

SPARTANBURG METHODIST COLLEGE

General Catalog 2019 -2020

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**SPARTANBURG METHODIST COLLEGE
1000 POWELL MILL ROAD
SPARTANBURG, SOUTH CAROLINA 29301-5899
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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).

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
2019-2020
FALL SEMESTER

Monday	August 12	Faculty return
Monday – Friday	August 12-16	Faculty Workshops
Friday	August 16	Last Student Orientation
Saturday	August 17	Freshman Move In
Saturday - Tuesday	August 17-20	Pioneer Power-Up
Monday	August 19	Returning students move in
Monday	August 19	CONVOCATION (10:00 AM)
Tuesday	August 20	Sophomore Validation Day
Wednesday	August 21	First Day of Classes
Tuesday	August 27	Last Day to Register or Drop/Add by 3:30 PM
Monday	September 2	Labor Day Holiday College closed
Thursday	October 10	Mid-term grades due; “I” grades cleared
Friday	October 11	Residence Halls close 5 PM
Monday – Tuesday	October 14-15	Fall Break
Tuesday	October 15	Residence Halls open 12 noon
Monday	October 21	Pre-registration Info Session
Tuesday	October 22	Last Day to Withdraw from Course with a “W”
Monday – Friday	Oct. 21-25	Sophomore Pre-registration
Monday – Friday	Oct. 28-Nov. 1	Freshman Pre-registration
Friday - Saturday	TBA	Homecoming/Alumni Day
Tuesday	November 26	Residence Halls close 5 PM
Wednesday	November 27	No classes held
Thursday – Friday	November 28-29	Thanksgiving Holidays
Sunday	December 1	Residence Halls open 12 noon
Monday	December 2	Classes resume
Monday	December 2	Last Day to Withdraw, FA, or Reinstate
Friday	December 6	Last Day of Classes
Saturday-Wednesday	December 7-11	Final Examinations
Wednesday	December 11	Residence Halls close 5 PM
Thursday	December 12	Grades Due – 12:00 noon

**2019-2020
SPRING SEMESTER**

Thursday	January 2	College re-opens at 8:00 AM
Monday	January 13	Faculty Workshop; Orientation For New Students
Monday	January 13	Students Return Residence Halls open 12 noon
Tuesday	January 14	Validation Day
Wednesday	January 15	First Day of Classes
Monday	January 20	MLK, Jr. Holiday; College Closed
Tuesday	January 21	Last Day to Register or Drop/Add by 3:30 PM
Thursday	March 5	Mid-term Grades Due; “I” Grades Cleared
Friday	March 6	Residence Halls close 5 PM
Monday – Friday	March 9-13	Spring Break
Sunday	March 15	Residence Halls open 12 noon
Monday	March 16	Classes Resume
Tuesday	March 17	Last Day to Withdraw from Course with a “W”
Monday	March 23	Pre-registration Info Session
Monday-Tuesday	Mar. 23-31	Combined Pre-registration Sophomore/Freshman
Friday	April 10	Good Friday Holiday; College Closed
Thursday	April 23	Awards Program (evening)
Monday	April 27	Last Day to Withdraw, FA or Reinstate
Friday	May 1	Last Day of Classes
Saturday - Wednesday	May 2-6	Final Examinations
Wednesday	May 6	Residence Halls close 5 PM
Thursday	May 7	Grades Due – 12:00 noon
Saturday	May 9	Commencement – 9:00 AM

**SUMMER 2020
SESSION I**

Wednesday	May 20	Deadline for Transient Application & Permission 5 pm
Thursday	May 21	Last Day to Register & Accept Financial Aid 12 Noon
Monday	May 25	Memorial Day Holiday; College Closed
Tuesday	May 26	Deadline to Clear Business Office 12 Noon
Thursday	May 28	First Day of Classes
Friday	May 29	Last Day to Drop by 12:00 Noon for all classes
Monday	June 15	Last Day to Withdraw with a “W” For Four Week Classes
Thursday	June 25	Last Day of Classes for Four Week Classes
Friday	June 26	Grades Due 12:00 Noon for

Monday	June 29	Four Week Classes Last Day to Withdraw with a “W” For Eight Week Classes
Thursday	July 23	Last Day of Classes for Eight Week Classes
Friday	July 24	Grades Due 12:00 Noon for Eight Week Classes

The College reserves the right to change the academic calendar.

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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.

In 2018, the College again responded to student needs by creating its first bachelor's degree and its first fully online associate degree. Both programs strengthen Spartanburg Methodist College's mission to provide students with education opportunities to reach their career goals. The College's bachelor's degree is unique in its requirement that one third of degree hours is spent in the practical application of liberal arts training through participation in career development classes and experiences. The online Associate in Criminal Justice Degree is a program that will make a Spartanburg Methodist College education accessible to working adults as well as to traditional college students who prefer the flexibility of an online degree.

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 private residential institution offering associate and baccalaureate degrees 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 and baccalaureate degree options. The College offers to a wide variety of students the opportunity of higher education by providing a competent and dedicated faculty, distance learning options, 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 and one baccalaureate degree. Specific details on each degree program may be found on pages 33-41 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 and a Bachelor's Degree. 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 ANALYTICS AND CONTINUOUS IMPROVEMENT

The Office of Analytics and Continuous Improvement 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 Systems (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. 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
- American Society for Microbiology
- Association of Governing Boards of Universities and Colleges
- Carolinas Association of Collegiate Registrars and Admissions Officers
- The College Entrance Examination Board
- Council on Independent Colleges
- 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

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 SMC Welcome 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 SMC Welcome Center provides prospective students and families a place to meet Admission Counselors as they begin to explore the opportunities SMC represents for their futures.
- 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, 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. The Vassey Information Technology Center is also housed in the Burgess Student Center. It is named in memory of Mr. and Mrs. Herbert W. Vassey and houses the office of the Vice President for Operations and

Computer Services. 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 the Academic 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. The basement of the building houses the maintenance and housekeeping offices.
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 Moore 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 “The Cellar”. 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 Provost, the writing center, bookstore 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, summer, or at other times if applying for an online program).

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 in our Bachelor of Arts program. 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 associate degree requirements, and more than four years to complete bachelor's 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 or 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 or bachelor's degree.

FRESHMAN APPLICATION PROCEDURES

1. Students must complete the formal application for admission to the College as early as possible once the application is open for their intended entry term. 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.smcs.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 semester hours of transferable college credit from an accredited college or 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.
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 ADMISSIONS PROCEDURES

An online degree program is designed to offer students an opportunity to earn a college degree. Students 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

Associate Degree Seeking Students:

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 if the final GPA is below 2.00, or if good academic standing is not 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.

BA Degree Seeking Students:

Prospective transfer students must have earned an AS or AA degree from a regionally accredited college or earned the equivalent (60 hours) with a minimum of a 2.0 GPA.

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 Provost, 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 \$31,085 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 Provost. 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 towards an associate degree or 70 hours towards a bachelor's degree 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. A maximum of 70 semester hours of transfer credit may be applied toward a bachelor's 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 Provost 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 Provost 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 seven 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. A Bachelor of Arts degree is designed to be transferred into from an Associate's degree or its equivalent (60 credit hours). In addition to a core of Professional Development courses (18 hours) which all students will take, the student then selects two concentrations (18 credit hours each) from the following: business, English, religion, and history. 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, 201; Sociology 101, 202, 203; History 101, 102, 112, 201, 202, 210, 220, 230 (other than that course used for the History requirement).

Humanities course requirements are fulfilled by Literature, Religion, and Philosophy 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 for associate degrees and five years for bachelor's degrees, 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 including SMC's bachelor's degree. 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 for an associate degree and 53 credit hours for a bachelor's degree; 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 2015-2016 school year and for whom 150 percent of the normal time-to-completion has elapsed.

