Fincher as a memorial to his wife, Mrs. Emily McEachern Fincher of the class of 1936. Annual awards are made to worthy full-time students.

**The A. Mickey Fisher Endowed Scholarship:** This scholarship was established in 2001 by family, friends, and colleagues to honor Reverend A. Mickey Fisher for 12 years of outstanding service as a Trustee for Spartanburg Methodist College and his 46 years of service to the South Carolina United Methodist Conference. Awards are made to needy students who demonstrate academic promise.

**The Blanche C. and J. Howard Foster Endowed Scholarship Fund:** Established in 2005 by the family and friends of Blanche Chapman Foster ('36) and James Howard Foster who demonstrated great loyalty to Spartanburg Methodist College throughout their life together. Awards are made to needy and worthy students with preference to persons pursuing careers in Christian service.

**The Don Foster Endowed Scholarship:** This scholarship was created in 1991 by the Reverend Donald A. Foster to honor the memory of his wife Marian and son Donald Foster, Jr. Awards are made annually to needy and worthy students.

**The Louise and Vernon Foster Endowed Scholarship:** Established in 2005 by Joy F. and Robert A. Moore in honor of Louise Foster and in memory of Vernon Foster. Awards from this fund will be made to worthy students who demonstrate high financial need with preference to those pursuing Christian related vocations.

**The M. Alex and Clara H. Foster Endowed Scholarship:** This scholarship was established in 1985 by Mr. and Mrs. Alex Foster of Roebuck, South Carolina, to assist in defraying the cost for needy and worthy students who have shown promise through their high school work. Awards are made annually with first preference given to Dorman High School students. Mrs. Foster taught in the public school system for 36 years. During her last ten years of service prior to retirement in 1974, she taught English at Dorman High School.

**The W. Neal Freeman Memorial Athletic Scholarship:** This scholarship was created in 1994 by the family, friends, and business colleagues of Mr. Freeman. Awards are made annually to student-athletes with high financial need, with first preference given to those from Rutherford County, North Carolina.

**The J. L. Geddis Honorary Endowed Scholarship Fund:** Established in 2002 by The Reverend John W. Hipp and others in gratitude for Mr. Geddis' long and dedicated service to the College as its Vice President for Business Affairs and Business Manager. Annual awards are made to worthy and needy students with a preference to those pursuing careers in business administration.

**The Brunson George Endowed Scholarship:** This scholarship was established by Evelyn D. George in memory of her husband, the Reverend Brunson George, a minister of the South Carolina Conference and a professor at this institution in 1934 and 1935. This scholarship is awarded to needy young men of good character planning to continue their education after graduation from Spartanburg Methodist College.

**The Mary Lynn Blake Gosa Memorial Scholarship:** This scholarship was established in 1999 by the family, friends, and colleagues of Mary Lynn Gosa. Mrs. Gosa, a 1967 graduate of Spartanburg Methodist College, (then Spartanburg Junior College), served the College over 30 years as Director of Housing. Annual awards are made to deserving students, with first preference going to those who live in the residence halls.

**The Marion Rhett Gramling Endowed Scholarship:** This scholarship was established in 1990 in memory of Marion Rhett Gramling by his family and many friends. Needy and worthy students from Spartanburg County School District No. 1 are given preference for scholarships from this fund.

**The Lemuel A. Grier, Sr. Endowed Scholarship:** This scholarship was endowed by a generous gift of Mr. Lemuel A. Grier, Jr. in memory of his father, Lemuel Asbury Grier, Sr. Awards are made each year to needy and worthy students who show academic promise.

**The Betty S. Griffin Endowed Scholarship:** This scholarship was created in 1997 by the family, friends, and colleagues of Ms. Griffin in honor of her 23 years of service to Spartanburg Methodist College, her church, and community. Scholarship awards go to worthy students who have demonstrated academic ability and financial need.

**The R. C. Griffith Endowed Scholarship:** This scholarship was established in 1987 in memory of the Reverend R. C. Griffith, an alumnus of TII, for his years of faithful service in the South Carolina United Methodist Conference. Scholarships are awarded annually to worthy students.

**The Dr. John Guthrie Endowed Scholarship:** This scholarship was established in 1984 through gifts from Dr. John R. Guthrie. Awards are made annually to needy and worthy students.

**The Halls of Distinction Scholars Program:** Established in 2008 by an initial commitment of unrestricted endowment funds at SMC and strengthened by funds from several United Methodist Church sources in response to the so-called "Corridor of Shame" region in SC. Awards from this fund are made to students recommended by local United Methodist Churches who are graduates of underfunded public high schools located in SC. Scholarship recipients are encouraged to work toward educational and/or career goals of returning to their hometown or area and use their education to effect lasting change in their communities.



**The Harrison and Wenz Endowed Art Scholarship:** This scholarship was established in 2008 by Ann H. and Fred V. Wenz in memory of Burton and Frances Harrison, parents of Ann H. Wenz who taught art at SMC 1975 – 2009. Annual awards are made to worthy students with preference to those considering careers in art.

**The John Webster Henry Memorial Scholarship:** This scholarship was endowed in 1986 in memory of the late John Webster Henry by family, friends, and former students. He was the first Director of the Criminal Justice Program at Spartanburg Methodist College. Awards are made annually to needy and worthy students with a preference given to students majoring in Criminal Justice.

**The Marvis and John Patrick Henry Family Endowed Scholarship:** This scholarship was established in 1999 by Marvis and Pat Henry of Conway, South Carolina. Awards are made annually to worthy students who have to work in order to attend college. First preference goes to students from Horry County who have demonstrated strong academic promise.

**The Henson and Haynes Endowed Scholarship:** This scholarship was established in 2009 by Judy H. and Keith E. Haynes in memory of Floyd and Louise Henson, parents of Judy H. Haynes who taught English at SMC from 1968-1974 and 1982-2006. Annual awards are made to needy students who show exceptional academic promise.

**The J. Edgar Hoover Memorial Scholarship:** This scholarship was established in 1989 in memory of J. Edgar Hoover, former director of the FBI. This fund was begun through the generosity of The Scottish Rite of Freemasonry and former colleagues of Mr. Hoover. Funds generated are used to help students pursuing careers in law enforcement.

**The Horry County Endowed Scholarship:** This scholarship was established in 1986 by the generosity of United Methodists, friends of the College, and alumni in Horry County, South Carolina. Awards are made annually to needy and worthy students who show academic promise with first preference given to students from Horry County and secondly, to students from counties adjoining Horry County.

**The Connie B. Howard Endowed Scholarship:** This scholarship was established by Ray Howard of Jacksonville, Florida, an alumnus of the College, in honor of his mother. The scholarship is awarded each year to a student from a family in which the mother, father, or both are deceased, and if there is a remaining parent, that parent has not remarried. The recipient must demonstrate financial need and meet the satisfactory academic progress standards of the College.

**The William Jonathan Hughes Memorial Scholarship Fund:** This scholarship was established in 1972 at the Northside United Methodist Church in Greenville, South Carolina by the Ralph L. Hughes Family and members of the church in memory of William Jonathan Hughes. The scholarship was transferred to Spartanburg Methodist College in 2007. Awards are made annually on the basis of need, character, aptitude and personality.

**The Feltham S. James Memorial Scholarship:** This scholarship was established originally in 1973 by a generous gift from Robert J. Maxwell, Jr., of Greenville, South Carolina, and strengthened in 1983 and 1984 by memorial

contributions from friends at the deaths of Dr. and Mrs. James. Awards are made annually to students in honor of the late Dr. F. S. James, a former Spartanburg Methodist College Trustee.

**The Johnson Legacy Endowed Scholarship** was established in 2013 by Dwight Russell Johnson, SMC class of 1964. Mr. Johnson was the fifth of five siblings to attend SMC for 13 consecutive years (1952-1964). Annual awards to students with demonstrated academic potential and high financial need with preference to students from Chesterfield County, South Carolina.

**The Olin D. Johnston Endowed Scholarship:** Established in 2000 by Mr. and Mrs. Dwight F. Patterson, Jr. in memory of Olin D. Johnston, Mrs. Patterson's father. Awards from this fund provide financial assistance for needy students who demonstrate academic promise.

**The Doris Adair Howe Kilkuskie Memorial Scholarship:** This scholarship was established in 1999 by Stanley R. Kilkuskie to honor the memory of his beloved wife, Doris, Class of 1941. Awards are made annually to deserving and needy female students with academic promise with first preference given to students from Byrd High School, Shreveport, Louisiana.

**The William B. Kerfoot Memorial Scholarship:** This scholarship was established in 1997 by Dr. and Mrs. William W. Kerfoot in honor of Dr. Kerfoot's father, Mr. William B. Kerfoot. Annual awards from this fund will be provided for financially underprivileged students pursuing degrees in medically related areas.

**The William R. Kinnett Endowed Scholarship:** This scholarship was established in 1995 by the family and friends of William R. Kinnett, Class of 1946, for his long service to the South Carolina United Methodist Conference and to Spartanburg Methodist College. Awards from this fund are given to needy students who demonstrate academic promise.