During the fall semester of 2015, 440 first-time, full-time degree seeking undergraduate students entered Spartanburg Methodist College. After three years, 41.2 percent graduated from our institution or completed their program and another 36.3 percent transferred to other higher education institutions, for a total success rate of 77.5 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 2015, 80 first-time, full-time degree seeking students received athletic financial aid. After three years 45 percent graduated from our institution or completed their program and another 41.3 percent transferred to other higher education institutions, for a total success rate of 86.3 percent. The following is a required break-down by sport:

Sport	Graduated	Transferred	Successful
Men's Baseball	77.8%	22.2%	100%
Men's Basketball	40%	60%	100%
Men's Cross Country	33.3%	33.3%	66.6%
Men's All Other Sports*	40%	46.7%	86.7%

Women's Basketball	14.3%	42.9%	57.2%
Women's Cross Country	66.7%	33.3%	100%
Women's All Other Sports**	45.7%	42.9%	88.6%

*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 ASSOCIATE 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 two academic courses of degree requirements, and are pre-registered for Session I 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 ²	3
SMC 101, 201 ¹	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2 or 3
Public Speaking	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 ²	6
Electives	15
Total	63-65

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

²"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:

Subject/Course Requirements	Semester Hours
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
SMC 101, 201 ¹	2
Literature	3
Mathematics 121,122,210,221,222 or 112 ²	6 or 8
PHED 121, Health 101, 201, or MILI	2 or 3
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Social Sciences ³	3
Science (Other than Physical Science or Biology 106) ⁴	8
Science (Other than Physical Science or Biology 106) or MATH from list above or CSCI (not CSCI 101)	3 or 4
Electives	<u>18</u>
Total	63-67

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

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

³"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).

⁴Most 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:

Subject/Course Requirements	Semester Hours
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
SMC 101, 201 ¹	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	3
Religion 103, 211, 212, 215 or 220	3
Science	8
BSAD 201, 202, 205, and 206	12
Electives (MATH 212 recommended)	12
Total	63-65

¹See 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 ¹	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2 or 3
Public Speaking	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
Total	63-65

¹See 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 ²	3
SMC 101, 201 ¹	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2 or 3
Public Speaking	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 ²	3
Electives	3
Total	63-65

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

²"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:

Subject/Course Requirement	Semester Hours
English 101, 102	6
Computer Science	3
History 101,102,112,201, or 202	3
SMC 101, 201 ¹	2
Literature	3
Mathematics (112 or higher)	3 or 4
PHED 121, Health 101, 201 or MILI	2
Public Speaking	3
Religion 103, 211, 212, 215, or 220	3
Science	4
Social Science ²	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)	7
Total	63-65

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

²"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).

BACCALAUREATE DEGREE

- I. **Associate Degree** **63-65 credit hours**
- II. **Camak Core** **18 credit hours**
- | | |
|--|-------------|
| PDEV 300 Community Discovery and Engagement | 3 |
| PDEV 310 Professional Development and Leadership | 3 |
| PDEV 330 Professional Communications | 3 |
| PDEV 400 Applied Technology | 3 |
| PDEV 410 Semester Internship <i>or</i> | 3 |
| PDEV 411, 412, 413 Internships I, II, II | 1 hour each |
| PDEV 430 Capstone | 3 |
- III. **Two Areas of Concentration 18 cr. hrs. from each concentration**

BUSINESS

Concentration prerequisites: Students who enter the Business concentration must have earned the following courses:
BSAD 205, 206.

Students must earn as a corequisite or prerequisite BSAD 201 and MATH 212 before or while enrolled in BSAD 340.

Students must take the following four courses:

BSAD 310 Business Management
BSAD 320 Business Marketing
BSAD 330 Managerial Accounting
BSAD 340 Business Finance

Students will choose two of the following courses:

BSAD 410 Entrepreneurship I
BSAD 420 Entrepreneurship II
BSAD 430 Managerial Economics
BSAD 440 Supply Chain Management and Logistics
BSAD 450 Professional Sales
BSAD 460 Business Law

ENGLISH

Concentration prerequisites: Students who enter the English concentration must have earned the following courses:

ENGL 101, ENGL 102, a 200 level literature course – NOTE:
Students without a 200 level literature may enroll in ENGL 310 for their first semester concurrently with a 200 level literature course.
All other 300 and 400 level English courses require the completion of the 200 level literature.

PSYCHOLOGY

Concentration Prerequisites: Students who enter the Psychology concentration must have the following course: PSYC 101, PSYC 201.

Students will choose six of the following courses:

PSYC 300: Social Psychology
 PSYC 310: Abnormal Psychology
 PSYC 320: Theories of Personality
 PSYC 350: Health Psychology
 PSYC 400: Behavior Modification
 PSYC 410: Psychology of Learning and Memory
 PSYC 420: Infant and Early Childhood Mental Health

RELIGION

There are no prerequisites for students entering the Religion concentration.

Students will choose six of the following courses:

RELI 310 The Life and Legacy of Paul
 RELI 320 Christian Ethics
 RELI 330 Ministry with Youth
 RELI 340 Religion in America from 1800
 RELI 410 Early Christian Literature
 RELI 420 Christian Theological Tradition
 RELI 430 The Life and Work of the Minister
 RELI 440 Introduction to Christian Worship

IV. Electives 6 credit hours

Competency in Foreign Language at the 102 (SPAN 140 for heritage Spanish speakers) or higher level is required. Up to six elective hours may be used to achieve Foreign Language competency; otherwise elective hours must be taken at the 300 level or higher.

123-125 cr. hrs.

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 Provost 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 Provost.

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. Students may not carry more than two 3-hour or 4-hour courses.

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 Provost. 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 Provost 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 are classified according to the number of semester hours earned, at the following semester hour intervals:

<u>Semester Hours Earned</u>	<u>Classification</u>
0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or above	Senior

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 Provost 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 Provost.

FINAL EXAMINATIONS

Final examinations are scheduled during the examination period by the Provost. **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. 55).

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 after 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 after 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 Provost.

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.**

STUDENT ACCOUNT HOLD POLICY

Student Holds Policy and Procedure: Holds are placed on student accounts when student have not completed paperwork or processes required by the college or have not paid a bill. A hold may prevent a student from registering for courses and/or requesting transcripts.

Placement of Holds: Holds may be placed on student accounts throughout the semester as needed. Individual offices will be allowed access to place holds on student accounts. Students will be notified through both their student portal and SMC email account when a hold has been established.

Removal of Holds: Once requirements have been satisfied, holds may be removed manually on individual student accounts. Only a member of the area for which a hold was placed will be able to remove the hold. (Example: Only Financial Aid members can remove Financial Aid holds, etc.). Additionally, an automated process will run on a nightly basis removing holds when a requirement has been satisfied.

Here are few examples of holds: Business Office Hold (has outstanding balance owed to the Business Office); Financial Aid Hold (needs to turn in documentation to the Financial Aid Office); Immunization Hold (needs to turn immunization form in to Health Services); Advising Hold (needs to see advisor).

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:** Associate Degree graduates and Bachelor Degree graduates 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

CLASS MODEL	CLASS EXAMPLE	ABSENCES ALLOWED
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.smcs.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 through their student portal.

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 32-33 semester hours per academic year. The College's bachelor's degree program is planned for completion in two additional years by full-time students successfully completing 32-33 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 associate degree, and because some students need more than 2 additional years to complete their bachelor's degree, the College allows full-time students up to three years to complete their associate degree and up to an additional three years to complete their bachelor's degree. 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 associate degree program and up to 10 years in which to complete their bachelor's degree program. 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
Seventh Semester		2.00
Eighth Semester		2.00
Ninth Semester		2.00
Tenth Semester		2.00
Eleventh Semester		2.00
Twelfth Semester		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 Associate Provost for Academic Programs, the Registrar, and/or the Provost. 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 Provost 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 Provost 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 Provost.

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 Provost. 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. Transcripts may be requested through our website at www.smcsc.edu/transcripts. There is a fee of \$7.50 for electronic requests. Alternatively, a request may be made in writing to the Registrar’s Office. A fee of \$5.00 is charged for each non-electronic 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. Only the student can request the release of the transcript. **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 Provost 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 Provost. The Provost 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, Provost, 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 Provost 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 Provost, 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 Provost 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 Provost 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 Provost. The Provost 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 Provost in writing of the Board's decisions within 24 hours of concluding the hearing (excluding weekends and holidays).
7. The Provost 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 Provost as information.
8. All records of the Grievance Process will be kept in the office of the Provost. The Provost will inform the faculty member submitting evidence of academic dishonesty of any previous violations on the part of that student.