**The Liz Kuhn Endowed Scholarship:** This scholarship was endowed in 1986 by the gifts of the Zonta Club in honor of Liz Kuhn, who for many years was an officer of the Club. Awards are made annually to needy and worthy female students who show academic promise.

**The Lancaster County, Fort Mill, Chester, Lyman, Duncan, Wellford Townships Endowed Scholarship:** This scholarship was originally endowed by a grant of the Close Foundation in 1986 and strengthened in 1987 by a generous gift of Springs Industries, Inc. Scholarships are awarded each year to needy and worthy students who show academic promise with first preference to students from Lancaster County and the Fort Mill, Chester, Lyman, Duncan, Wellford areas of South Carolina.

**The Michael B. and Nita B. Lee Scholarship:** This scholarship was established in 1995 by the family and friends of Reverend and Mrs. Lee. Awards are made annually to deserving students with high financial need.

**The Broadus R. Littlejohn Scholarship:** This scholarship was established by the *Spartanburg Herald Journal* and the Broadus and Evelyn Littlejohn Foundation. Awards are made annually to needy and worthy students.

**The Thomas C. Littlejohn, Sr., Family Scholarship:** This scholarship was established in memory of the late Joseph A. Littlejohn and T. C. Littlejohn, Jr., by members of the Littlejohn family. Awards are made annually to students based on financial need and scholastic standing.

**The Dr. Roberta Lovelace Memorial Scholarship:** This scholarship was endowed by the family and friends of Dr. Roberta Lovelace, a graduate of Spartanburg Methodist College. The late Dr. Lovelace earned a Ph.D. in the Biological Sciences, taught biology at the University of South Carolina, and remained very loyal to this College where she earned her first degree. Awards are made annually to needy and worthy students showing academic promise.

**The Doris Luther Endowed Scholarship Fund:** This endowment was established in 2012 by the family of Doris Luther and her beloved Glee Club Singer's at SJC and SMC. Doris Luther's career impacted many students during her time as the Music Director. This impact is carried on today through the lives of those many singers. Awards from this fund may be made to worthy students with a financial need.

**The R. E. and Mary B. Lyda Endowed Scholarship:** This scholarship was established in 2006 by the Lyda family to honor Mr. and Mrs. Lyda's lifelong commitment to education. Awards are made annually to deserving students with preference to students from Spartanburg County School District 1.

**The Ella Jordan Lynn Endowed Scholarship:** This scholarship is endowed in the memory of the late Ella Jordan Lynn of Jefferson, South Carolina. Mrs. Jordan desired this award to be given to a female student judged to be representative of Christian qualities of compassionate care, loving devotion and unselfish service to others.

**The Hawley B. Lynn Memorial Scholarship:** This scholarship was established in 1990 in memory of the Reverend Hawley B. Lynn. Reverend Lynn was a distinguished Spartanburg Methodist College/Textile Industrial Institute graduate, completing his Divinity degree at Yale Divinity School and working for the College after his retirement from the parish ministry in 1978. Awards are made annually to needy and worthy students.

**The Rephilla H. (Phil) Lynn Memorial Scholarship:** This scholarship was endowed in 1987 in memory of the late Rephilla High Lynn by the family, friends, and students of the late Mrs. Lynn. A professor at Spartanburg Methodist College for 22 years, she taught English and Literature and was Chairman of the English and Humanities Division at the time of her death. Awards are made annually to deserving students with academic promise.

**The Thomas E. Mabry Endowed Scholarship:** This scholarship was established in 1991 by the generous gift of Mr. Thomas E. Mabry, former superintendent of Spartanburg County School District Number 1. First preference of scholarships goes to ambitious and self-respecting students with good character from Chapman and Landrum High Schools.

**The Franklin and Mary McMeekin Memorial Scholarship:** This scholarship was established by the generous gifts of David and Eloise McMeekin Clyburn in memory of Franklin and Mary McMeekin, Mrs. Clyburn's parents. Awards from this scholarship fund are given to needy and worthy students with first preference to students preparing to transfer to Clemson University.

**The McNaughton Family Foundation Endowed Scholarship:** This scholarship was established in 2012 by Debbie and Barry McNaughton. Awards are made to students with financial need who are pursuing a vocation in Christian Ministry.

**The Bill and Novella McNeill Endowed Scholarship:** This scholarship was established in 1997 by the friends and family of Bill and Novella McNeill to honor their years of service to Spartanburg Methodist College and the South Carolina United Methodist Conference. Awards from this fund are given to needy students with academic promise.

**The Milliken Honors Scholarships:** These scholarships were established by The Milliken Foundation in 1985. Milliken Scholars are selected from applicants with excellent academic high school records.

**The Joseph S. and Viri M. Momier Endowed Scholarship:** This scholarship was established in 2015 by Mr. and Mrs. Joseph S. Momier, Jr. in memory of Mr. Momier's parents, Joseph S. Momier and Viri Morrow Momier, both graduates of TII, class of 1941. Awards are made annually to needy students with academic promise.

**The W. S. Montgomery Memorial Scholarship:** This scholarship was established in 1981 by Walter S. Montgomery, Sr. in honor of his father whose support and help enabled Dr. Camak to found Textile Industrial Institute in 1911, the forerunner of Spartanburg Methodist College. Mr. Montgomery (June 20, 1867 – January 31, 1929) contributed the use of a building in the Spartan Mill Village for the school's first location and some initial funding for the school. He also helped to establish the work-study program for students. Awards are made annually to needy and worthy students.

**The Kim Ivan Moody Memorial Scholarship:** This scholarship was established in 1976 by Mr. and Mrs. Cecil Moody in memory of their son. Awards are made annually to students majoring in Criminal Justice and are based on merit and need.

**The C. B. "Slim" Mooneyham and Lillian Mooneyham Endowed Athletic Scholarship Fund:** This scholarship fund was established in 1984 by the family, friends and former students of the late Mr. Mooneyham who served for more than 50 years at Spartanburg Methodist College. The fund was further strengthened in 2007 after the death of Mrs. Mooneyham by a generous bequest from the Mooneyham estate. Annual awards from this fund support student athletes with first preference to those participating in baseball and basketball at the college.

**The Virgilia C. Moore Endowed Scholarship:** This scholarship was established in 1991 by Mr. Joe D. Moore in honor of his wife and Mr. William S. Moore in honor of his mother. Awards are made annually to students with financial need who maintain a minimum of a "C" average.

**The Mr. and Mrs. M. A. "Brick" Morris Scholarship:** This scholarship was created to help local students of good academic standing. Preference is given to students from the Inman, South Carolina area.

**The John and Sara Murray Endowed Scholarship:** This scholarship was established in 1992 in memory of the Rev. John V. Murray and in honor of Mrs. Sara Fridy Murray for fifty years of service to the South Carolina United Methodist Conference and to Spartanburg Methodist College. Awards are made annually to students with academic promise and high financial need.

**The Mary Neeley Scholarship:** This scholarship was established at Spartanburg Methodist College by Mary Neeley of Bamberg, South Carolina. Awards are made annually to outstanding students.

**The Sam and Bobbie Poston Endowed Scholarship:** This scholarship was established in 2000 by Sam and Bobbie Poston. Awards are made to worthy students.

**The Lois and Mike O’Kelley Athletic Scholarship:** This scholarship was established in 1990 in memory of Lois O’Kelley and Robert H. “Mike” O’Kelley. Scholarships generated from this fund help worthy athletes with first preference to athletes participating in the Spartanburg Methodist College golf program.

**The J. C. Paddock Scholarship:** This scholarship was established by Mildred B. Paddock in memory of her husband. Awards are made annually.

**The Vera Davis Parsons Scholarship:** This scholarship was established by the late Vera Davis Parsons in memory of Robert Salters and later endowed by the Vera Davis Parsons-Winn Dixie Charities, Inc. Proceeds are used to defray the educational expenses of three students for a period of two years each.

**The George and Laura Patterson Endowed Scholarship:** This scholarship was established in 1990 through the bequest of George and Laura Patterson. Awards are made annually to worthy and needy students.

**The Sybil Inez Price Endowed Scholarship Fund:** Established in 2006 by the family and friends of Miss Sybil I. Price, a 1944 graduate of Spartanburg Junior College and former librarian at the College from 1958 until her retirement in 1975. Awards from this fund will be made to needy and worthy students with preference given to those pursuing a degree in library science

**The Mae H. Purcell Memorial Scholarship:** This scholarship was established by the late Mae H. Purcell in 1973 to aid a promising student. Awards are made annually.

**The John and Jim Ramsey Endowed Scholarship:** This scholarship was established by John and Jim Ramsey, former students at Spartanburg Methodist College in 1970. Annual awards from this fund are made to students who demonstrate financial need as follows: first preference to an athlete from Darlington County, SC, second preference to a non-athlete from Darlington County, SC, and third preference to a student from Florence, Marion or Lee Counties of SC.

**The Victor M. Ross Memorial Scholarship:** This scholarship was established in 1986 by the generous gift of the late Victor Ross, a minister of the South Carolina United Methodist Conference, and his wife Clara. Scholarships are awarded annually to needy and worthy students who show promise.

**The Agnes and Cyrus Shealy Endowed Scholarship Fund:** Established in 2006 to honor the work and generosity of these two long-time educators whose careers impacted many students at Chapman High School and Spartanburg Methodist College. Awards from this fund are made to worthy students who demonstrate high academic promise and financial need with preference to graduates of Chapman High School in Inman, S.C.

**The Mark M. Shook Endowed Scholarship:** This scholarship was established by a legacy from Mr. Shook. Awards are made annually to help worthy ministerial students prepare for a life of ministry.

**The Agnes Brown Sill Endowed Scholarship:** This scholarship was established in 1980 by Phillip Sill in memory of his grandmother, Agnes Brown Sill. Awards will be made to needy and worthy students with preference to Sill family members and next to a student who grew up at Thornwell Children's Home.

**The Patsy Tinsley Simmons Endowed Scholarship:** This scholarship was established in 2004 by Patsy Tinsley Simmons, a Trustee at Spartanburg Methodist College. Annual awards will be given to needy and worthy students who demonstrate academic promise.

**The Isbel Lane Sisk and J. Kelly Sisk Greenville County Endowed Scholarship:** This scholarship was established by the generous gift of the Sisk Foundation in memory of Isbel Lane Sisk and J. Kelly Sisk, loyal members of the Buncombe Street United Methodist Church in Greenville, South Carolina. Awards are made annually to worthy students from Greenville County, South Carolina.

**The JM Smith Foundation Endowed Scholarship:** Established in 2008 by the J M Smith Foundation. Awards will be made to students who demonstrate academic promise and who have high financial need.

**The John McMahon Smoak Memorial Scholarship:** This scholarship was established in 2004 by the family, friends, former players, and students of the late John McMahon Smoak who served for twelve years at Spartanburg Methodist College. Awards will be made to needy student-athletes with preference to those who participate in the basketball program at the College.

**The H. Booker Sparrow Memorial Scholarship:** This scholarship was established by John W. Sparrow, Jr., and other family members. Awards are made annually to needy students with preference to students from the Florence County School District 3 area.

**The Champ Squires Endowed Scholarship:** Established in 2013 by a contribution from the estate of Ms. Betty Stewart Parnell in memory of her sister, Ms. Margie Stewart Treadway, SMC Class of 1943 and a former member of the SMC Board of Trustees. Awards are made annually in honor of Mr. Champ Squires, SMC Class of 2013, to students who demonstrate academic promise and determination and who are physically impaired.

**The Glenn and Mary Stables Scholarship:** This scholarship was established in 1966 to provide funds for the benefit of worthy students.

**The Paul K. and Louise H. Starnes Endowed Scholarship:** Established in 2002 by the family in memory of Paul K. Starnes, Class of 1941, and in honor of Louise Hart Starnes, Class of 1940. Scholarships are made annually to deserving, needy students with academic promise.

**The Walter Terry and Gloria Raylene Stephenson Scholarship:** Created in 2003 by Mr. and Mrs. Stephenson. Mr. Stephenson served the College for over forty years as a professor and administrator. Mrs. Stephenson has been a media specialist in Spartanburg School District 7 for 33 years. The Stephensons have devoted over 25 years to the American Youth Soccer Organization. Awards are made to needy students who demonstrate academic promise.

**The Mary Ellen Suitt Charitable Fund:** This scholarship was established in 2014 through a gift from the estate of Mary Ellen Suitt and contributions from her family. Awards are made annually to deserving, needy students with academic promise and who plan to pursue a degree in Fine Arts.

**The Ralph Albert and Beatrice Suttle Endowed Scholarship:** This scholarship was established by Beatrice Suttle to honor her late husband, Ralph Albert Suttle. Mr. Suttle was an adult student at the Textile Industrial Institute in 1918. Awards are made annually to needy and worthy students with preference given to students from textile communities.

**The Norman and Gladys Suttles Endowed Scholarship:** This scholarship was established in 2005 from the Estate of Norman and Gladys Suttles. Mr. and Mrs. Suttles were former students and Mr. Suttles served a twelve-year term as a Trustee. Annual awards from this fund will be given to needy and worthy students.

**The Lois Neal Tennent Endowed Scholarship:** This scholarship was created in 1995 in memory of Lois “Bunny” Tennent by her family and friends. She served Spartanburg Methodist College and her community with devotion and distinction for over twenty years as a teacher and inspired her students to be all that they could be. Awards are made annually to needy students who show academic promise.

**The Josephine Alexander and Paul Calvert Thomas Memorial Scholarship:** This scholarship was established in 1990 in memory of Josephine A. and Paul C. Thomas. Awards are made annually to needy and worthy students with preference given to students pursuing degrees in art, drama, or music.

**The Fletcher D. Thompson and Ruth DeLoache Thompson Endowed Scholarship:** This scholarship was established in 1988 in honor of Ruth and Fletcher Thompson by gifts from Mr. and Mrs. Thompson and their friends. Awards are made annually to worthy students.

**The Thompson Paralegal Endowed Scholarship:** Established in 2007 by the generous gift of Fletcher D. Thompson and Ruth DeLoache Thompson. Scholarship awards from this fund will be used to help needy and worthy students pursuing a program in Paralegal Studies at Spartanburg Methodist College.

**The John B. Thompson Scholarship:** This scholarship was established by John B. Thompson through his legacy to Spartanburg Methodist College. Awards are made annually to students of exceptional need and promise.

**The William L. Thompson, Jr. Memorial Endowed Scholarship:** This scholarship was established in 1987 in memory of the late William L. Thompson, Jr. (1921-1986) by his wife Edith W. Thompson and their three children. Mr. Thompson was a businessman and United Methodist leader from Hartsville, South Carolina. Awards are made annually to needy and worthy students.

**The Benjamin R. Turner Memorial Scholarship:** This scholarship was established by Mr. and Mrs. A. M. Turner in memory of Mr. Turner's father. Mr. Benjamin Turner served as both Academic Dean and Dean of Students from 1925 to 1935. Awards are made to deserving students with high need.

**The General Harry M. Arthur Union County Scholarship:** This scholarship was endowed by the generous gifts of the late Harry M. Arthur, Spartanburg Methodist College friend and native of Union County. Awards are made annually to needy and worthy students who show academic promise with preference given to students from Union County, South Carolina.

**The United Methodist Women Scholarship:** This scholarship was established by the South Carolina United Methodist Women in 1966. Awards are made annually to young women going into full-time Christian service.

**The Dr. Robert D. Warren Endowed Scholarship:** This scholarship was established by the generous commitments of Dr. Robert D. Warren, Spartanburg Methodist College, Class of 1941. Annual awards are used to help high-need students who have demonstrated strong academic promise.

**The Eila Jones-Dorcas Waugh Endowed Scholarship:** This scholarship was endowed by the generous gift of Mrs. Dorcas S. Waugh in 1988 and by other gifts contributed in memory of her sister Eila Jones. Mrs. Waugh served the College for over 25 years as a business education instructor. Mrs. Jones served for over 25 years as Treasurer of the College. Awards are made annually to high-need, deserving students.

**The Lindsay L. Webster Endowed Scholarship:** This scholarship was established in 2016 by Ms. Lindsay Webster. Awards from this fund are made annually to needy and worthy students with first priority given to students of Hispanic origin, with proven academic accomplishments but limited options from typical sources of federal assistance.

**The Western North Carolina Endowed Scholarship:** This scholarship was established by the generosity of the Dickson Foundation, Inc., to provide scholarships for needy students with academic promise from the Western North Carolina area.

**The W. B. Wilkerson, Jr., Memorial Endowed Scholarship:** Established in 2001 by members of the York County Soil and Water Conservation Commission to honor the memory of Mr. W. B. Wilkerson, Jr., a member of the Class of 1938 who served for more than half a century with the York County Soil & Water Conservation District in positions of leadership including President of the South Carolina



Association of Conservation Districts. Annual awards will be made to needy and worthy students with preference to those interested in pursuing agricultural careers.

**The Daryl Windham Endowed Athletic Scholarship:** Established in 2007 in memory of Daryl Windham class of 1943. Awards from this fund will be given to worthy students involved in the athletic program at Spartanburg Methodist College.

**The John A. and Harriet Witherspoon Memorial Scholarship:** This scholarship was established by a generous bequest that endows an annual award to students who earned the highest grade in American Government in the previous academic year. The late Dr. Witherspoon was an instructor in Political Science at Spartanburg Methodist College from 1970-1980.

**The York County Endowed Scholarship:** This scholarship was endowed in 1987 by the generosity of the Bowater Carolina Corporation of Catawba, South Carolina. Awards are made annually to needy and worthy students who show academic promise with preference given to students from York County, South Carolina.