COURSE DESCRIPTIONS

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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.

ARTS-301: ART AND RELIGION. 3 hours

This course is a focused study of artistic styles and techniques which have been used as a part of spiritual and religious practice. Students will study different historical and contemporary uses of art as a part of religious practice. Art forms may include mandalas, icon writing, automatic drawings, mosaic designs, sculpture, narrative illustrations, and other art forms that have been incorporated into various religious and contemplative spiritual traditions. Emphasis will be placed on the process of art making and an academic understanding of the context and practice of each religious artistic practice.

ARTS-302: VISUAL ART AND COMMUNICATION. 3 hours

From businesses, governments, protesters, and religious groups, visual language is a powerful tool to influence and persuade viewers into action. This course is a focused study of artistic styles and techniques which have been used as a part of persuasive visual communications. Students will study different historical and contemporary uses of art and design as rhetorical devices. Art forms may include political cartoons, propaganda posters, portraiture, photography, printed images, protest art, graffiti, and other art forms that have been incorporated into various persuasive campaigns. Emphasis will be placed on the process of art making and an academic understanding of the context and practice of using art to communicate visually. Special attention will be given to developing an ethical understanding of how art can be used and misused to influence others.

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

An introduction to biological principles emphasizing the study of biological systems at the cellular level. Topics include basic chemistry, biochemistry, scientific method, cell structure, photosynthesis, cellular respiration, inheritance, molecular biology and biotechnology. 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-101: INTRODUCTION TO BUSINESS. 3 hours**

This course outlines a concise overview of the world of business. Emphasis is placed on the following topics: common business systems; ownership; risk; production; finance and the financial system; marketing; human resources; and the effect of government in business. The primary objective is to introduce students to the world of business and formulate an opportunity to define and apply the language of business to various endeavors in which businesses operate.

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.

BSAD-310: BUSINESS MANAGEMENT. 3 hours

This course covers the foundations of the management process: Planning, Organizing, Leading and Controlling, as well as current issues affecting managers and their environment such as: globalization, diversity, ethics, innovation, information technology and social responsibility.

BSAD-320: BUSINESS MARKETING. 3 hours

This course will provide a broad foundation of important marketing principles. Topics covered will include marketing strategy and environments, global marketing, Internet marketing, customer relationships, marketing research, segmentation and targeting, consumer behavior, branding, sales promotion, and pricing.

BSAD-330: MANAGERIAL ACCOUNTING. 3 hours

This course examines the principles, techniques, and uses of accounting in the planning and control of business organizations from a management perspective. Identified are the budgetary process and related performance evaluation techniques, cost-volume-profit relationship, product costing methods, Just-In-Time (JIT) manufacturing, and Activity Based Costing (ABC). Related theory and application will also be reviewed.

Prerequisite: BSAD 205, 206.

BSAD-340: BUSINESS FINANCE. 3 hours

This course is designed to introduce the key concepts of finance in business environments such as the time value of money, asset valuation, and risk and return. These concepts are used heavily in corporate finance as well as in day-to-day lives including borrowing money to buy a car or saving money to buy a home.

Corequisite or Prerequisite: BSAD 201; MATH 212.

BSAD-410: ENTREPRENEURSHIP I. 3 hours

This course explores creating a new venture and how entrepreneurs working inside and outside of existing business organizations identify potential opportunities for new ventures. The focus in this course is entrepreneurial management and the nature of the entrepreneurial process. This course will explore how something is created from nothing, examining the cross-pollination between entrepreneurship and marketing, economics, technology, financing, logistics and operations, human resource management, ethics, and other key areas.

BSAD-420: ENTREPRENEURSHIP II. 3 hours

This course focuses on launching a new venture and the tasks that a new business owner must complete in the first 100 days of launching a business. Examples include securing the proper business licenses and permits, setting up a bookkeeping system, negotiating a lease, buying insurance, entering into contracts with vendors, recruiting and hiring employees, making the first sale, finding the proper work-life balance, and so forth. Broader issues such as developing a business model and building a brand will be touched upon.

Prerequisite: BSAD 410.

BSAD-430: MANAGERIAL ECONOMICS.**3 hours**

Managerial Economics deals with the application of microeconomic principles to key management decisions within organizations. Topics include supply and demand analysis, market equilibrium, production and costs, market structure, pricing, and uncertainty. The course is designed to develop your knowledge of how markets operate and improve your ability to make sound economic decisions.

Prerequisite: BSAD 201, 202.

BSAD-440: SUPPLY CHAIN MANAGEMENT AND LOGISTICS.**3 hours**

This course is designed to introduce the key concepts of logistics and supply chain management. Focus will be on the framework for supply chain management, transportation, and warehousing activities. Students will also learn how the physical, financial, and information portions of a supply chain work together to optimize the flow of goods throughout the entire global supply chain.

BSAD-450: PROFESSIONAL SALES.**3 hours**

This course develops selling skills and sales management capabilities. Areas of focus include: preparation, prospecting, interviewing, trial closes, handling objections, closing, after-sales support, recruitment, selection, motivation, training and development, and other sales management topics.

BSAD-460: BUSINESS LAW.**3 hours**

This course provides students with understanding of basic business law issues sufficient to: identify and discuss the legal implications of business decisions, formulate policies and practice procedures designed to minimize risk of liability and litigation, work effectively with counsel, cultivate effective, long-term, business and professional relationships based on character, competency, and communication.

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 TECHNOLOGY.

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-102: INTRODUCTION TO COMPUTER SCIENCE AND PROGRAMMING

3 hours

History, current application, security and systems software, hardware devices, social and ethical issues in computing and information technology, propositional logic, search engines, and computer programming concepts. Basic problem solving, logic, and computer programming are introduced through an active learning environment. Strongly encouraged for students interested in pursuing computer science as a major but open to all students. *Prerequisite or Corequisite: MATH-103 or above placement.*

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.*

CSCI-230: COMPUTER ORGANIZATION. 3 hours
 Computer organization; computer components and circuits; numbering systems; digital logic gates and digital systems; system organization; social and ethical issues; human-computer interaction; assembly language programming; instruction set architecture and formats; and addressing modes. *Prerequisite: CSCI-121 or permission of instructor.* (Recommended for majors in Computer Science.)

CSCI-240: DATA STRUCTURES. 3 hours
 Design, analysis, implementation, and testing of advanced data structures including linked lists, priority queues, stacks, trees, binary search trees, heaps, tree traversals and balancing techniques, hashing, and graph theory. Comparisons of sorting and searching algorithms. Big O Analysis. *Prerequisite: CSCI-221 or permission of instructor.* (Recommended for majors in Computer Science.)

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-211: DRAMA WORKSHOP V. 1 hour

Continuation of Drama Workshop IV.

DRAM-212: DRAMA WORKSHOP VI. 1 hour

Continuation of Drama Workshop V.

DRAM-213: DRAMA WORKSHOP VII. 1 hour

Continuation of Drama Workshop VI.

DRAM-214: DRAMA WORKSHOP VIII. 1 hour

Continuation of Drama Workshop VII.

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.

ENGL-215: JOURNALISM WORKSHOP V. 1 hour

Continuation of Journalism Workshop IV. The college newspaper is compiled and published through this class.

ENGL-216: JOURNALISM WORKSHOP VI. 1 hour

Continuation of Journalism Workshop V. The college newspaper is compiled and published through this class.

ENGL-217: JOURNALISM WORKSHOP VII. **1 hour**
Continuation of Journalism Workshop VI. The college newspaper is compiled and published through this class.

ENGL-218: JOURNALISM WORKSHOP VIII. **1 hour**
Continuation of Journalism Workshop VII. The college newspaper is compiled and published through this class.