**The Memorial Endowment for Merit and Need Scholarships:** This endowment was established from several memorial gifts and bequests that came through the years to provide scholarships to students with financial need and academic merit. The substantial memorial gifts are in memory of Betty C. Bedenbaugh, Eliza Judd, Benjamin O. Johnson, Charles Yeomans, W. E. Bynum, Stephen Carlisle Smith, Charles Melvin Finely, Jr., and Lincey L. Morgan. A very generous gift was made in honor of Lisa Lynne Uldrick. R. H. Smith and the Piedmont Junior Women's Club also made generous contributions to this fund.

**The Memorial Endowment for Scholarships to Ministerial and Full-Time Christian Vocation Students:** This endowment was established from memorials and bequests given to provide scholarships to students preparing for the ministry and other full-time Christian vocations. Originally established from contributions to the William E. Cromer Scholarship Fund, Spartanburg Sub-District Scholarship Fund, and the Ministers' Memorial Scholarship Fund. Memorials to honor deceased ministers strengthen this endowment fund each year. Awards are made annually to needy and worthy students preparing for the ministry and other full-time Christian vocations.

**The Memorial Endowment for Scholarships from Loan Funds:** This endowment was established from several loan funds originally given to provide students a source to borrow funds to attend Spartanburg Methodist College. The original gifts honored Russell P. and Ola Ann Crowe, Mr. Ernest Eaddy, Rev. Hawley Lynn, R.O. Lawton, Mabel T. Ortman, Stephen Michael Uldrick and Lisa Lynne Uldrick, Miss Shannon Wilkerson, and Mr. Norman Gee. Annual awards will be based on need with preference given to students from the Lake city District of the United Methodist church or from the Greenville, S.C. area.

## DEVELOPING ENDOWED SCHOLARSHIPS

**The Class of 1943 Endowed Scholarship:** This scholarship was established in 1988 by a gift of Nell Hitt, a member of the Class of 1943. The scholarship will provide funds to help promising students with high financial need pursue their educational goals.

**The Class of 1953 Endowed Scholarship:** Established in 2006 by the members of the Class of 1953 in honor of their class. Scholarship awards will be made to students who demonstrate financial need and show academic promise.

**The Class of 1958 Endowed Scholarship:** Established in 2008 by the members of the class of 1958. Future awards will be made to deserving students who demonstrate academic promise.

**The Class of 1990 Endowed Scholarship Fund:** Initially established by generous deferred gifts from Robby Cook and Ken Roach to challenge and honor other members of the Class of 1990. Future awards will be made to deserving students with academic promise.

**The Paul D. and Joy W. Carter Endowed Scholarship:** This scholarship was established in 1989 by M. Brooks Carter in honor of his parents. Awards are made to deserving students, with first preference going to Greenville County students.

**The Weldon M. Cash Family Endowed Scholarship:** This scholarship was established in 1995 by the family and friends of Mr. Cash, Class of 1935. Awards will be made to deserving students, with first preference going to persons from Cherokee or Spartanburg Counties.

**The Walter “Butch” Cherry Endowed Athletic Scholarship:** This scholarship was established in 2005 by family and friends in memory of Walter “Butch” Cherry. Awards from this fund will go to worthy student-athletes who demonstrate high financial need. First preference will be given to student-athletes participating in the Spartanburg Methodist College Golf Program.

**The Dr. Vergene Colloms Endowed Music Scholarship:** This scholarship was established in 1998 by the friends of Dr. Vergene Colloms, Music Director for the College from 1957 to 1969. Awards will be made to worthy students of academic promise who plan to pursue a career in music.

**The Robby Cook and Ken Roach Endowed Scholarship Fund:** Established in 2001 by generous deferred gifts from these two 1990 graduates, owners of CR Insurance of Roebuck, South Carolina. Future awards will be made to deserving students with demonstrated financial need.

**The Ashley Gosa Endowed Honors Scholarship:** This scholarship was created in 1993 by Mr. Norman Suttles, Spartanburg Methodist College Trustee and former student of the Class of 1938, to recognize the Class of 1994 honor student, Ashley Gosa. Future awards will be made to deserving honor students with high financial need.

**The Hammond Family Memorial Endowed Scholarship:** Established in 2005 by Dr. Gaines Hammond, Jr. and his family. The scholarship honors the memory of Charles Pinckney Hammond who was instrumental in helping establish the College in 1911. He served on the Board of Trustees for over 40 years. This fund also honors the memory of Dr. Gaines Wardlaw Hammond, Sr., Rita Elodie Rayland Hammond and Rayburn Rayland Hammond. Awards from this fund will be used to help students on the basis of financial need, outstanding character, and academic merit.

**The Bonnie and John Q. Hill Music Program Scholarship:** This scholarship was established by the generous gifts of Mrs. John Q. “Bonnie” Hill and other friends in memory of Mrs. Hill’s husband. Mr. Hill was a student at Textile Industrial Institute in 1938 and a former Rhodes Scholar. Annual awards will be made to outstanding music students at Spartanburg Methodist College.

**The Dr. H. Lester Kingman Memorial Scholarship:** This scholarship was established in 1989 by family and friends of Dr. H. Lester Kingman, former President of Spartanburg Methodist College. Annual awards will be made to worthy students with academic promise.

**The Marlboro County Endowed Scholarship:** This scholarship was established in 1995 by the generosity of friends and former Spartanburg Methodist College students. Awards will be made to needy and worthy students from the Marlboro County area.

**The Cliff and Laura Odom Endowed Scholarship:** This scholarship was established in 1998 by the generous contributions of Cliff and Laura Odom. Scholarships from this fund will be awarded to gifted students with financial need.

**The O.D. Sparkman Honorary Endowed Scholarship:** Established in 2001 through a generous deferred gift of Gregory D. Sparkman of the Class of 1979 to honor his father. Future awards will be made to deserving students with high financial need with a preference to those in the Transitional Studies Program.

**The Sumter County Scholarship:** This scholarship was established in 1986 by the generosity of former Spartanburg Methodist College Trustee and Sumter native, Carolyn T. Edwards. Awards will be made annually to needy and worthy students who show promise with preference given to students from Sumter County, South Carolina.

**The Swofford Family Endowed Scholarship:** Established in 2001 by Nelson Swofford of the Class of 1972, with a generous deferred gift in memory of W. Gilbert Swofford and in honor of Modeen J. Swofford. Future awards will be made to worthy and needy Christian students of Spartanburg County, South Carolina, with a preference to those enrolling in ROTC.

**The W. B. Wilkerson Family Scholarship:** This scholarship was established by Norman and Gladys Suttles of Hickory Grove, South Carolina, in honor of the W. B. Wilkerson family. Scholarships are awarded annually to students of need and/or academic abilities from western York County, South Carolina.

**The James P. York Endowed Scholarship Fund:** Established in 2007 by the family, friends and former students of Mr. James P. “Jimmy” York whose teaching, coaching, refereeing and friendship inspired generations of students during his long career at Spartanburg Methodist College and beyond. Scholarship awards from this fund honor his legacy by supporting student athletes at Spartanburg Methodist College.

## ANNUAL SCHOLARSHIPS

**Academic Scholarships:** Spartanburg Methodist College awards several academic scholarships of varying amounts to recent high school graduates. These

scholarships are awarded on the basis of students' academic history, SAT/ACT scores, interviews, and written essays. These scholarships are awarded on both a needs and merit basis.

**Athletic Grants-in-Aid:** A limited number of grants are available through the Athletic Department for both men and women student-athletes.

**The Bailey Foundation Scholarship:** This scholarship was funded by The Bailey Foundation of Clinton, South Carolina, and administered by the South Carolina Independent Colleges and Universities, Inc.

**The B B & T Annual Scholarship:** This scholarship awarded annually to a deserving student with high financial need.

**The Bank of America Scholarship:** This scholarship is funded by the Bank of America and is administered by the South Carolina Independent Colleges and Universities, Inc. Awards are made annually to deserving students with high financial need.

**The Joseph B. Bethea Scholarship:** This scholarship was created in 1990 in memory of South Carolina United Methodist Conference Bishop Joseph B. Bethea. The annual award is given to a United Methodist student from South Carolina with preference given to a student preparing for full-time Christian service. The student shall have an academic grade point average not less than 2.0. The scholarship is rotated annually on an alphabetical basis among South Carolina's four United Methodist Colleges.

**The DeArmond and Jule (Kelly) Canaday Scholarship:** This scholarship provides \$5000 in awards for worthy and needs students each year. Established in 1995 to honor Jule and DeArmond for their outstanding leadership and ministry at SMC.

**The Ruth B. Caudle Scholarship:** The late Ruth B. Caudle of McCormick, South Carolina, left a legacy to establish a scholarship for the education of students at Spartanburg Methodist College and Wofford. Preference is given to students of high personal character who plan to transfer to Wofford College after graduation. The trustees of this fund are Reverend David A. Clyburn, Jr., of Spartanburg Methodist College (retired) and Senior Vice President and Dean of the College Dan B. Maultsby of Wofford. (retired)

**The Ocie Floride Smith Dean Annual Scholarship:** This scholarship was established in 2000 through a generous bequest of Mrs. Dean to the South Carolina United Methodist Foundation. Annual awards are made to students of high academic promise.

**The Duke Power Company Scholarship:** This scholarship is awarded annually to high-need students who reside within the region served by the Duke Power Company.

**The Fred M. and Sara W. Epting Scholarship:** This scholarship was established by Mrs. Sara W. Epting. Awards are made annually to a student from South Carolina who has high financial need, good character, a high school grade point average (GPA) of 3.0 or higher, and a commitment to serving others.

**The Ministerial Family Scholarships:** Methodist grants of \$1,500 are given annually to students who are the children of United Methodist ministers and to the children of supply pastors currently serving full-time in the South Carolina Conference of The United Methodist Church.

**The Evans Scholars Program:** Established in 2008 through a trust of the late J. Claude and Maxilla Evans and administered by the Spartanburg County Foundation. Awards from this fund are made to students of high academic promise and significant personal talents with preference to students preparing for ministry. Scholarship recipients are encouraged to complete their undergraduate degree at Wofford College in Spartanburg, SC where they will receive preference in the awarding of scholarship aid from Wofford's Evans Scholars Program.

**The Hispanic Student Scholarship:** This scholarship was established in 2017 by an alumnus of Spartanburg Methodist College class of 2013. Annual awards from this fund will be made to needy and worthy students with first priority given to students of Hispanic origin with demonstrated academic accomplishments and determination and who are undocumented at the time of enrollment.

**The Presidential Scholarship:** Established in 2002 by Branch Bank & Trust Company and other friends of the College in honor of Dr. Charles P. Teague, President of Spartanburg Methodist College, and his wife Daune. Awards made annually to needy students who demonstrate academic promise upon the recommendations of Dr. and Mrs. Teague.

**The Mary Connor Price Memorial Scholarship:** This scholarship was established by a generous bequest of the late Mary Connor Price of Greenwood, South Carolina, to the South Carolina United Methodist Foundation to fund academic scholarships at Spartanburg Methodist College. Awarded annually to students who rank in the top quarter of their high school class and who maintain a 3.0 grade point average at the College.

**The Rotary Scholarship:** This scholarship is given to a resident of Spartanburg County by the Rotary Club of Spartanburg. The Spartanburg County Rotary Scholar must be a worthy student from a non-Rotarian family.

**Saint Matthew United Methodist Church Scholarships:** These scholarships were established in 1992 by Saint Matthew United Methodist Church in Greenville, South Carolina. Awards are made annually to minority students from Greenville County, South Carolina, who have high financial need.

**The SCANA/S.C. Electric and Gas Company Scholarship:** This scholarship is funded annually by SCANA/S.C.E.G. Company and is administered by the South Carolina Independent Colleges and Universities, Inc. Awards are made to deserving students who demonstrate academic promise and financial need.

**The Sonoco Scholarship:** This scholarship is funded by the Sonoco Corporation and is administered by the South Carolina Independent Colleges and Universities, Inc. Awards are made to deserving students with high financial need.

**The Spartanburg County Foundation Scholars Fund:** This fund was established in 1990 by the Spartanburg County Foundation Board of Trustees. The scholarships must be awarded to Spartanburg County residents who are graduates of

a secondary school in Spartanburg County. The scholarships are also renewable for the sophomore year at Spartanburg Methodist College.

**The United Methodist Foundation Scholars Program:** This scholarship program was established by the United Methodist Foundation for Christian Higher Education and the Office of Loans and Scholarships of the Board of Higher Education and Ministry of the United Methodist Church. Two (2) \$1,000 scholarships are awarded each year to students who have been active members of the United Methodist Church for at least one year.

**The United Methodist Scholarship Allocation:** These scholarships are funded each year by an annual allocation from the General Board of Higher Education of the United Methodist Church. Minimum award is \$500.00 per student. Requirements include: Student must be a full-time active member of a United Methodist Church for at least one year; must be a second year student who has a B average or better in the first year; and, be a full-time degree candidate.

**The UPS Annual Scholarship:** This scholarship is funded annually by the UPS Foundation of Greenwich, Connecticut, and is administered by the Foundation for Independent Higher Education in Stamford, Connecticut. Annual awards are made to deserving scholars with high need.

**The Sallie Lybrand Ward Scholarship:** This scholarship was established through the Estate of Doris Parks Gallagher and is administered by the Spartanburg County Foundation. Annual awards are made to needy and worthy students with first preference to graduates of Union High School.

**The Lettie Pate Whitehead Annual Scholarships:** These scholarships are provided annually by the Lettie Pate Whitehead Foundation, Inc., of Atlanta, Georgia. These scholarships are awarded for the proper and adequate education of poor and deserving Christian women who are residents of any of the following southeastern states: Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

**Other Grants:** A significant number of need-based grants are available to students from other financial contributions to the College. These students must show academic promise and need established by the Free Application for Federal Student Aid Form (FAFSA). The College is committed to meeting the same percentage of need for all students under this program.

**STUDENT PROGRAMS  
AND SERVICES**

## STUDENT PROGRAMS AND SERVICES

### STUDENT DEVELOPMENT

Spartanburg Methodist College is a private, church-related College committed to maintaining a campus lifestyle in accord with values of the Christian faith. Enrollment as a student, living in campus residence halls or facilities, and participation in campus life are privileges, not rights. Spartanburg Methodist College expects students to behave appropriately as members of the College family.

Spartanburg Methodist College understands the importance of a quality student life program to student development and works to provide a campus environment which supports learning. The College expects and encourages students to develop responsible self-direction and positive standards of conduct which promote personal freedom and foster respect for the freedom and rights of others. Campus life is not highly structured, and rules about personal lifestyles and conduct are not overbearing, but certain values and standards are expected to be observed. The laws of the State which govern all citizens and regulations protecting individuals, property, and the environment of the campus community are the basis for the Student Conduct Code found in *The Student Handbook*. Students who enroll at Spartanburg Methodist College are expected to understand and honor the specific regulations governing campus life and to live by them as members of the campus community.

### CAREER AND TRANSFER SERVICES

Career And Transfer Services provide resources to help students explore career options through assessment and guidance. A variety of on-line resources and written instruments assist students in identifying and understanding their skills and interests. Senior college information is available in several formats: copies of senior college catalogs, online catalogs and applications; senior college recruiters visit the SMC campus to discuss transfer options and to assist sophomores with transfer decisions. The Center is located on the second floor of the Student Center.

### PERSONAL COUNSELING

Personal counseling is available for all SMC students to enhance their academic success. Individual appointments can be made to discuss issues such as stress, depression, relationships, and adjustments to college life. These services are confidential and offered at no cost to students. Should additional medical or psychological help be necessary, referrals can be made to other professionals in the community. Appointments may be scheduled by calling 864-699-4649 or dropping by room 205 in the Student Center.

### FRESHMAN ORIENTATION AND PRE-REGISTRATION

New students are required to participate in two phases of orientation. The first phase, Academic Orientation, is held during the spring and summer months. Students may choose which session to attend and must register in advance. At Academic Orientation, students hear from college administration, meet with advisors, complete any necessary testing, and pre-register for fall semester courses.

The second phase, *Pioneer Power Up*, is held just prior to the beginning of classes in the fall. During *Pioneer Power Up*, students are involved in activities that



help them make new friends; learn about rules and regulations of the College; learn how to make use of College resources, facilities, and services; have ID cards made; obtain parking decals; and complete a host of other processes designed to help them prepare for and succeed while at SMC. Students beginning their college careers are required to participate in orientation.

Spring Semester Orientation sessions are held in January just prior to the beginning of classes. These sessions combine the fundamental elements of Academic Orientation and sessions held during the fall.

## RESIDENCE HALLS

Spartanburg Methodist College takes pride in its residence life program, which provides comfortable and convenient housing for both male and female students. Payment for living on campus includes; utilities, cable TV connection, unlimited use of washers and dryers, computer port, basic furniture, and food service in the dining hall. Students should expect to have a roommate. Even though conditions may temporarily leave a student without a roommate, the College reserves the right to place students as necessary to manage the residence halls effectively. Residence halls are supervised by trained staff members who work closely with students to provide a positive living-learning experience.

Students are *required* to live on campus unless they meet one of the following criteria: 1) they live with parents or other immediate family in the local area and commute from home; 2) they are at least 21 years of age; 3) they are married; 4) they are enrolled for less than 12 credit hours; or 5) they have written permission from the Dean of Students. *Students are advised to discuss any plans to change residency status (either moving into or out of campus housing) with the Dean of Students before making any commitments.*

Because nearly all students in campus housing are traditional freshmen and sophomores under the age of 21, housing older students in that environment may be inappropriate. Students age 21 or older are NOT PERMITTED to live in the residence halls, unless an exception is approved by the Dean of Students.

When students first apply for admission, they are required to sign a *Covenant* that explains the rights and responsibilities of being a student, including living in campus residence halls. The terms of the *Covenant* apply throughout the student's enrollment at SMC. In addition, the complete rules and regulations governing student behavior are contained in the Student Handbook. All students are required to abide by these regulations.