ENGL-301: INTRODUCTION TO ENGLISH STUDIES. **3 hours**
This course is designed to introduce students to English as a discipline, including practice in research methods, analysis of primary texts and literary criticism, and writing for an academic audience. An overview of literary theory is included. *This course is required for all students in the English concentration and will be taken in the first semester of the junior year.*

ENGL-310: EARLY MODERN LITERATURE. **3 hours**
This course examines British prose, poetry, and drama from 1500-1660. This course engages students in advanced literary study through reading and writing about early modern literature, as well as researching the literary criticism relevant to such literature. Students will develop their close-reading skills, investigate how literature shaped culture (and vice versa) during the Tudor, Stuart, and Interregnum periods in English history, and develop an awareness of major critical approaches to early modern literature.

ENGL-315: HISTORY OF THE ENGLISH LANGUAGE. **3 hours**
This course provides a survey of the history of the English language, in addition to an introduction to the field of linguistics as it applies to the study of English. Attention is given to the historical, political, social, and cultural events that have shaped the evolution of English from its origins to the present day. The course examines the mechanisms of language change, as well as the social and cultural implications of this change.

ENGL-320: STUDIES IN NINETEENTH-CENTURY LITERATURE. **3 hours**
An examination of significant works by selected writers from the nineteenth century. Topics may include the c. 1785-1832 romantic Period, the c. 1832-1901 Victorian Age, and American Realism. Because *Studies in Nineteenth-Century Literature* is a historically and culturally based course, assigned readings and complementary presentations will demonstrate how contemporary literary expression reflected British and/or American life in good times and in bad.

ENGL-330: CONTEMPORARY WRITERS. **3 hours**
This course examines literature from 1950 to present. Topics for analysis may include the influence of the Cold War, counter-culture movements, postmodern thought, multiculturalism, changing gender roles/identities, environmentalism, globalization, the post-911 period, and electronic media.

ENGL-410: LITERATURE AND GENDER. **3 hours**
Literature focusing on issues of sex, gender, gender identity and sexual orientation, including works from writers of diverse identities. Particular attention will be paid to constructions of femininity and masculinity, LGBTQ issues, and social systems and values.

ENGL-420: STUDIES IN ETHNIC LITERATURE. 3 hours

An examination of literature by ethnic and other minorities from different historical periods, showing literary developments through representative authors and works. Texts may be selected on the basis of an historical survey, a theme, or a collection of major authors as examples.

ENGL-430: ADVANCED COMPOSITION. 3 hours

A writing-intensive course that emphasizes argumentation and research and encourages students to employ their acquired skills in composition and research strategies in the planning and execution of mature, persuasive writing assignments. Students explore writing across the curriculum, critique professional writing samples, evaluate composition texts and handbooks, maintain journals, and compose analytical essays in their areas of academic strength.

ENGL-440: SPECIAL TOPICS IN LITERATURE. 3 hours

The Special Topics course has its content determined by the instructor; thus, the focus will be different every offering as it will be based on the particular instructor's preference. A professor might choose to develop a theme, focus on a time period, or isolate a specific genre as examples. *This course may be taken more than once for credit if the content differs.*

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.)

HIST-310: THE ANCIENT MEDITERRANEAN.**3 hours**

This course represents a close analysis of the three great, Ancient Mediterranean powers of Egypt, Greece, and Rome. Topics include the rise and fall of empires; the Bronze, Dark, Archaic, Classical, and Hellenistic Ages of Greece; and the Roman Republic and Empire.

HIST-320: RENAISSANCE AND REFORMATION.**3 hours**

This course provides an in-depth study of the Renaissance and Reformation periods ranging from about 1200 C.E. to 1648. Major topics include the post-Bubonic Plague era, rise of Florence and Venice, republicanism, Renaissance culture, denominational divisions with the Catholic Church, and the Thirty Years War.

HIST-330: JEWISH HISTORY.**3 hours**

This course is a study of Jewish history from development of Jewish communities in the Ancient World to Zionism. Topics include the Ancient Hebrews, the Jewish diaspora, Jews in Medieval Europe, the Pogroms, the Holocaust, and post-World War II identity.

HIST-340: A GLOBAL HISTORY OF WARFARE.**3 hours**

This course examines the history of military thought with an emphasis on leadership and strategy. A variety of topics in military history including philosophies of warfare, guerilla tactics, famous leaders in military history, and technological innovation and war. It will examine warfare in terms of international impacts and critical thinking in times of crisis. Pertinent wars discussed will include, but are not limited to, the American Revolution, the Punic Wars, Vietnam, the World Wars, the Shogunate conflicts, and the Zulu and Boer conflicts.

HIST-410: BRITISH EMPIRE.**3 hours**

This course analyzes the history of the British Imperialism from the conquest of Scotland through the decolonization movement. Pertinent topics include the Act of Unions, colonization of North America, conquest of India, conquest of China, colonization of Australia, and conquest of South Africa.

HIST-420: TWENTIETH- CENTURY GENOCIDE.**3 hours**

This course represents a history of genocide during the twentieth century with a focus on global similarities, cultural differences, and regionalization. Major topics include the Al-Anfal campaign, Rwanda, the Irish Potato Famine, the Armenian genocide, and the Holocaust.

HIST-430: A HISTORY OF CRIME AND PUNISHMENT. 3 hours

This course analyzes the history of crime, punishment, justice, and political use of law codes from the Code of Hammurah (c.1760 BCE) to present. Major topics will include Mesopotamia law, Greek and Roman law, imperial law, theocracy, Enlightenment ideology, civil liberties, and international law all with a focus on justice and ethics.

HIST-440: THE WORLD WARS. 3 hours

This course is a study of World War I and World War II beginning with the establishment of political treaties in Europe at the end of the nineteenth century through the beginning of the Cold War in 1946. Pertinent topics include the impact of totalitarian governments, Mass Politics, Total War, the interwar period, the Holocaust, and the development of the atomic bomb.

HIST-450: A MODERN HISTORY OF SPIES AND INTELLIGENCE GATHERING. 3 hours

This course examines the history of spies and intelligence gathering connected to United State history from 1914 to present. Major topics include the emergence of spy programs, spy training and usage, technology development in the intelligence field, the impact of intelligence on international relations and policy, political motivations of intelligence programs, use of intel in state building, and counterintelligence as related to the Cold War and anti-terrorism programs. Major events will include, but are not limited to, the end of World War I and II, the arms race, the rise of the CIA and KGB, Containment, the Berlin Wall, the Cuban Missile Crisis, Limited Warfare, the Reagan Era, the “second” Cold War, and terrorism.

HIST-460: HUMAN RESPONSE TO DISEASE AND DISASTERS. 3 hours

This course examines multiple major crises throughout human history, including the Chernobyl meltdown, Katrina, eruption of Vesuvius, and the Bubonic Plague. It will focus on how various cultural groups, relative to their histories, react to disasters and disease as well as how humans create contingency plans for catastrophes.

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.

MUSI-102: CHORUS.

1 hour

Continuation of MUSI-101.

MUSI-103: CHORUS.

1 hour

Continuation of MUSI-102.

MUSI-104: CHORUS.

1 hour

Continuation of MUSI-103.

MUSI-105: CHORUS.

1 hour

Continuation of MUSI-104.

MUSI-106: CHORUS.

1 hour

Continuation of MUSI-105.

MUSI-107: CHORUS.

1 hour

Continuation of MUSI-106.

MUSI-108: CHORUS.

1 hour

Continuation of MUSI-107.

MUSI-111: APPLIED VOICE.

1 hour

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.)

Permission of the instructor.