## FOOD SERVICES

The dining facility is operated by the Pioneer College Caterers under contract with Spartanburg Methodist College. Resident students must subscribe to the meal plan unless they are under a physician's dietary prescription and Pioneer College Caterers cannot meet the terms of that prescription. All resident students have the same meal plan as part of the comprehensive Room/Board fee. The plan includes unlimited trips to the dining hall and a set number of meal exchanges in "Ground Central" and any future dining venue on campus. Meals may be purchased at the main cafeteria in the student center, the coffee shop in Judd Cellar or any other future dining venue on campus. Commuting students may purchase a meal plan through Pioneer College Caterers in blocks of 25, 50, 75, or 100 meals. In addition, commuting

students may also purchase flex dollars to be used at any of the on-campus dining venues.

## HEALTH SERVICES

The Student Health Center, located in the front of Kingman Hall, is staffed during the fall and spring semesters. Hours are Mondays through Thursdays from 7:30 a.m. – 4:30 p.m., and Fridays from 7:30 a.m. – 1:30 p.m. The telephone number for the College Nurse and Director of the Student Health Center is (864) 587-4277. Visits to the Student Health Center and consultations with the nurse are covered by student fees. Prescriptions and medical supplies must be purchased off-campus, and students are responsible for payment. The nurse can refer students to local physicians, but payment is the student's responsibility.

We strongly recommend that students be covered by their own health insurance, either as an individual or as part of family coverage. Athletes are required to have comprehensive health insurance. All full-time students are covered by an accident policy that provides secondary coverage in coordination with other applicable insurance coverage the student and/or family has in force. This plan is described in brochures mailed to all new students before they enroll. Students needing assistance to file accident and sickness insurance claims should contact the Student Development Administrative Assistant, second floor of the Student Center.

## AUTOMOBILES

Students have the privilege of keeping a personal automobile on campus provided the vehicle is registered with the College and College parking and driving policies are obeyed. Parking is provided in assigned areas for registered automobiles. Parking regulations are found in *The Student Handbook*. The College assumes no liability for damages to vehicles by providing parking space on the campus for student vehicles.

## SMC 101, 201

**The Freshman Year Experience and the Sophomore Year Experience** is a series of two courses. SMC 101 is required of all freshmen. The course is designed to help students make the transition from high school to college. The class usually meets on Mondays from 11:00 – 11:50 a.m.; however, during the first month of class in the fall, the course will meet on Mondays and Fridays. Each week, topics are covered that provide information and opportunities that lead to a successful college experience. Objectives of the Freshman Year Experience are:

- Laying a foundation for successful adjustment to college
- Explaining the rules, regulations, services, resources and traditions of SMC
- Teaching academic skills
- Helping students develop social skills, “survival” skills, and general life skills
- Helping students understand the purposes and values of SMC

- Helping students to understand and utilize critical thinking and values clarification
- Making college a meaningful experience

SMC 201 is required during the sophomore year and builds on the objectives of SMC 101.

### LEARNING RESOURCES CENTER

The Marie Blair Burgess Learning Resources Center offers a comprehensive collection of resources for students, faculty, and staff to utilize, including print resources, electronic resources, computing resources, and online access to various research tools.

The Library offers a physical collection of approximately 43,000 which includes books in print, journals, magazines, and DVDs. A collection of over 290,000 electronic books (eBooks) complements the print collection. Students, faculty, and staff may also request materials from other South Carolina academic libraries via PASCAL (Partnership Among South Carolina Academic Libraries).

Over 80 online research databases are available 24/7 through the library's website at <http://libguides.smcsc.edu/main/home> and can be accessed from both on and off campus. These databases provide access to thousands of full-text articles from various academic journals, magazines, and newspapers.

The library also provides wireless access, 21 computer stations for student use, two printers, and a photocopier.

Librarians are happy to assist with any questions regarding library resources and services.

### INDEPENDENT LEARNING CENTER

The Independent Learning Center (ILC), located on the first floor of the Walker Building, provides individualized assistance to students who wish to improve academic standing, study skills, or learning efficiency. Students who use the ILC do so to master course material or to complete projects for their classes. The ILC offers the following services:

1. **Tutoring Lab:** Qualified peer tutors help students to organize research papers, review for tests, complete projects, improve math and writing skills, and meet the academic challenges of college-level work.
2. **Multimedia Computer Lab:** This facility is utilized by classes and individuals for completion of course work or assignments. These computers are a part of the campus local area network and may be used to access the Internet. Faculty routinely assign additional work in the labs in such subject areas as foreign languages, mathematics, English, and computer science.

## **OFFICE OF STUDENT CONFLICT RESOLUTION AND ETHICS**

The purpose of the Office of Student Conflict Resolution and Ethics is to educate students about their rights and responsibilities and the college's expectations regarding student conduct. Student learning which facilitates personal growth and development through a fundamentally consistent judicial process is also promoted throughout the academic year.

The students at Spartanburg Methodist College are members of the college's community with rights and responsibilities. The college has expectations regarding the behavior of our students as members of the community. These expectations reach beyond the classroom setting into aspects of daily life decisions. All students are responsible for conducting themselves in accordance with the Standards of Conduct and the SMC Honor Code.

### **POLICY ON USING CAMPUS TECHNOLOGY**

The policy of Spartanburg Methodist College is to provide students, faculty, and staff appropriate access to a full range of technological tools to facilitate the learning process. Toward that end, the College provides users with an orientation to computer services and a password to enable access to the Internet and electronic mail. As an institution of higher education, the College offers these services for educational purposes only and does not condone the use of its computer resources for non-educational purposes. The College specifically forbids the downloading of sexually explicit materials from the Internet and subsequent transmissions of such materials.

Users who violate this policy are subject to the provisions of the appropriate SMC Code and will be appropriately disciplined. In addition, the computer privileges of such individuals may be suspended for a period of time as determined by the Executive Vice President for Academic Affairs.

### **ACADEMIC SUPPORT SERVICES**

The College offers free tutoring services to all students. Individual tutoring, special tutoring sessions, study skills sessions, and study groups are coordinated by the Tutor Coordinator. The Tutoring Lab and the Tutor Coordinator's Office are located on the first floor of the Walker Building.

Students are encouraged to consult with faculty who often tutor students individually as well as offer study groups.

### **THE WRITE PLACE**

A writing center, The Write Place, is staffed by full-time English faculty and is designed to assist students with writing assignments across all subject areas. The center is open Monday – Thursday; specific hours are posted outside The Write Place, Ellis Hall, room 216.

### **CAMPUS MINISTRY**

Since its establishment in 1911, Spartanburg Methodist College has regarded religious activity and study as central to its life. Students are encouraged to grow in their religious life through worship and study.

In addition to required and elective academic courses in religion, the College provides a variety of opportunities and programs for worship, study, and service. The Campus Ministry program is under the direction of the Chaplain of the College who coordinates denominational and interdenominational activities and conducts weekly services for the College community. At the center of the campus, the Mission Chapel is the location of many of the services and is available to students and staff for meditation and prayer.

The Campus Ministry program includes formal Bible study groups, choral and instrumental opportunities, organizations for fellowship and service, weekly Chapel services, and other special services. These activities have as a common goal helping students find meaning in their faith through fellowship and service.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The Spartanburg Methodist College Student Government Association guarantees student representation within the college community. The SGA is open to all students and includes representatives from the residential and commuting populations. Some members of SGA serve on College and Faculty Committees. One primary function of the SGA is to provide an avenue for student involvement in issues that impact their campus community. SMC students have an opportunity through SGA to express concerns to the administration, and to participate in planning community service opportunities and educational programs.

Clubs and organizations serve to promote student involvement and leadership development outside the classroom setting. Spartanburg Methodist College students are encouraged to participate in clubs and campus organizations that offer opportunities for cultural, intellectual and social growth. SMC strives to offer a variety of opportunities for student participation and involvement in campus life and the college community.

### **STUDENT PUBLICATIONS**

All publications of Spartanburg Methodist College belong to and are financed by the College. The College serves as publisher and expects accuracy and good taste in all publications. A statement, *Guidelines for Student Publications of the College*, is provided to advisors and student staff members to assist in the production of these publications.

*The Trailblazer* is the campus newspaper. It is published by students, many of whom are interested in journalism. Matters of campus-wide interest as they affect students, faculty, and administration are reported. Works by students are published as well as student and faculty editorials on issues confronting the College community.

Published in the spring of each year, *The Blue Granite Review*, the Spartanburg Methodist College literary/visual arts publication, is the College's vehicle for publishing short stories, poetry, and visual art produced by Spartanburg Methodist College students.

All full-time students enrolled for both semesters of the academic year receive College publications.

## PROFESSIONAL DEVELOPMENT

Professional Development at SMC helps prepare students for their careers after college. Professional development has benefits for every person who works or who plans to work, regardless of his/her job or future career path. At SMC, students have the opportunity to learn the skills, attitudes and behaviors that will help them succeed in the world of work, whether they plan to run a business, work in education, non-profit, healthcare or for a global corporation. These same skills, attitudes and behaviors will not only help students get those future jobs but will also help them succeed academically and as a leader while in college.

Through Professional Development at SMC, students will:

- get applicable, real-world experiences that will help them choose the right major and career path
- learn skills like communication, team work, and problem solving that will lead to higher-paying jobs
- discover how to set themselves apart from their competition for jobs, scholarships, and internships
- create a vision for how the student wants to lead his/her life

The Vice President for Professional Development and Design is located in the Ballard Center, in the center of campus at the back of Judd Hall.

## STUDENT AWARDS AND RECOGNITIONS

**A. G. Carter Literary Award:** Given in memory of the late Dean A. G. Carter, this award is presented annually to the outstanding student in literature.

**A. J. R. Helmus Poetry Award:** Given annually by Mr. Helmus to three students who produce the best poetry during the year. Cash awards are presented in the amounts of \$40, \$30, and \$20.

**American Legion Award:** Awarded to one male and one female student who have qualities of honor, courage, scholarship, leadership, service, and character.

**Business Award:** Given annually by Spartanburg Methodist College on the recommendation of the business faculty to an outstanding student in business.

**Travis Eiler General Excellence Award:** Awarded annually by a friend of Spartanburg Methodist College to a graduating sophomore on the basis of citizenship, character, scholarship, and athletic ability.

**The Olin D. Johnston Good Citizenship Award:** Given in memory of the late Senator Olin D. Johnston, an alumnus of the College, this award is given to the student regarded as having rendered the greatest contribution to the institution.

**Mathematics Award:** Given by Spartanburg Methodist College upon the recommendation of the mathematics faculty to a freshman student who displays qualities of excellence in mathematical skills.

**Norma Jean Miller Award:** Two awards are made annually in memory of Professor Norma Jean Miller. One goes to a graduating student with the highest average in Chemistry who has also earned 8 hours of Biology and/or Physics. The second award is given to a returning student with the highest average in Chemistry.

**Charles E. Moss Award:** Awarded annually to the outstanding graduate in Criminal Justice. Candidates must be graduating from the Criminal Justice program with the Associate in Criminal Justice degree, and hold the highest grades among their peers in the criminal justice coursework. Additional consideration may also be given to the following information: work or volunteer experience in the criminal justice field while also pursuing the degree; outstanding performance in Sociology coursework; providing in-class leadership in criminal justice and/or Sociology courses; and demonstrating outstanding commitment and/or service to the SMC community. The recipient is selected by the Chair of the Criminal Justice program, in consultation with the Executive Vice President for Academic Affairs & Student Development. The award carries a cash gift of \$100, to be paid from the fund created for this award upon the occasion of Mr. Moss' retirement from SMC. This award is funded by members of the Board of Trustees of Spartanburg Methodist College and friends of Charlie Moss.

**Outstanding Freshman Award:** Awarded annually to recognize a freshman student who has a positive image among other students, faculty and staff, and who has participated in the extracurricular life of the College in a manner that reflects leadership potential.

**The Reverend Samuel Haywood Poston Award:** Given in memory of Samuel Haywood Poston of Spartanburg, South Carolina, a 1951 graduate of Spartanburg Junior College, former chair and faithful member of the Alumni Council, this Award is presented annually to a male student judged to be representative of the Christian qualities of compassion, forgiveness, justice, loving care of others, and service to the community. The award carries a cash gift of \$100.

**The Trustee Medal:** This award is given annually at graduation to the graduating student(s) with the highest grade point average.

**Who's Who Among Students in American Junior Colleges:** A group of students selected annually by the faculty. Selection is made on the basis of scholarship (2.5 or higher GPA), participation, leadership in academic and extracurricular activities, citizenship and service to the College.

**Wofford College Scholarship:** Each year Wofford College awards a member of the graduating class a scholarship of \$1,000, renewable for two years, to attend that institution. Wofford College bases its selection upon character and scholastic achievement.

**The Yandle Class Leadership Award:** This award was established in 2013 by Dot and Bruce Yandle to honor annually the graduate who is selected and presents the Student Address at Commencement. This award carries a cash gift of \$1,000.00.

## INTERCOLLEGIATE ATHLETICS

Spartanburg Methodist College has an active program of athletics for both men and women in competition on an intercollegiate level. A commitment to excellence at the College is emphasized both in academic programs and in athletic programs.

The College's teams compete in the Region X for National Junior College Athletic Association and also play a number of four-year colleges. Competing at this level gives our student-athletes the exposure necessary to allow many of them to receive scholarships to continue their academic study and athletic careers at four-year colleges and universities. Both men's and women's athletic teams have a limited number of scholarships for exceptional student-athletes, and try-outs are held for interested members of the student body. Athletes must meet academic requirements of the College and the NJCAA and are expected to be model citizens as representatives of Spartanburg Methodist College at all times.

Fall sports include men's and women's soccer, men's and women's cross-country, and volleyball for women. Winter sports include men's and women's basketball and men's wrestling. Spring sports include baseball for men, women's softball, men's and women's golf, and men's and women's tennis.

## INTRAMURAL ACTIVITIES

The intramural program, an important part of student life, provides an opportunity for interested students to participate in team and individual sports. A comprehensive program provides activities throughout the year. See *The Student Handbook* for a more detailed description of the program.

### SMC PLAYERS

The drama workshop produces stage plays and offers interested students opportunities to develop their talents. Participants gain experience in acting, set design, and production. At least one play is produced each semester for the College community. A drama club also fosters interest in drama by visiting other colleges to participate in workshops and activities and to see their plays.

### SMC SINGERS

Spartanburg Methodist College has a Chorus for students with musical interest and talent. The SMC Singers perform at selected functions of the College and in two choral concerts each year.

### TROUBADOURS

The College sponsors an auditioned choral ensemble, which prepares more challenging repertoire than the larger choral group (SMC Singers). This ensemble will travel to churches and various venues as representatives of the College.



**PERSONNEL**

## PERSONNEL

### BOARD OF TRUSTEES

Mr. James Fletcher Thompson, Chairperson .....	Spartanburg
Mr. Andrew Babb .....	Spartanburg
Mr. Phillip Buchheit .....	Spartanburg
Ms. Carol Burdette.....	Anderson
Mr. Darrell Campbell.....	Columbia
Dr. Phinnize Fisher .....	Duncan
The Reverend Jerry Gadsden .....	Spartanburg
Mrs. Catherine Gramling .....	Gramling
Mrs. Marianna Habisreutinger .....	Spartanburg
Mr. J. Patrick Henry.....	Conway
The Reverend Mitchell Houston.....	Irmo
Mr. Derrick Huggins.....	Columbia
Mr. Ray Lattimore .....	Greenville
Dr. Frank Lee.....	Charleston
Ms. Kathy McKinney .....	Greenville
The Reverend Evelyn Middleton .....	Chapin
Mr. John P. Moore.....	Inman
Ms. Marilyn Murphy.....	Ninety Six
Dr. Darryl Owings .....	Spartanburg
Mr. John Ramsey .....	Darlington
Mr. W. Guy Spriggs.....	Campobello
The Reverend Mary Teasley .....	Greenville
Mr. Carl Gibson.....	Student Advisory Trustee

### ADMINISTRATIVE AND SUPPORT STAFF

#### **Office of the President**

W. Scott Cochran.....	President
Cheryl M. Somerset .....	Administrative Assistant to the President
Lisa M. Ware .....	Vice President for Marketing

#### **Office of Professional Development and Design**

Courtney Shelton .....	Vice President for Professional Development and Design
Lawrence K. "Pete" Aylor .....	Director of Career and Transfer Services

#### **Office of the Chaplain**

Rev. Timothy Drum, II .....	Chaplain and Director of Church Relations
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#### **Office of Academic Affairs**

Anita K. Bowles, Ph.D.....	Executive Vice President for Academic Affairs
Sharon T. Wilborn .....	Administrative Assistant to the Academic Affairs Office
Jason Womick.....	Director of Institutional Research and Assessment
Kathleen A. Brown .....	Executive Director of Quality Enhancement Programs
Gina Parris .....	Disability Counselor
Steven L. Jeter .....	Tutor Coordinator
Kris Neely.....	Director, Interdisciplinary Studies Program
Kelly Neil, Ph.D. ....	Director of Academic Advisement

## Office of Student Development

Teresa D. Ferguson.....	Dean of Students
Paula Williams.....	Administrative Assistant to the Dean of Students
Vicki Stidham.....	Director of Counseling Services
Kim D. Caton.....	Director of Student Activities and Leadership Development
Barry Ward.....	Director of Intramurals
Trina Gilliam.....	Director of Residence Life and Student Conduct
Morgan Beatty.....	Assistant Director of Residence Life
Position Open.....	Residence Hall Director
Grayson Smith.....	Residence Hall Director
Christy Bailey.....	Residence Hall Director
Cornisha Waller.....	Residence Hall Director
Position Open.....	Residence Hall Director
Gina Robertson.....	College Nurse and Director of the Student Health Center
Deborah Poole.....	Mail Services Manager
Position Open.....	Chief of Campus Safety
John Bailey.....	Operations Lieutenant
Andrew Tomlinson.....	Campus Police Officer
Marcie Hall.....	Campus Police Officer
Position Open.....	Campus Police Officer
Position Open.....	Campus Police Officer