MUSI-112: APPLIED VOICE. Continuation of MUSI-111.	1 hour
MUSI-113: APPLIED VOICE. Continuation of MUSI-112.	1 hour
MUSI-114: APPLIED VOICE. Continuation of MUSI-113.	1 hour
MUSI-211: APPLIED VOICE. Continuation of MUSI-114.	1 hour
MUSI-212: APPLIED VOICE. Continuation of MUSI-211.	1 hour
MUSI-213: APPLIED VOICE. Continuation of MUSI-212.	1 hour
MUSI-214: APPLIED VOICE. Continuation of MUSI-213.	1 hour
MUSI-115: CLASS VOICE. Introduction to the techniques of proper vocal production. Emphasis on learning to sing in various vocal styles. Includes regular seminar type performances for class.	1 hour
MUSI-116: CLASS VOICE. Continuation of MUSI-115.	1 hour
MUSI-215: CLASS VOICE. Continuation of MUSI-116.	1 hour
MUSI-216: CLASS VOICE. Continuation of MUSI-215.	1 hour
MUSI-117: INSTRUMENTAL ENSEMBLE. Instruction in various wind instruments, strings, and hand bells.	1 hour
MUSI-118: INSTRUMENTAL ENSEMBLE. Continuation of MUSI-117.	1 hour
MUSI-119: INSTRUMENTAL ENSEMBLE. Continuation of MUSI-118.	1 hour
MUSI-120: INSTRUMENTAL ENSEMBLE. Continuation of MUSI-119.	1 hour
MUSI-217: INSTRUMENTAL ENSEMBLE. Continuation of MUSI-120.	1 hour
MUSI-218: INSTRUMENTAL ENSEMBLE. Continuation of MUSI-217.	1 hour
MUSI-219: INSTRUMENTAL ENSEMBLE. Continuation of MUSI-218.	1 hour

MUSI-220: INSTRUMENTAL ENSEMBLE. Continuation of MUSI-219.	1 hour
MUSI-121: APPLIED PIANO. 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.	1 hour
MUSI-122: APPLIED PIANO. Continuation of MUSI-121.	1 hour
MUSI-123: APPLIED PIANO. Continuation of MUSI-122.	1 hour
MUSI-124: APPLIED PIANO. Continuation of MUSI-123.	1 hour
MUSI-221: APPLIED PIANO. Continuation of MUSI-124:	1 hour
MUSI-222: APPLIED PIANO. Continuation of MUSI-221.	1 hour
MUSI-223: APPLIED PIANO. Continuation of MUSI-222.	1 hour
MUSI-224: APPLIED PIANO. Continuation of MUSI-223.	1 hour
MUSI-125: AUDITIONED CHORUS. 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.	1 hour
MUSI-126: AUDITIONED CHORUS. Continuation of MUSI-125.	1 hour
MUSI-127: AUDITIONED CHORUS. Continuation of MUSI-126.	1 hour
MUSI-128: AUDITIONED CHORUS. Continuation of MUSI-127.	1 hour
MUSI-225: AUDITIONED CHORUS. Continuation of MUSI-128.	1 hour
MUSI-226: AUDITIONED CHORUS. Continuation of MUSI-225.	1 hour
MUSI-227: AUDITIONED CHORUS. Continuation of MUSI-226.	1 hour
MUSI-228: AUDITIONED CHORUS. Continuation of MUSI-227.	1 hour

- 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-240: CLASS GUITAR.** **1 hour**
Continuation of MUSI-143.
- MUSI-241: CLASS GUITAR.** **1 hour**
Continuation of MUSI-240.
- MUSI-242: CLASS GUITAR.** **1 hour**
Continuation of MUSI-241.
- MUSI-243: CLASS GUITAR.** **1 hour**
Continuation of MUSI-242.
- 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 MUSI-150.
- MUSI-152: APPLIED GUITAR.** **1 hour**
Continuation of MUSI-151.

MUSI-153: APPLIED GUITAR. Continuation of MUSI-152.	1 hour
MUSI-250: APPLIED GUITAR. Continuation of MUSI-153.	1 hour
MUSI-251: APPLIED GUITAR. Continuation of MUSI-250.	1 hour
MUSI-252: APPLIED GUITAR. Continuation of MUSI-251.	1 hour
MUSI-253: APPLIED GUITAR. Continuation of MUSI-252.	1 hour
MUSI-201: MUSIC APPRECIATION. Introduction to music, including vocabulary, history, and literature of music; designed to give an opportunity to develop appreciation of serious music.	3 hours
MUSI-203: ELEMENTS OF MUSIC. 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.	3 hours
MUSI-230: MUSIC THEORY III. This course is the study of diatonic harmony through writing and analysis. Aural, sightsinging, rhythmic, and keyboard skills are included. <i>Prerequisite: MUSI 131 or permission of the instructor.</i>	3 hours
MUSI-231: MUSIC THEORY IV. This course is the study of diatonic and non-diatonic harmony through advanced writing and analysis. Aural, sightsinging, rhythmic, and keyboard skills are included. <i>Prerequisite: MUSI 131 or permission of the instructor.</i>	3 hours

PROFESSIONAL DEVELOPMENT (CAMAK CORE)

PDEV-300: COMMUNITY DISCOVERY AND ENGAGEMENT. This course will focus on the culture, politics, people, economics, and history that create distinct communities. Students will research a local community to gain an understanding of significant issues that affect it, then work in teams to produce a professional presentation proposing a solution. Examples of social, civic, and business entrepreneurship that might be used to enact that solution will be examined. <i>*This course would be taken during the junior year.</i>	3 hours
PDEV-310: PROFESSIONAL DEVELOPMENT AND LEADERSHIP. Students will learn the basics of career preparation, management, and personal and business finance. Students will examine their personal values and goals. Students will study models of effective leadership, identify their leadership styles, develop	3 hours

leadership goals, and evaluate their own leadership. Particular attention will be given to professional ethics in this course.

**This course would be taken during the junior year.*

PDEV-330: PROFESSIONAL COMMUNICATIONS. 3 hours

This course will focus on various modes of professional and business writing, understanding cultures and work environments, teamwork, interpersonal communications, and other skills relevant to preparing for a professional internship. Students will identify, communicate, secure, and plan for their internship experiences with the instructor.

**This course would be taken during the junior year.*

PDEV-400: APPLIED TECHNOLOGY. 3 hours

Students will complete hands-on projects designed to improve their professional usage of social media, web, and other beneficial technologies. Students will engage in professional data collection and analysis. Technologies may be intentionally targeted to address a cohort's area of professional interest.

PDEV-410: SEMESTER INTERNSHIP. 3 hours

Students will complete one three-month internship in a professional setting relevant to the areas of concentration or professional interest. The internship should be well-documented, and the student will complete a self-assessment of their work. Site supervisors will provide a job description and outline of responsibilities prior to the beginning of the internship as well as a written assessment of the student's work at midterm and upon completion. Minimum of 120 hours of work.

Prerequisite: PDEV 300, 310 and 330.

PDEV-411, 412, 413: INTERNSHIPS 1, 11, AND 111. 1 hour each

Students will complete three one-month internships in professional settings relevant to the areas of concentration or professional interest. The internship should be well-documented, and the student will complete a self-assessment of their work. Site supervisors will provide a job description and outline of responsibilities prior to the beginning of the internship as well as a written assessment of the student's work at midterm and upon completion. Minimum of 40 hours of work.

Prerequisite: PDEV 300, 310 and 330.

**This course would be taken during the final semester.*

PDEV-430: CAPSTONE. 3 hours

The student must have a capstone project approved by their instructor and a representative from the faculty in each of their two areas of concentration. Students will be expected to implement and complete the capstone project during this course, culminating in a formal oral presentation and written report detailing and documenting the work of the capstone. This course will also serve as/include the final degree Student Learning Outcomes assignment.

Prerequisite: PDEV 300, 310 and 330.

**This course would be taken during the final semester.*

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: PHYSICAL FITNESS AND WELLNESS.**3 hours**

Physical Fitness and Wellness provides theoretical knowledge, fundamental concepts and practical experience in the principles, assessment, development and lifelong maintenance of personal wellness. This course presents a focus on effecting positive changes in personal health behaviors for improved quality of life.

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.

PSYC-300: SOCIAL PSYCHOLOGY 3 hours

A study of everyday life which explores the causes and consequences of people's thoughts, feelings, and behavior of themselves and of others which provide fundamental concepts of expanding and enriching understanding of self, the social sphere and events around the world.

Prerequisite: PSYC 101.

PSYC-310: ABNORMAL PSYCHOLOGY**3 hours**

A study of the nature and development of abnormal thoughts, feelings, and behaviors, including mental illnesses and the methods of therapy, research, and theoretical approaches appropriate to these.

Prerequisite: PSYC 101.

PSYC-320: THEORIES OF PERSONALITY**3 hours**

A study of theories of personality to explain the consistent behavior patterns and intrapersonal processes originating within the individual through the psychoanalytic approach, the trait approach, the biological approach, the humanistic approach, the behavioral/social learning approach and the cognitive approach.

Prerequisite: PSYC 101.

PSYC-350: HEALTH PSYCHOLOGY**3 hours**

A biopsychosocial approach of the study of psychological principles and research to the enhancement of health and the prevention and treatment of illnesses.

Prerequisite: PSYC 101.

PSYC-400: BEHAVIOR MODIFICATION**3 hours**

A study of applying learning principles, treatment procedures, and techniques to assess and improve behavior and foster healthy individual functioning.

Prerequisite: PSYC 101.

PSYC-410: PSYCHOLOGY OF LEARNING AND MEMORY**3 hours**

A comprehensive approach to the study of learning and memory as a result of experiences interacting with people and the world and a record of past and enduring information.

Prerequisite: PSYC 101.

PSYC-420: INFANT AND EARLY CHILDHOOD MENTAL HEALTH**3 hours**

A study of infant and early childhood mental health that is broad-based and multidisciplinary focused on the social and emotional well-being of infants and young children employing the case study method regarding development psychopathology, empirical foundations and their implications, interventions, and evidence-based programs.

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 Twenty-First 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 First Century through the Twenty-First 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 Twenty-First 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.)

RELI-310: THE LIFE AND LEGACY OF PAUL.**3 hours**

This course is a study of the Apostle Paul from both scriptural and later Christian traditions. The course will involve in-depth study of biblical literature as well as Paul's influence on Christian theology and history.

RELI-320: CHRISTIAN ETHICS.**3 hours**

This course will seek to explore Christian Ethics through a thorough examination of the biblical material that deals with the subject of ethics and morality in the context in which it was originally written. Additionally, a study of the various interpretations of Christian Ethics in a contemporary context will be examined against the backdrop of social change and demand.

RELI-330: MINISTRY WITH YOUTH.**3 hours**

This course is an introduction to the theology and practice of ministry with youth in a Christian context. Students will learn to connect adolescent cultural development and spiritual development while articulating a personal philosophy of youth ministry and a ministry plan.

RELI-340: RELIGION IN AMERICA FROM 1800.**3 hours**

This course will study religion in the United States from 1800 to the present. Special attention will be given to significant movements, personalities, and events that have shaped religion in America.

RELI-410: EARLY CHRISTIAN LITERATURE.**3 hours**

This course will study the Christian literature from approximately 96 AD to approximately 400 AD. As much of the earliest literature was written under the threat of martyrdom; initially the study of this literature will be against the backdrop of persecution. Additionally, a study of this literature will be examined for its usefulness in the contemporary Christian context, finding relevance in the post-biblical teaching.

RELI-420: CHRISTIAN THEOLOGICAL TRADITION.**3 hours**

This course is an introductory study in systematic theology from the perspectives of the various Protestant denominations, the Roman Catholic traditions, and the Eastern

Orthodox traditions. The course will include, but is not limited to, theology proper, God, Creation, Angelology, Christology, Pneumatology, Soteriology, and Eschatology. These topics will be studied historically, but also how these topics are interpreted and used in a contemporary context.

RELI-430: THE LIFE AND WORK OF THE MINISTER. 3 hours

This course examines the Church and its vocational ministry, including the spiritual development of the minister, foundational ministerial tasks, and congregational leadership.

RELI-440: INTRODUCTION TO CHRISTIAN WORSHIP 3 hours

This course examines the corporate worship of the Church, including historical models, practices, and theological content with regard to music, readings, and congregational participation, as well as the implementation of additional art forms in worship.

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-140: SPANISH FOR HERITAGE SPEAKERS. 3 hours

This course is intended for students who speak Spanish fluently and will use that fluency to develop a more thorough understanding of the grammatical and linguistic intricacies of the language. Through course readings, videos, class debates, written assignments, and presentations, students will learn to use their own language in real-world situations and better appreciate their heritage and identity.

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 or 140.

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 Provost 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 Provost.



**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 2019-2020 school year. Information on costs for part-time students is also included in this section of the catalog.

FEES FOR THE 2019-2020 ACADEMIC YEAR

EXPENSES	FIRST TIME, FULL-TIME RESIDENTIAL STUDENTS	FIRST TIME, FULL- TIME NON- RESIDENTIAL STUDENTS
TUITION	\$15,750	\$15,750
ROOM/BOARD	\$9,500	N/A
TECHNOLOGY FEE	\$300	\$300
STUDENT ACTIVITY FEE	\$150	\$150
HEALTH FEE	\$200	\$200
CAPITAL IMPROVEMENT FEE	\$710	\$710
TOTAL	\$26,610	\$17,110
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
TOTAL	\$570	\$370
GRAND TOTAL	\$27,180	\$17,480

FULL-TIME, RETURNING RESIDENTIAL STUDENTS		FULL-TIME, RETURNING NON- RESIDENTIAL STUDENTS	
Tuition	\$15,750	TUITION	\$15,750
Fees	\$1,390	Fees	\$1,390
ROOM/BOARD	\$9,500		
TOTAL	\$26,640	TOTAL	\$17,140

**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.smcsc.edu/academics/degrees-and-programs/online-criminal-justice>) or contact Director Angelia Turner (turnera@smcsc.edu) or the Financial Aid Office (smcfinaid@smcsc.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 2019-2020:

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

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

SUMMER SESSION

Length of Enrollment:	Percentage of Tuition, Room/Board fees refunded:
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. **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 2019-2020 is expected to be \$6,195. 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:

$$\frac{(\text{GradePoints} \times \text{Attempted Credit Hours} = \text{QP})}{\text{Total Attempted Credit Hours}} = \text{LIFE GPA}$$

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. For the junior year and beyond, students who qualify may borrow up to \$5,500 in subsidized loan funds. An additional \$2000 in unsubsidized loan funds per year are available for freshman, sophomores, juniors, and seniors. Once a student has used their total aggregate undergraduate loan limit (\$31,000 – no more than \$23,000 of this amount may be in subsidized loans), they are no longer eligible to receive student loans. 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 7/1/2018 and before 7/1/2019 is 5.05%. Loan origination fees of 1.062% for loans first disbursed on or after 10/01/2018 and before 10/01/2019 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. Borrowers are required to complete exit counseling sessions online at 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. 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 7.6% for loans first disbursed on or after 07/01/2018 and before 07/01/2019. Loan origination fees of 4.248% for loans first disbursed on or after 10/01/2018 and before 10/01/2019 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:

Year of Enrollment	Maximum Number Cumulative Semester	Cumulative GPA
1 st Year	19 hours	1.30
2 nd Year	41 hours	1.75
3 rd Year	64 hours	2.00
4 th Year		2.00
5 th Year		2.00
6 th Year		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 ensemble program, the drama program, 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, 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.

**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 864-587-4356 or dropping by room 204 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 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 23 years of age; 3) they are married; 4) they are a Military Veteran; 5) they are enrolled for less than 12 credit hours; or 6) 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 23 or older are NOT PERMITTED to live in the residence halls, unless an exception is approved by the Dean of Students.

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 "The Cellar" 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 37,500 which includes books in print, journals, magazines, and DVDs. A collection of over 350,000 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 RESIDENCE LIFE AND STUDENT CONDUCT

The purpose of the Residence Life and Student Conduct 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 Provost.

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.

CAREER AND PROFESSIONAL DEVELOPMENT

Career and Professional Development at SMC prepares students for success in college and their careers after college. Career and Professional Development provides resources, guidance and experiences to help students identify, explore, and prepare for their career options. Career and 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

life and 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 Career and 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
- develop career resources like a resume, interview prep, and networking skills
- identify their major and career plans through assessment and experience

Professional Development is located in the Ballard Center, in the back of Judd Hall.

INTERCOLLEGIATE ATHLETICS

Spartanburg Methodist College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region X. Men's intercollegiate sports include baseball, basketball, cross country, golf, half marathon, soccer, tennis, track and field, and wrestling. Women's intercollegiate sports include basketball, cross country, golf, half marathon, soccer, softball, tennis, track and field, and indoor and beach volleyball.