## Division Chairs and Program Directors

Ann Bowles, Ph.D.....	Chairperson, Division of Physical Education
Litasha Dennis, Ph.D.....	Chairperson, Division of English, Reading & Literature
Mary Jane Farmer, Ph.D.....	Chairperson, Division of Social Science and Business
J. Kris Pratt, Ph.D.....	Chairperson, Divisions of Humanities
Adam Siegfried, Ph.D.....	Chairperson, Divisions of Science, Math, Health, ..... and Computer Science
Brian Kinnaird, Ph.D.....	Director of Criminal Justice Program

## Online ACJ Program

Angelia Turner.....	Director of Online ACJ Program
Shannon Bishop.....	Registration Specialist

## Library and Learning Resources Center

Lori Hetrick.....	Librarian and Director of the Learning Resource Center
Ottis E. Allen, Jr.....	Associate Librarian and Director of Media Services
Jonathan Kirsch.....	Associate Librarian

## Office of the Registrar

Jill R. Johnson.....	Registrar
Kerry Van Winkle.....	Administrative Assistant to the Registrar

## Office of Business Affairs

Eric McDonald.....	Executive Vice President for Business Affairs
Michael Crocker.....	Controller
Jeanette R. Dunn.....	Executive Director of Human Resources ..... and Title IX Coordinator
Cheryl M. Somerset.....	Bursar
Pamela S. Ponder.....	Director of Disbursements and Payroll

**Office of Information Technology and Computer Services**

Trey Arrington.....	Chief Information Officer
Judy G. Hefner.....	Director of Administrative Systems
James A. Gregg.....	Network Operations Specialist
Brendan Plake.....	Information Technology Specialist
Dan Abraham.....	Academic Computer Lab – Part-time evenings
Robert Gilliam.....	Academic Computer Lab – Part-time days
Judy Wilson.....	Academic Computer Lab – Part-time days
Position Open.....	Bookstore Supervisor
Rick Harmon.....	Director of Food Services

**Facilities Management**

Marty Woods.....	Director of Facilities Management
Scott Deskins.....	Event and Set-up Coordinator
Harry Barnett.....	Senior Maintenance Mechanic
Johnnie Worthy.....	Maintenance Technician
Joel Martin.....	GCA Housekeeping Account Manager
Position Open.....	HVAC Technician

**Office of Institutional Advancement**

Jennifer Dillenger.....	Vice President for Institutional Advancement
Becky Snow.....	Database Manager
Leah L. Caldwell.....	Director of Alumni Relations
Don Tate.....	Director of Development
Reggie Ward.....	Associate Director of Development

**Office of Enrollment Management**

Position Open.....	Vice President for Enrollment Management
Nancy H. Lynn.....	College Receptionist and Switchboard Operator
Chris Roberson.....	Director of Financial Aid
Angela Helms.....	Administrative Assistant to Financial Aid
Emily Wells.....	Financial Aid Counselor
Ellen Cape-Jewell.....	Financial Aid Counselor/Work-Study Coordinator
Julie Lanford.....	Director of Admissions
Kacie Higginbotham.....	Admissions Events and Communications Coordinator
Clara Ruth West.....	Admissions Counselor
Jordan Crosby.....	Admissions Counselor
Josh Holt.....	Admissions Counselor
Katie Konopka.....	Admissions Counselor

**Intercollegiate Athletics**

Megan Aiello.....	Director of Athletics
Sherry H. Collins.....	Athletic Event and Budget Manager
Nori Johnson.....	Men's Basketball Coach
Briana Clark.....	Women's Basketball Coach
Ken Roach.....	Men and Women's Cross Country Coach
Arran Setro.....	Men and Women's Golf Coach
Kyle Hughes.....	Men's Soccer Coach
Daniel J. Kenneally.....	Women's Soccer Coach
.....	and Student Athlete Retention Officer
Tim Wallace.....	Baseball Coach
Ashlie Layman.....	Women's Softball Coach
Patrick Flynn.....	Men and Women's Tennis Coach
Matt Oliver.....	Men's Wrestling Coach
Katie Zimmerman.....	Women's Volleyball Coach

**FACULTY**

M. NAEEM AHMAD, Professor of Mathematics, (2015). M.S. and Ph.D., Kansas State University.

MEGAN AIELLO, Director of Athletics and Adjunct Professor of Physical Education, (2013). B.S., Anderson University; M.A., Bluffton University.

OTTIS E. ALLEN, JR., Associate Librarian and Director of Media Services, (1977). B.A. and M.A., Appalachian State University.

TREY ARRINGTON, Chief Information Officer, (2014). B.A., University at South Carolina Upstate.

HEATHER E. AUSTIN, Adjunct Professor of Psychology, (2013). B.A., Newberry College; M.S., Capella University; M.A., North Central University.

LAWRENCE K. (PETE) AYLOR, Director of Career and Transfer Services and Adjunct Professor of Psychology, (1984). B.A., Limestone College; M.Ed., Converse College. Additional graduate work at Appalachian State University and the University of South Carolina.

HARRY M. BAYNE, Professor of English, (2010). B.A. and M.A., Clemson University; Ph.D., University of Mississippi.

ANITA K. BOWLES, Executive Vice President for Academic Affairs, (1990-1994, 2005). A.A., North Greenville College; B.A., Limestone College; M.Ed. and Ph.D., University of South Carolina.

KATHLEEN A. BROWN, Executive Director of Quality Enhancement Programs and Adjunct Professor of Biology, (2009). B.S., Barry University; M.Ed., Converse College.

MICHAEL E. BURRIS, Professor of Spanish, (2016). B.A., Erskine College; M.A., Auburn University; Ph.D., University of Georgia.

G. COLE CHEEK, Professor of History and Anthropology, (2008). B.A. Millsaps College; M.A. and Ph.D., Mississippi State University.

BRIANA CLARK, Women's Basketball Coach and Adjunct Professor of Physical Education, (2013). B.A., Brevard College.

W. SCOTT COCHRAN, President and Adjunct Professor of Professional Development, (2015). B.A., Wofford College; MBA, Duke University.

MARY COOKE, Adjunct Professor of Art, (2018). A.A., Greenville Technical College; B.F.A., Converse College; M.F.A., Clemson University.

JILL COYLE, Professor of English, (2014). B.A., College of the Holy Cross; M.A., North Carolina State University; Ph.D., Duke University.

ROBERT COYLE, Professor of Computer Science, (2017). B.S., Fairleigh Dickinson University; M.S., North Carolina State University.

LITASHA DENNIS, Chairperson of the Division of English, Reading & Literature and Professor of English, (2012). B.A. and M.A., Winthrop University; Ph.D., The University of North Carolina at Greensboro.

JENNIFER DILLENGER, Vice President for Institutional Development, (2016). B.A. and B.S., Wofford College; MBA, University of South Carolina.

TIMOTHY C. DRUM, II, Chaplain and Director of Church Relations and Adjunct Professor of Religion, (2017). M.Div., Duke University.

MARY JANE FARMER, Chairperson of the Division of Social Science and Business and Professor of Psychology, (2004). B.S., M.Ed., Ph.D., Saint Louis University, Philippines.

TERESA D. FERGUSON, Dean of Students and Director of the Freshman Year Experience Program, (2006). B.A., Limestone College; M.S., University of Cincinnati.

PATRICK FLYNN, Adjunct Professor of Music and Men and Women's Tennis Coach, (2014). A.A., Palm Beach Community College; B.F.A., Florida Atlantic University; M.M. & D.M.A., University of Memphis.

MARK W. GIBBS, Professor of Religion and Philosophy, (1999). A.S. and B.A., Montreat-Anderson College; M.A., Gordon-Conwell Theological Seminary; Ph.D., University of Wales, Lampeter. Additional graduate work at Iowa State University and Holy Apostles College and Seminary.

DAVID L. GIBSON, Professor of Mathematics, (1975). B.S., Furman University; M.S., University of Tennessee.

COURTNEY GORDON, Adjunct Professor of Biology and Biology Lab Assistant, (2016). B.S., Brigham Young University; M.S., University of Florida.

NEILL HANCE, Adjunct Professor of Drama and Speech and Director of SMC Theatre, (2015). B.A., Furman University; M.F.A., University of North Carolina, Greensboro.

KIRK HANSEN, Professor of History, (2016). B.A. and M.A., Bob Jones University; Ph.D., University of Dundee.

JESSICA H. HARWOOD, Professor of Biology, (2005). B.A., Ohio Wesleyan University; M.S., University of Wisconsin-Madison; M.A., Clemson University.

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