Athletics works to support the mission of the College and integrates SMC's guiding principles in developing our student-athletes: achievement in all areas of endeavor, integrity in all of our dealings, and service for the greater good.

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, working in tandem with the SMC Players, provides interested students opportunities to develop their talents in both acting and technical theatre through the production of at least one play each semester. The Drama Club and Delta Psi Omega (the Drama Fraternity) also foster interest in drama by engaging

in on-campus activities and by attending plays at area high schools, colleges, and professional venues.

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 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
Ms. Charlita Atchison	Spartanburg
Mr. Andrew Babb	Spartanburg
Mr. Phillip Buchheit.....	Spartanburg
Ms. Carol Burdette.....	Anderson
Mr. Darrell Campbell.....	Columbia
Dr. Phinnize Fisher	Spartanburg
The Reverend Jerry Gadsden.....	Spartanburg
Ms. Catherine Gramling.....	Gramling
Ms. 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	Spartanburg
Ms. Marilyn Murphy.....	Ninety Six
Dr. Darryl Owings	Spartanburg
Mr. John Ramsey	Darlington
Dr. Harriett Rucker	Newberry
Mr. W. Guy Spriggs.....	Campobello
The Reverend Mary Teasley.....	Anderson
Mr. Hugh Bailey	Student Advisory Trustee

ADMINISTRATIVE AND SUPPORT STAFF

Office of the President

W. Scott Cochran.....	President
Cheryl M. Somerset	Executive Assistant to the President and Liaison for
.....	Student Administrative Services
Jason Womick.....	Executive Director for Analytics and Continuous Improvement

Office of Marketing

Lisa M. Ware	Vice President for Marketing
Mary Hurston Zuelke.....	Marketing Communications Coordinator
Melinda Maxwell.....	Enrollment Marketing Coordinator

Office of Professional Development and Design

Courtney Shelton	Vice President for Professional Development and Design
Position Open.....	Director of Professional Development, Internships
.....	and Employee Relations
Victor Durrah.....	Director of Professional Development and Student Success

Office of the Chaplain

Rev. Timothy Drum, II.....	Chaplain and Director of Church Relations
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Office of Academic Affairs

Mark W. Gibbs.....	Provost & Executive Vice President for Academic Affairs
Sharon T. Wilborn	Administrative Assistant to the Academic Affairs Office
Kathleen A. Brown	Associate Provost of Academic Programs
Gina Parris	Disability Counselor
Steven L. Jeter.....	Tutor Coordinator
Ebony Reynolds.....	Disability Services Assistant - Part-time
Kathleen Crozier	Advisor
Dalynn Hare.....	Advisor
Brandon Lyles.....	Advisor
Ali Stones.....	Advisor
Lori Hetrick.....	Librarian and Director of the Learning Resource Center
Ottis E. Allen, Jr.....	Associate Librarian and Director of Media Services
Mary Diones.....	Associate Librarian
Kris Neely	Director, Interdisciplinary Studies Program
Jessica Harwood.....	Director of Institutional Effectiveness

Division Chairs and Program Directors

Megan Aiello.....	Chairperson, Division of Physical Education
Kelly Neil, Ph.D.....	Chairperson, Division of English, Reading & Literature
Mary Jane Farmer, Ph.D.	Chairperson, Division of Social Science
J. Kris Pratt, Ph.D.	Chairperson, Divisions of Humanities
Jonathan Keisler, Ph.D.....	Chairperson of the BA Program/Business
Adam Siegfried, Ph.D.....	Chairperson, Divisions of Science, Math, Health,and Computer Science
Stacy Parker, JD.....	Director of Criminal Justice Program

Office of the Registrar

Jill R. Johnson.....	Registrar
Shannon Bishop	Assistant Registrar
Caroline Conard.....	Administrative Assistant to the Registrar

Online ACJ Program

Angelia Turner.....	Director of Online ACJ Program
Tripp Hammett.....	Registration Specialist

Office of Student Development

Teresa D. Ferguson. ...	Vice President for Student Development & Dean of Students
Paula Williams	Administrative Assistant to the Dean of Students
Alesia Lowe-Jenkins.....	Director of Counseling Services
Kim D. Caton.....	Director of Student Activities and Leadership Development
Position Open.....	Director of Intramurals
Trina Gilliam.....	Director of Residence Life and Student Conduct
Morgan Beatty	Assistant Director of Residence Life and Student Conduct
Kendevon Stenhouse.....	Residence Hall Director
Grayson Smith	Residence Hall Director
Christy Bailey	Residence Hall Director
Cornisha Waller	Residence Hall Director
Tierra McMillan.....	Residence Hall Director
Alexa Kerley	Senior Resident Assistant
Position Open.....	Senior Resident Assistant
Gina Robertson	College Nurse and Director of the Student Health Center
Deborah Poole	Mail Services Manager
Chris Carter.....	Chief of Campus Safety
Brad Edmonds.....	Operations Lieutenant

Marcie Hall	Campus Police Officer
James Kershaw.....	Campus Police Officer
Andrew Tomlinson	Campus Police Officer

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
Pamela S. Ponder	Director of Disbursements and Payroll
Kerry Van Winkle.....	Accounts Receivable Specialist

Office of Information Technology and Computer Services

Trey Arrington	Vice President for Operations
Judy G. Hefner	Director of Administrative Systems
James A. Gregg	Network Operations Specialist
Brendan Plake	Information Technology Specialist
Nick Phillips.....	Administrative Systems Specialist
Dan Abraham.....	Academic Computer Lab – Part-time evenings
Jeff Rehn	Food Service Director
Deanna Unger	Campus Store Manager

Facilities Management

Marty Woods	Vice President for Facilities
Ricky Hess	Maintenance Supervisor
Scott Deskins	Event and Set-up Coordinator
Harry Barnett.....	Senior Maintenance Mechanic
Johnnie Worthy.....	Maintenance Technician
Steve Osborne	Maintenance Technician
Chris Irving	Housekeeping Manager

Office of Institutional Advancement

Jennifer Dillenger.....	Vice President for Institutional Advancement & Chief of Staff
Becky Snow	Database Manager
Leah Pruitt Caldwell	Director of Alumni Relations
Don Tate.....	Director of Development
Reggie Ward	Associate Director of Development

Office of Enrollment Management

Ben Maxwell.....	Vice President for Enrollment Management
Nancy H. Lynn.....	College Receptionist and Switchboard Operator
Kyle Wade	Director of Financial Aid & Enrollment Services
Stormy Milsap.....	Assistant Director of Financial Aid
Ellen Cape-Jewell	Financial Aid Counselor/Work-Study Coordinator
Darby Tippit.....	Financial Aid Counselor
Jordan Crosby	Financial Aid Representative
Julie Lanford	Executive Director of Admissions & Enrollment Services
Harry Cochran.....	Associate Director of Admissions
Kacie Higginbotham	Assistant Director of Enrollment Events & CRM Mgmt
Clara Ruth West.....	Assistant Director of Admissions & Visitor Experience
Tanae Copeland	Admissions Counselor
Grace Graves.....	Admissions Counselor
Position Open.....	Admissions Counselor
Josh Holt	Online Recruiter

Intercollegiate Athletics

Megan Aiello	Director of Athletics
Sherry H. Collins	Athletic Event and Budget Manager
Nori Johnson	Men's Basketball Coach
Heather Macy	Women's Basketball Coach
Ken Roach.....	Men and Women's Cross Country Coach/Track & Field Coach
Kyle Owings	Men's Golf Coach
Amber Burrell	Women's Golf Coach
Kyle Hughes.....	Men's Soccer Coach
Dan Kenneally	Women's Soccer Coach
Tim Wallace.....	Baseball Coach
Caroline Hill.....	Softball Coach
Patrick Flynn.....	Men's and Women's Tennis Coach
Juan Stimpson	Men's Wrestling Coach
Katie Zimmerman	Women's Indoor & Beach Volleyball Coach

FACULTY

M. NAEEM AHMAD, Professor of Mathematics, (2015). M.S. and Ph.D., Kansas State University.

MEGAN AIELLO, Director of Athletics and Chairperson of the Division 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, Vice President for Operations, (2014). B.A., University of 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, 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.

NICHOLAS BERGAN, Adjunct Professor of Economics On-line, (2019). B.A., St. Louis University; M.S. Florida State University.

CRYSTAL BROWN, Professor of Economics, (2019). B.S., University of South Carolina Upstate; M.B.A., Winthrop University; Ph.D., Regent University; Additional graduate work at Gardner-Webb University.

KATHLEEN A. BROWN, Associate Provost of Academic Programs, (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.

W. SCOTT COCHRAN, President and Adjunct Professor of Professional Development, (2015). B.A., Wofford College; MBA, Duke University.

MARY COOKE-BROWN, 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 and Adjunct Professor of Physical Education (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, Professor of English, (2012). B.A. and M.A., Winthrop University; Ph.D., University of North Carolina at Greensboro.

JENNIFER DILLENGER, Vice President for Institutional Development and Chief of Staff, (2016). B.A. and B.S., Wofford College; MBA, University of South Carolina.

DAWN DINGWELL, Professor of Accounting/Business, (2018). B.A., Michigan State University; M.B.A., University of Cincinnati. Additional graduate work at Gardner-Webb University.

TIMOTHY C. DRUM, II, Chaplain and Director of Church Relations and Adjunct Professor of Religion, (2017). B.A., University of North Carolina at Chapel Hill; M.Div., Duke University.

KIM DUCKETT, Professor of Biology, (2019). B.S., University of Akron; Ph.D., Kent State University; Postdoctoral Fellow, Medical University of South Carolina.

MARY JANE FARMER, Chairperson of the Division of Social Science and Professor of Psychology, (2004). B.S., M.Ed., Ph.D., Saint Louis University, Philippines.

TERESA D. FERGUSON, Vice President for Student Development, Dean of Students and Director of the Freshman Year Experience Program, (2006). B.A., Limestone College; M.S., University of Cincinnati.

PATRICK FLYNN, Men and Women's Tennis Coach and Adjunct Professor of Music and Physical Education, (2014). A.A., Palm Beach Community College; B.F.A., Florida Atlantic University; M.M. & D.M.A., University of Memphis.

MARK W. GIBBS, Provost and Executive Vice President for Academic Affairs, (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 GILES, Adjunct Professor of Speech, (2019). B.A., Newberry College; M.Ed., Columbia College; Ed.S., Nova Southeastern University.

ROBERT GILLIAN, Adjunct Professor of History (2017). A.A., Spartanburg Methodist College; B.A., University of South Carolina Upstate; M.A., Southern New Hampshire University.

COURTNEY GORDON, Professor of Biology, (2016). B.S., Brigham Young University; M.S., University of Florida.

KIRK HANSEN, Professor of History, (2016). B.A. and M.A., Bob Jones University; Ph.D., University of Dundee.

JESSICA H. HARWOOD, Director of Institutional Effectiveness, (2005). B.A., Ohio Wesleyan University; M.S., University of Wisconsin-Madison; M.A., Clemson University.

STEPHEN Z. HEARNE, Adjunct Professor of Religion, (2006). B.A., Elon College; M.Div., Th.M., Southeastern Baptist Theological Seminary; D.Min., Erskine Theological Seminary. Additional graduate work at Yale University and Southern Baptist Theological Seminary.

LORI HETRICK, Head Librarian and Director of the Learning Resource Center, (2016). B.A., Alice Lloyd College; M.L.S., University of Kentucky.

SUSAN M. HUGHES, Adjunct Professor of Education, Reading & English, (2011). B.A., University of South Carolina; M.A., Converse College; Ed.D., Walden University at Minneapolis.

PAMELA HUTTO, Professor of Sociology, (2018). B.S., M.S., Florida State University; Ed.D., Liberty University.

JENNIFER HYDER, Professor of Biology, (2017). B.S. and Ph.D., University of South Florida.

L. DALE HYDER, Adjunct Professor of Criminal Justice, (2017). B.S., University of South Florida; M.S., Saint Leo University.

JILL R. JOHNSON, Registrar, (1985). A.A., Spartanburg Methodist College; B.S., Charleston Southern University; M.Ed., University of South Carolina.

EDDIE D. (NORI) JOHNSON, Men's Basketball Coach and Adjunct Professor of Physical Education, (2018). B.A., College of Charleston.

JONATHAN KEISLER, Chair of the BA Program/Business and Professor of Economics, (2015). B. S and M.S., Clemson University; M.S., Georgia Southern University; Ph.D., Clemson University.

DANIEL J. KENNEALLY, Women's Soccer Coach, Student Athlete Retention Officer, and Adjunct Professor of Physical Education, (1995). B.S., Alfred University. Graduate work at University of North Carolina at Greensboro.

EUNICE R. KNOUSE, Professor of Biology, (1978). B.A., William Jennings Bryan College; M.S., University of Tennessee. Additional graduate work at Converse College and University of South Carolina at Spartanburg.

JOHN C. LANFORD (LANNY), Jr., Professor of Music and Director of the Music Program, (2011). B.A., University of South Carolina; M.C.M., Southern Baptist Theological Seminary; D.M.A., University of South Carolina.

THOMAS LYTTLE, Biology Lab Assistant, (2018). B.S., Wofford College; M.A.T., Converse College.

HEATHER MACY, Women's Basketball Coach and Adjunct Professor of Physical Education, (2019).

BEN MAXWELL, Vice President for Enrollment, (2018). B.A., North Georgia College and State University; M.S., University of North Georgia.

ERIC McDONALD, CPA, Executive Vice President for Business Affairs, (2008). B.A., Mercer University; M.Div., Southeastern Seminary.

MELINDA McDONALD, Adjunct Professor of Religion, (2019). B.A., Berea College; M.A. Morehead State University; M.Div., Gardner-Webb University Divinity School.

NADINE McINNIS, Adjunct Professor of English, (2019). B.A., SUNY Empire State College; M.A., SUNY Stony Brook Southampton University.

DOTTIE METROPOL, Adjunct Professor of Religion, (2008). B.A., Winthrop University; M.A., Presbyterian School of Christian Education; M.Div., Union PSCE Seminary.

TONYA MILLER, Professor of Computer Science, (2018). B.S., St. Mary's College; M.S., University Maryland University College.

JUDY MIRICK, Professor of Physics and Physical Science (2019). B.S., M.S., and Ph.D., Clemson University;

SHERI S. MITCHELL, Adjunct Professor of Music/Piano, (2007). B.A., Bob Jones University; M.M., Converse College.

DANIELLE MONROE, Biology and Physical Science Lab Assistant, (2019). B.S., University at Valley Forge; DC, Sherman College of Straight Chiropractic.

DANNY MORGAN, Adjunct Professor of Political Science and History, (2018). B.A., University of South Carolina Upstate; M.A.T., Converse College.

KRIS M. NEELY, Professor of Art and Director of Interdisciplinary Studies Programs, (2016). B.A., Wofford College; M.F.A., Goddard College.

KELLY NEIL, Chairperson of the Division of English, Reading, and Literature and Professor of English/British Literature, (2015). B.A. and M.A., University of North Carolina at Greensboro; Ph.D., University of California.

STACY PARKER, Chairperson of the Criminal Justice Program and Professor of Criminal Justice, (2019). B.S., J.D., West Virginia University; M.S., University of Cincinnati.

BETHANY PERKINS, Professor of English, (2009). B.A., Louisiana State University; M.A., University of North Carolina at Wilmington; Ph.D., University of North Carolina at Greensboro.

J. KRISTIAN PRATT, Chairperson of the Division of Humanities and Professor of Religion, (2007). B.A., University of North Carolina at Chapel Hill; M.Div., Gardner-Webb University; Ph.D., Baylor University.

TARA A. PRATT, Adjunct Professor of Religion, (2016). B.A., University of North Carolina at Chapel Hill; M.Div., Gardner-Webb University; M.A., Baylor University.

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